



# MAGNOLIA PUBLIC SCHOOLS

## Board Of Directors

---

Board Agenda Item #	IV A
Date:	February 11, 2016
To:	MPS Board of Directors
From:	Caprice Young, Ed.D., CEO & Superintendent
Staff Lead:	Caprice Young, Ed.D., CEO & Superintendent
RE:	Board Committee 18 Month Plans Discussion Item

### Proposed Board Recommendation

For Discussion

### Background

At the October board retreat, the board re-established committee membership and committed to looking forward 18 months to predict goals for committee actions and considerations moving forward in the name of collaborative planning. Throughout the following months, the committees have met several times to establish goals. The committee membership and draft goals are attached for the purposes of dialog during the board meeting. These are living documents that will necessarily evolve over time as the board achieves goals and learns to use the tool in a manner that best serves transparent, effective governance.

### Budget Implications

Strong planning and decision making will increase resource usage effectiveness.

### Name of Staff Originator:

Caprice Young, CEO & Superintendent

### Attachments

Committee Structure

18 Month Plans

**Board Committees**  
**February 11, 2016**

**Officers of the Board**

Dr. Umit Yapanel, President

Saken Sherkanov, Secretary

Noel Russell-Unterburger, Treasurer

**Committee: Academic Excellence Committee**

**Purpose:** The Academic Excellence Committee is commissioned by and responsible to the Board of Directors to assume the primary responsibility for working with the CEO to define academic excellence, ensure that all board members know the charter promises that were made to the community and the authorizer and to devise clear and consistent measures to monitor these goals. The Academic Excellence Committee also presides over expulsion hearing appeals. The Academic Excellence Committee shall be assisted by the CEO and CAO.

**Membership:** Ali Korkmaz (Chair), Saken Sherkanov, other non-board experts as appointed by the committee

**Meeting Frequency:** Quarterly or as needed

**Committee: Facilities Committee**

**Purpose:** The Facilities Committee is commissioned by and responsible to the Board of Directors to assume the primary responsibility for matters pertaining to facilities planning and acquisition, as well as capital planning in conjunction with the Finance and Audit Committee in accordance with the established policies and practices approved by the Board of Directors. The Facilities Committee shall be assisted by the CEO and COO.

**Membership:** Nguyen Huynh (Chair), Umit Yapanel, other non-board experts as appointed by the committee

**Meeting Frequency:** Quarterly or as needed

**Committee: Finance and Audit Committee**

**Purpose:** The Finance and Audit Committee is commissioned by and responsible to the Board of Directors. It has the responsibility for working with the CEO and Chief Financial Officer (CFO) to create the upcoming fiscal year budget; presenting budget recommendations to the Board; monitoring implementation of the approved budget on a regular basis and recommending proposed budget revisions; recommending to the Board appropriate policies for the management of the charter school's assets. It also selects the auditor and oversees the approval of the annual schools and consolidated audits. The Finance and Audit committee shall be assisted by the CEO and CFO.

**Membership:** Noel Russell-Unterburger (Chair), Serdar Orazov, other non-board experts as appointed by the committee

**Meeting Frequency:** Monthly

**Committee: Governance Committee**

**Purpose:** The Governance Committee is commissioned by and responsible to the Board of Directors to assume the primary responsibility for matters pertaining to Board of Directors recruitment, nominations, orientation, training, and evaluation in accordance with the bylaws of the

organization as well as established policies and practices approved by the Board of Directors. The Governance committee shall be assisted by the CEO and COO.

**Membership:** Mustafa Kaynak (Chair), Umit Yapanel, other non-board experts as appointed by the committee

**Meeting Frequency:** Quarterly or as needed

**Committee: Parent and Community Committee**

**Purpose:** The Parent and Community Committee is commissioned by and responsible to the Board of Directors to assume the primary responsibility for ensuring that parents and community members have a voice in the decisions made by Magnolia Public Schools and to address matters related to civic engagement and parent outreach. The Parent and Community Committee shall be assisted by the CEO and Chief External Officer (CXO).

**Membership:** Diane Gonzalez (Chair), Remzi Oten, other non-board experts as appointed by the committee

**Meeting Frequency:** Quarterly or as needed

**Committee: Personnel Committee**

**Purpose:** The Personnel Committee is commissioned by and responsible to the Board of Directors to assume the primary responsibility for matters pertaining to personnel policies, compensation, recruitment, orientation, training, and evaluation in accordance with the established policies and practices approved by the Board of Directors. The Personnel Committee may, from time to time, serve as an appeals body in personnel matters. The Personnel Committee shall be assisted by the CEO and Chief Human Resources Officer (CHRO).

**Membership:** Saken Sherkanov, Nguyen Huynh, other non-board experts as appointed by the committee

**Meeting Frequency:** Quarterly or as needed



**Academic Committee**

**18 Month Plan**

**18 Month Academic  
Committee Plan**

November 30

**2015**

**Board Goal: All Magnolia Schools are respected for  
STEAM excellence**

**Measurements: 1. STEAM  
EXPO 2. CST Results 3. New  
Science Standards  
Framework 2017-2018 4.  
Number of Professional  
Developments given in  
science and STEAM**

ACADEMIC COMMITTEE 18 MONTH PLAN

Month	Item Review	Decision to Be Made (Vote)	Information Only
January	Comprehensive Interim Assessments by all schools <b>2<sup>nd</sup> Interim Assessment</b>	No	Yes
February	Review of Summer School Contract Learn for Life Professional Development In-Service for Teachers and Staff Contract Review.		
March	Review of data outcomes from Interim Assessment <b>SBAC window opens/MAP Spring Testing</b> Vendor Renewal/Additions	No Yes-Vendor Renewals/additions	Yes-presentation
April	Review of data outcomes And school enrollment targets	No No (enrollment)	Yes-Presentation
May	CAASPP Completion	No	No data available until June-July
June	Summer School Begins	No No (enrollment)	Yes-Academic Report No-Action on contracts

ACADEMIC COMMITTEE 18 MONTH PLAN

July	<b>CAASPP Results Released</b>	No	Yes-Data Results
August	CELDT Testing window opens	No	No-Action
September	Implementation of PD	No	Yes
October	MAP Fall Testing	No	Yes
November	<b>CELDT Testing</b> Magnolia-wide	No	Yes-Presentation
December	Data Presentation by Principals <b>First Interim Assessment</b> Academic Target Review	No	Yes

Academic Committee Dashboard

Category	Measure- CTQ	Status	Result	Target %	Measurement and Definitions
Student Achievement	Student benchmark participation	RED		100%	% of schools meeting 100% participation in benchmark testing (MAP and Interim Assessments)
	Student benchmark Reading	YELLOW		70%	% of schools yellow or green in reading
	Student benchmark math	GREEN		70%	% of schools yellow or green in math
Instructional Quality	Principal Quality	RED		90%	% of schools meeting principal quality threshold
	Teacher Quality –	YELLOW		90%	% of schools meeting teacher quality threshold
	Teacher Quality- new	GREEN		TBD (less than 5% per school)	% ratio of ineffective behaviors
Student/School Culture	Teacher Vacancies	RED		100%	# of teacher vacancies across network
	Teacher Attendance	YELLOW		100%	% of schools meeting 95% teacher attendance threshold
	Student attendance	GREEN		100%	% of schools within 5% of enrollment targets
	Number of Suspensions and Expulsions			Less than 1% by district measurements	% of sc

ACADEMIC COMMITTEE 18 MONTH PLAN

Key:

CTQ: Critical to Quality

100% of target

Within 10% of target

More than 10% of Target

## General Purpose

The academic committee is commissioned by and responsible to the Board of Trustees to assume the primary responsibility for matters pertaining to Board of Trustees oversight of academic programming in all Magnolia Schools in accordance with the bylaws of the organization as well as established policies and practices approved by the Board of Trustees.





Facilities Committee

18 Month Plan

Magnolia Public Schools  
School Growth & Facilities  
18-Month Objectives  
January 14, 2016

**Overarching Goal: Develop a best in class portfolio of permanent school facilities that are high quality, cost efficient and support the mission and academic programs of Magnolia Public Schools.**

**Goal #1: Create a baseline capital plan that will include a process to create a multi-year capital budget.**

1. Create and complete a facilities needs assessment that includes short and long term solutions.
2. Develop a baseline capital plan including school-by-school enrollment projections, anticipated revenue, cash flow projections, school enrollment capacity based on charter petition and facilities.
3. Establish capacity for capital improvement projects based on current baseline and future projections.
4. Seek input from internal stakeholders including principals, finance, outreach and communications to inform the multi-year capital budget.

Timing: Present to Facilities Committee in February 2016 for review; Present baseline plan to full Board in February or March 2016. Present multi-year capital budget to the facilities committee in May 2016 and full Board for approval in June 2016.

**Goal #2: Create a detailed facilities development process that provides sufficient planning time to deliver facilities by the target date.**

1. Research and develop model floor and site plans for each type of MPS school including K-12, 6-12 span schools, ES, blended learning models.
2. Determine acceptable and measureable cost targets for school facilities development that ensure facilities remain affordable.
3. Assemble a team of experienced and pre-qualified professionals in the areas of site selection, planning & entitlements, environmental assessment, architecture and construction in both southern and northern California.
4. Create an internal growth and facilities cross team working group that includes the regional directors, outreach and communications and finance teams, and others as needed.
5. Establish a process to gain project approval at the school level, C-Level, Facilities Committee and full Board.

Timing: Present to Facilities Committee in April 2016; Present to full Board in May 2016

**Goal #3: Provide excellent service to school and home office staff.**

1. Streamline process of identifying school needs, in partnership with school site leaders and regional directors.
2. Advocate on behalf of all schools on growth and facilities related matters before multiple entities including, authorizers; local, state and national agencies; third party service providers; and, professionals in the facilities industry.
3. Develop a process to flag, address and track emergency facilities issues.
4. Communicate in a timely and efficient manner, with a maximum 24-hour turnaround on all communications.
5. Coordinate growth and facilities matters across all home office departments as well as with school leaders.
6. Establish monthly board facilities committee schedule.

Timing: Present to Facilities Committee in April 2016; Present to full Board in May 2016 (along with detailed facilities development process).

**Goal #4: Build a school facilities pipeline that includes short term and permanent solutions.**

1. Develop a five-year facilities master plan with solutions for each existing and all future planned schools, including a calendar of activities.
2. Plan to begin permanent school facilities projects 18-24 months ahead of target delivery date.
3. Conduct multiple variable analyses on all projects to discuss project viability with facilities committee.
4. Ensure that low cost capital is available by developing and maintaining relationships with multiple entities.
5. Lead annual Prop. 39 and long term use agreement processes, including calendar of activities.

Timing: Present to Facilities Committee June 2016; Present to full Board June 2016, with bi-annual updates.



**Magnolia Public Schools  
18-Month Facilities Plan  
Board of Directors, February 2017**

School: Magnolia Science Academy 1

Current Location:	18238 Sherman Way, Reseda, CA 91335
Site Description & Lessor Information:	Renovated two-story commercial building that is showing its age due to intensity of use.  MPS owns the site.
Classrooms & Amenities	20 classrooms, gymnasium, outdoor eating area, parking lot
Enrollment:	536 students
Facility Capacity:	550 seats
Future Growth & Expansion	The addition of a new two story classroom building that will allow the school to have up to 900 students.  Partner with the city of Los Angeles and Los Angeles Kings hockey team to develop a sports complex that includes a gymnasium and ice skating rinks. The facilities will serve the needs of the students at MSA 1 during school hours and be used by the community during evenings, weekends and summer breaks.
Additional Information	Magnolia has submitted a proposal to the XQ Super School competition that features a redesign of this school. A key component is the partnership with the city and LA Kings hockey team to deliver the facility and programming associated with it. Luc Robitaille, former Kings player and now head of business operations, has recorded a short video in support of the proposal.  The city council office is in full support of the development of the two-story classroom building. The parcel allows charter school development by right, which cuts the approvals needed from city agencies significantly.  In 2017 the charter petition will be amended to allow for 900 students, which will require authorizer approval.

Facility Issues:

- I. Age and look of the existing building.
- II. Lack of adequate amenities including an adequate eating area for lunch and sports facilities that meet the needs of students.
- III. Student safety in the alleyway behind the school building due to unfettered vehicular traffic. The school has a paid guard that controls traffic.
- IV. The school is at enrollment capacity due to lack of space.

18-Month Plan, Proposed Solutions:

- I. Update the façade of the existing building including new doors, windows, entrance and signage.
- II. Reroute vehicular traffic to ensure student safety.
- III. Construction of a new school building to increase enrollment capacity to 900 students, including a multi-purpose room and a covered outdoor eating area.
- IV. Construction of a new gymnasium in partnership with the city of Los Angeles and Los Angeles Kings.

School: Magnolia Science Academy 2

Current Location:	17125 Victory Blvd, Van Nuys, CA 91406
Site Description & Lessor Information:	All modular building classroom campus with shared use of athletic fields. Located on the Birmingham Charter High School campus.  Leased from LAUSD via a long-term lease agreement.
Classrooms & Amenities	16 core classrooms, office, SPED room, shared use of athletic field and outdoor sport courts.
Enrollment:	476
Facility Capacity:	476
Future Growth & Expansion	Constrained by facilities capacity and enrollment cap in approved charter petition.  In 2017 the charter petition will be amended to allow for additional students, which will require authorizer approval.
Additional Information	The school is co-located on a large district campus, Birmingham High School, that converted to a charter school. The district has stated that MSA 2 will stay on this campus long term.

Facility Issues:

- I. Long-term use agreement is expired.
- II. The school is housed in an all-modular classroom campus.
- III. Additional and dedicated outdoor athletic space is needed.

18-Month Plan, Proposed Solutions:

- I. Negotiate a long-term use agreement between the school district and the two other charter schools on the site. MPS has engaged Neal Millard at Musick Peeler to represent MPS.
- II. Apply for Measure K local school bond matching funds to deliver a permanent two-story state of the art facility. New guidelines will be available February 2016.

School: Magnolia Science Academy 3

Current Location:	1254 E Helmick St, Carson, CA 90746
Site Description & Lessor Information:	All modular building classroom campus with shared use of athletic fields. Co-located on an LAUSD campus with Curtiss Middle School.  Leased from LAUSD via Proposition 39 annual process.
Classrooms & Amenities	16 core classrooms, office, eating area. Shared PE space.
Enrollment:	451 students
Facility Capacity:	455 students
Future Growth	Constrained by facilities capacity and enrollment cap in approved charter petition.  In 2017 the charter petition will be amended to allow for additional students, which will require authorizer approval.
Additional Information	The school is located on a large district campus, Curtiss Middle School that potentially has space for growth.  The school administrators have a cooperative relationship.

Facility Issues:

- I. The school is on year-to-year facilities agreement with the school district via Proposition 39, the state law that requires school districts to grant space on district campuses to charter schools that ask for space and follow the requirements.
- II. All modular classroom campus.

18-Month Plan, Proposed Solutions:

- I. Negotiate a long-term use agreement for the site. This is highly political, as the elected board member has to be supportive of the arrangement.
- II. Apply for Measure K local school bond matching funds to deliver a permanent two-story state of the art facility. New guidelines will be available February 2016.

School: Magnolia Science Academy 4

Current Location:	11330 Graham Pl, Los Angeles, CA 90064
Site Description & Lessor Information:	All modular building classroom campus with shared use of athletic fields. Co-located on an LAUSD campus with Webster Middle School. Cramped space that is unappealing and cramped due to presence of tall chain link fence.  Leased from LAUSSD via Proposition 39 annual process.
Classrooms & Amenities	10 core classrooms, office, eating area. Shared PE space.
Enrollment:	185 students
Facility Capacity	280 students
Future Growth	Depends on enrollment growth and securing permanent facilities.
Additional Information	

Facility Issues:

- I. The Magnolia campus is segregated from the larger school campus. A fence surrounds the space allocated to MSA 4.
- II. Year to year agreement via Proposition 39 does not allow for planning.

18-Month Plan, Proposed Solutions:

- I. Ensure access to amenities including the auditorium, computer room and other shared spaces.
- II. Apply for Measure K local school bond matching funds to deliver a permanent two-story state of the art facility. New guidelines will be available February 2016.



School: Magnolia Science Academy 5

Current Location	18230 Kittridge St, Reseda, CA 91335
Site Description & Lessor Information	Exclusive use of two-story building with shared use of outdoor space. Co-located on an LAUSD campus with Reseda High School.  Leased from LAUUSD via Proposition 39 annual process.
Classrooms & Amenities	8 core classrooms, an office, outdoor eating area, shared use of the athletic facilities
Enrollment	152 students
Facility Capacity	232 students
Future Growth	The host campus has declining student enrollment, which means that excess seat capacity exists on the site.  The cooperation of the school and the district will be needed in order to maintain an ever-increasing presence on the site.
Additional Information	The school will open 9 <sup>th</sup> grade this upcoming school year, adding one high school grade level in each subsequent year.

Facility Issues:

- III. A low number of classrooms are offered to the school on a yearly basis via the Proposition 39 process. The school cannot fully implement the educational program due to this.

18-Month Plan, Proposed Solutions:

- I. Increase the number of classrooms that the district provides at the site on yearly basis.
- II. Apply for Measure K local school bond matching funds to deliver a permanent state of the art facility. New guidelines will be available February 2016.

School: Magnolia Science Academy 6

Current Location	3754 Dunn Dr., Los Angeles, CA 90034
Site Description & Lessor Information	Small former private school campus with an interior courtyard, play space and parking.  Leased from a church.
Classrooms & Amenities	6 classrooms, office, outdoor seating area, staff and visitor parking.
Enrollment	175 students
Facility Capacity	180 students
Future Growth	Enrollment is constrained by seat capacity at the current site. There is no additional room to grow.
Additional Information	Parents and students enjoy the setting of this school, as it is a small closed campus with an interior courtyard and play area.

Facility Issues:

- I. The school site only has 6 classrooms. The owners of the site have not been amenable to increasing the capacity of the site by adding a few modular classrooms.

18-Month Plan, Proposed Solutions:

- I. Search for a site for MSA 6. The school can either stay at the current site and have a second site nearby or occupy a larger site in future years.

School: Magnolia Science Academy 7

Current Location	18355 Roscoe Blvd, Northridge, CA 91325
Site Description & Lessor Information	Former private school facility with classrooms, offices, auxiliary spaces, onsite parking, outdoor play areas.  Leased from a church.
Classrooms & Amenities	11 classrooms, computer lab, library, SpEd classroom, small cafeteria, offices
Enrollment	292
Facility Capacity	292
Future Growth	The school has an extensive waiting list.  Approval from the Planning Department is being sought to increase enrollment to 450 students.
Additional Information	A facility expansion project that includes and additional 7 classrooms, a main office and bathrooms are being planned. It is anticipated that this project will be ready in time for students by Fall 2016.

Facility Issues:

- I. The school site needs additional classroom space in order to increase enrollment.

18-Month Plan, Proposed Solutions:

- I. Amendment to an existing CUP is being sought from the city of Los Angeles. Once approved, the school will be able to enroll 450 students. An additional 7 classrooms, a new main office and restrooms will be added to the site.

School: Magnolia Science Academy 8

Current Location	6411 Orchard Ave, Bell, CA 90201
Site Description & Lessor Information	New campus constructed by the school district and opened in 2010.  Leased from the district.
Classrooms & Amenities	17 classrooms, 1 set aside room, offices. Shared use of gymnasium, auditorium and outdoor play areas.
Enrollment	490
Facility Capacity	495
Future Growth	The school will remain at the site with a target enrollment of 495.
Additional Information	The school is located on a shared campus with two other schools. The campus was awarded to Magnolia through the Public School Choice process, which was a competitive process that enabled teams of educators and charter schools to apply to operate (a portion of) the school.

Facility Issues:

- I. The use agreement was not renewed concurrently with the charter petition and is therefore expired.

18-Month Plan, Proposed Solutions:

- I. Renew the use agreement. Magnolia staff is negotiating with the school district on the exact terms of the renewal.

School: Magnolia Science Academy, Santa Ana

Current Location	102 Baker St E, Costa Mesa, CA 92626
Site Description & Lessor Information	Temporary school site in a former warehouse building that has been converted into chapel space.  Leased from a church.
Classrooms & Amenities	9 classrooms, 1 SpEd classroom, offices, blacktop play area, limited parking.
Enrollment	150
Facility Capacity	175
Future Growth	The facility capacity will grow to 1020 students beginning in the 2016-2017 with the delivery of the new school facility.  The new school facility will have 38 classrooms
Additional Information	Enrollment target is set at 650 students for the 2016-2017 school year. Strong and ongoing recruitment efforts have commenced.  The gym is scheduled to commence in Spring 2016 and delivered by January 2017.

Facility Issues:

- I. Temporary facility is at the southern end of the school district, 6.5 away from the permanent site. How many of the current students will travel to the new site?
- II. The gymnasium was not included as part of the scope of work in the general contract due to a lack of available funds at the time.

18-Month Plan, Proposed Solutions:

- I. Complete the permanent school building by August 2016.
- II. Continue to recruit heavily in Santa Ana.
- III. Complete the gymnasium component of the new facility by January 2017.

School: Magnolia Science Academy, Santa Clara

Current Location	14271 Story Rd, San Jose, CA 95127
Site Description & Lessor Information	The school is located on the campus of National Hispanic University in east San Jose. There are three other charter schools co-located on the site.  The site is being leased from a private owner.
Classrooms & Amenities	10 modular classrooms, offices, outdoor play space, onsite parking.
Enrollment	98
Facility Capacity	250
Future Growth	Depends on enrollment growth and securing permanent facilities.
Additional Information	An opportunity has arisen to secure up to two acres of land from a housing developer. The site is near target residential communities and would provide a permanent home for the school.

Facility Issues:

- I. The school is on a year-to-year lease.
- II. Other charter schools are co-located on the same site as the Magnolia school, potentially impacting enrollment.
- III. A permanent facility is needed.

18-Month Plan, Proposed Solutions:

- I. Extend the lease at NHU for the 2016-2017 school year. In process.
- II. Increase recruitment efforts in the east San Jose community.
- III. Secure a long-term facility in San Jose. Staff is exploring possible sites that are possibilities to house the school on a long-term basis.

School: Magnolia Science Academy, San Diego

Current Location	6365 Lake Atlin Ave, San Diego, CA 92119
Site Description & Lessor Information	The school is located on a site that has been sold to a housing developer.
Classrooms & Amenities	15 classrooms, multipurpose room, library, resource room, offices, auditorium.
Enrollment	423
Facility Capacity	425
Future Growth	450
Additional Information	<p>MSA San Diego is negotiating a one-year extension of the lease at the current site for the 2016-2017 school year with the owners.</p> <p>SDUSD has provided an opportunity for Magnolia to relocate the school to an existing school site. The 3.5 acre site will be developed with 16 modular classrooms, offices, bathrooms and additional amenities. The site will be ready for occupancy in the 2017-2018 school year.</p>

Facility Issues:

- I. Approval of a one-year extension of the lease at the current site.
- II. SDUSD board approval of the ground use agreement at the future site.

18-Month Plan, Proposed Solutions:

- I. Negotiate an extension of the lease at the current site for the 2016-2017 school year. Negotiations with Preface, the current owner, continue. Progress has been made and we anticipate executing an agreement soon.
- II. SDUSD has drafted a ground use agreement for a permanent site. We anticipate the board of the district to vote on the agreement in the next few weeks.



Finance and Audit Committee

18 Month Plan





# MAGNOLIA PUBLIC SCHOOLS

13950 Milton Ave. 200B Westminster, CA 92683

P: (714) 892-5066 F: (714) 362-9588

## 18-MONTH FINANCE AND AUDIT COMMITTEE CALENDAR

DATE DUE	ITEM	DESCRIPTION	EDUCATION CODE
January-16	MPS First Interim Report 2016-17 (October 31, 2016)	MPS' first interim reports are due to chartering authority	47604.33(a)(3)
February-16	2nd Quarter 2015-16 Bond Disclosure	2nd Quarter 2015-16 MSA-1 Bond Disclosure is due	
March-16	MPS Second Interim Report 2015-16 (January 31, 2016)	Charter school second interim reports are due to chartering	47604.33(a)(4)
May-16	2016-17 School Budgets	MPS' school budgets are due to chartering authority	47604.33(a)(1)
May-16	3rd Quarter 2015-16 Bond Disclosure	3rd Quarter 2015-16 MSA-1 Bond Disclosure is due	
June-16	Review of Cost Allocation Tables	Review of current cost allocation table in line with an equitable allocation methodology	
August-16	4th Quarter 2015-16 Bond Disclosure	4th Quarter 2015-16 MSA-1 Bond Disclosure is due	
September-16	2015-16 Unaudited Actuals	MPS' 2015-16 unaudited actuals are due to chartering authority	47604.33(a)(5), 42100(b)
October-16	1st Quarter 2016-17 Bond Disclosure	1st Quarter 2016-17 MSA-1 Bond Disclosure is due	
December-16	MPS 2015-16 Schools and Consolidated Audited Financial Statements	MPS' 2015-16 school audits are due to chartering authority and State Controller	47605(m), 41020(h)
December-16	MSA-1 2015-16 Annual Bond Continuing Disclosure	MSA-1 Annual Bond disclosure is due.	
December-16	A-133 Single Audit	MPS 2015-16 Single audit is due to State Controller and Department of Education	OMB Circular A-133
January-17	MPS First Interim Report 2017-18 (October 31, 2017)	MPS' first interim reports are due to chartering authority	47604.33(a)(3)
February-17	2nd Quarter 2016-17 Bond Disclosure	2nd Quarter 2016-17 MSA-1 Bond Disclosure is due	
March-17	MPS Second Interim Report 2016-17 (January 31, 2017)	Charter school second interim reports are due to chartering	47604.33(a)(4)
May-17	2017-18 School Budgets	MPS' school budgets are due to chartering authority	47604.33(a)(1)
May-17	3rd Quarter 2016-17 Bond Disclosure	3rd Quarter 2016-17 MSA-1 Bond Disclosure is due	
June-17	Review of Cost Allocation Tables	Review of current cost allocation table in line with an equitable allocation methodology	

Goal: Strategy	Action Plan
<b>STRENGTHEN FINANCIAL PERFORMANCE AND STEWARDSHIP</b>	
1.1 Provide clear, timely, accurate, consistent financial information	<ul style="list-style-type: none"> <li>▪ Provide CEO and Board with financial reports and expertise</li> <li>▪ Deliver timely reports to authorizing agencies and regulators</li> <li>▪ Develop reporting systems based on key performance indicators</li> </ul>
1.2 Ensure the highest standards of compliance and accountability	<ul style="list-style-type: none"> <li>▪ Address and correct issues in the state audit report</li> <li>▪ Strive for clean audits from external independent auditors</li> <li>▪ Regularly conduct internal audits to ensure compliance</li> </ul>
1.3 Safeguard public resources through sound policies and practices	<ul style="list-style-type: none"> <li>▪ Assess and review finance policies and practices</li> <li>▪ Research charter school policies best practices</li> <li>▪ Work with Finance Committee and Board to revise policies</li> </ul>
1.4 Build reserves to support sustainable growth	<ul style="list-style-type: none"> <li>▪ Research top tier charter schools reserve levels</li> <li>▪ Work with Fin Comm and Board to develop reserve guidelines</li> <li>▪ Secure Board approval and implement reserve policy</li> </ul>
<b>1. IMPROVE OPERATIONAL EXCELLENCE</b>	
2.1 Upgrade systems to drive efficiency	<ul style="list-style-type: none"> <li>▪ Work with back office provider to fully utilize financial ERP</li> <li>▪ Revise accounts payable system</li> <li>▪ Research and launch new document storage and retrieval system</li> </ul>
2.2 Embrace new technologies to automate processes	<ul style="list-style-type: none"> <li>▪ Review and eliminate nonvalue-added processes</li> <li>▪ Research and select automated best practices</li> <li>▪ Implement automated processes</li> </ul>
2.3 Continuously innovate for operational excellence	<ul style="list-style-type: none"> <li>▪ Create planning model with evaluation process</li> <li>▪ Develop departmental key performance indicators</li> <li>▪ Develop monitoring and reporting system</li> </ul>

Goal: Strategy	Action Plan
<b>CULTIVATE A HIGH PERFORMANCE CULTURE</b>	
3.1 Encourage teamwork and collaboration	<ul style="list-style-type: none"> <li>▪ Weekly finance staff meeting (team-based problem-solving)</li> <li>▪ Work across all MPS departments-establish liaison for each</li> <li>▪ Develop standardized reporting across all school sites</li> </ul>
3.2 Recruit, recognize and reward high performance	<ul style="list-style-type: none"> <li>▪ Right-size finance department staff (revise staffing plan)</li> <li>▪ Revise job descriptions</li> <li>▪ Create finance dept culture that supports a work-life balance</li> </ul>
3.3 Align roles and responsibilities with organizational strategy	<ul style="list-style-type: none"> <li>▪ Transition to back office partner (EdTec's) processes</li> <li>▪ Revise job descriptions based on organizational strategies</li> <li>▪ Allocate staff time to growth strategy</li> </ul>
<b>2. POSITION MPS AS A RESPECTED AND VALUED PARTNER</b>	
4.1 Nurture relationships built on reliability, trust and transparency	<ul style="list-style-type: none"> <li>▪ Respond to requests in a timely manner</li> <li>▪ Build relationships with charter school partners</li> <li>▪ Create Transparency Page on organizational website</li> </ul>
4.2 Proactively engage stakeholders to communicate our successes	<ul style="list-style-type: none"> <li>▪ Create department communication strategy</li> <li>▪ Regular meetings/calls with partner/regulatory agencies</li> <li>▪ Generate Annual Report</li> </ul>
4.3 Be a leader in charter school thought leadership and practices	<ul style="list-style-type: none"> <li>▪ Regularly attend stakeholder meetings and events</li> <li>▪ Train finance staff to speak at community hearings</li> <li>▪ Present best practice models at trainings and conferences</li> </ul>

Goal: Strategy	Action Plan
<b>3. INCREASE AVAILABILITY AND ACCESS TO STEAM EDUCATION TO MORE STUDENTS</b>	
5.1 Work across departments to create sustainable growth plan	<ul style="list-style-type: none"> <li>▪ Create cross functional development team</li> <li>▪ Assist Facilities Department with planning and budgeting</li> <li>▪ Provide insight and feedback on planning and budgeting</li> </ul>
5.2 Respond quickly to requests as opportunities arise	<ul style="list-style-type: none"> <li>▪ Assist with planning and budgets for new charter petitions</li> <li>▪ Assist with planning and budgets for grant applications</li> </ul>

**Finance Department Mission:** The MPS Finance Department is an innovative leader in the management of charter schools and provides unparalleled service in all areas of operation.

The Finance Committee is commissioned by and responsible to the Board and is responsible for working with the CFO to review the upcoming fiscal year budget; presenting budget recommendations; monitor implementation of the approved budget on a regular basis and recommending proposed budget revisions; recommending appropriate policies for the management of Magnolia's assets.

### **Goal 1: Strengthen Financial Stewardship and Performance**

- 1. Provide clear, timely, accurate, consistent financial information**
  - Develop 2015-16 Finance Committee Calendar
  - Review and recommend approval of financial statements
- 2. Ensure the highest standards of compliance and accountability**
  - Review and recommend approval of reports to authorizers
  - Review and recommend approval of annual audits
- 3. Safeguard public resources through sound policies and practices**
  - Work with staff to develop best in class policies
  - Review and recommend for approval of Board
- 4. Build reserves to support sustainable growth**
  - Work with staff to develop reserve policy
  - Review and recommend for approval of Board

### **Goal 2: Improve Operational Excellence**

- 1. Upgrade systems to drive efficiency**
  - Review and recommend approval of financial systems
- 2. Continuously innovate for operational excellence**
  - Review and approve committee plans

### **Goal 3: Cultivate a High Performance Culture**

- 1. Encourage teamwork and collaboration**
  - Work staff for greater understanding of MPS financials
  - Work Board members to explain MPS financial information
- 2. Recruit, recognize and reward high performance**
  - Grow and diversify finance committee
- 3. Align roles and responsibilities with organizational strategy**
  - Allocate committee time to reviewing growth strategies

### **Goal 4: Position MPS as a Respected and Valued Partner**

- 1. Nurture relationships built on reliability, trust and transparency**
  - Build relationships with charter school partners
  - Committee members participate in finance communications plan
- 2. Proactively engage stakeholders to communicate our successes**
  - Build relationships with stakeholders
  - Generate Annual Report
- 1. Be a leader in charter school thought leadership and practices**
  - Train committee members to speak at community hearings

### **Goal 5: Increase availability and access to STEAM education to more students**

- 1. Work across departments to create sustainable growth plan**
  - Review and provide feedback on sustainable growth plan



Governance Committee

18 Month Plan

Expected Board Decision	Related Board Goal	Lead C-Team Member	Required Internal Processes	Regulatory Deadline (if any)	Date of the Board Decision	Date and name of Committee	Notes from the meeting
Establishment of 2016-17 Goals	All Magnolia Schools have happy engaged stakeholders who engage their broader communities civically	Andy Gocke	The C-Team will discuss and compile a list of goals in their January meetings.	N/A	1/21/16	01/14/2016, all committees	
Establishment and Accomplishment of 2016-17 Goals	90% satisfactory customer reviews (customers of Home Office)	Andy Gocke	Chief of Staff will conduct a survey between school administrators and staff in May 2016. Results will be discussed in June 2016. Necessary changes in Home Office practices will be implemented in 2016-17 year and the same survey will be conducted again in March 2017. Survey Results will be presented to the board in June 2016. Results and planned changes will be discussed in PD Days in summer of 2016 and it will be presented to MPS Board no later than 09/30/2016.	N/A	6/30/2016 9/30/2016	5/30/2016, Nominating Committee 8/30/2016, Nominating Committee	Home Office evaluation should be aligned with CEO Evaluation. Survey to be conducted before CEO evaluation in June 2016.
Addition of a board member with a different background	All Magnolia Schools have happy engaged stakeholders who engage their broader communities civically	Andy Gocke	In its October 2015 Retreat, MPS Board decided to expand to include board members from different backgrounds. The first goal is to add one new board member preferably with a legal background by 6/30/2016. MPS Board will add another member in the next 12 months after that.	N/A	6/30/2016 6/30/2017	5/30/2016, Nominating Committee, 5/30/2017, Nominating Committee.	Because of time commitment, retired people might be more available. Retired attorney lawyer, MPS Board will be updated on the idea that we are looking for a new member with a legal background.
Staffing the Committees	All Magnolia Schools have happy engaged stakeholders who engage their broader communities civically	Andy Gocke	MPS Board decided to add additional members to our Board Committees. These additional committee members will serve on committees to make recommendations to the MPS Board. The first goal is to add one person to each committee by 6/30/2016.	N/A	6/30/16	05/30/2016, Nominating Committee	We need to bring on people who will meaningfully contribute to Magnolia.
Board Training (March retreat, follow up with the last retreat.	All Magnolia Schools have happy engaged stakeholders who engage their broader communities civically	Andy Gocke	MPS Board will hold a one-day annual retreat in March of every year, and an additional one in October if needed. 1- MPS Home Office will put together a list of necessary training areas for board members in consultation with board members, attorneys and other professionals by February 15th and September 15, 2. The list will be finalized by the board president and the CEO by February 25 and Sept. 25. 3- Necessary arrangements for trainers will be completed by February 28 and Sept. 30	N/A	03/13/2016 10/16/2016	02/15/2016, 09/15/2016 02/25/2016, 09/25/2016 03/13/2016, 10/16/2016	One retreat per year. In March, additional one in October depends on the need. Travel arrangements for board members to be made in advance.
Board Training	All Magnolia Schools have happy engaged stakeholders who engage their broader communities civically	Andy Gocke	Chief of Staff will prepare a handbook for board members in collaboration with attorneys and professionals. The handbook will outline the responsibilities of the Board and Board members, Board policies, and other relevant information.	N/A	N/A	03/13/2016, Board Retreat	Chief of Staff will make sure handbook includes a calendar, when to take action on budget, academics, etc. ...
Board's engagement in broader community	All Magnolia Schools have happy engaged stakeholders who engage their broader communities civically	Andy Gocke	Each board member will bring an industry keyperson from their professional jobs to one of our schools in the next 12 months. Home Office will coordinate these visits in coordination with the board members and the school principals. Visits by professionals is a great tool to inspire our students towards desired careers (especially STEAM careers).	N/A	N/A	12/31/2016, all committees	Local board members invite professionals and schedule in collaborations with principals
Board member's involvement in SSCs, school events	All Magnolia Schools have happy engaged stakeholders who engage their broader communities civically	Andy Gocke	Have each board member visit at least one school every academic year. MPS Board members should be active members of our school communities. Major events such as graduation ceremonies, school commencement days, SSC meetings and Professional Training Days are great opportunities that Board members can contribute with their presence and lead the community. MPS Home Office will arrange visits for board members.	N/A	12/31/2016 (Information Item, report to Board)	N/A	Board members should pay at least one visit per year, preferably at one of these events.
Board's engagement with authorizers	All Magnolia Schools have happy engaged stakeholders who engage their broader communities civically	Andy Gocke	Have each member attend a hearing or decision making meeting by charter authorizers at least once every academic year. Our charter authorizers demand attendance of our board members. We have many public hearing sessions and decision days at the school districts and counties in the next 6 months, and once again in the next 12 months after that. MPS Home Office will contact board members to request their attendance at these meetings.	N/A	12/31/2016 (Information Item, report to Board)	ongoing	Board member should be present when the authorizer visits their local school. Principal should inform the board member in advance.
Board members' efforts in developing partnerships and fundraising	All Magnolia Schools have happy engaged stakeholders who engage their broader communities civically	Andy Gocke	will be discussed with committee members at the meeting	N/A	N/A		Outreach & Partnership Committees should focus on this
Effective Governance	All Magnolia Schools have happy engaged stakeholders who engage their broader communities civically	Andy Gocke	Establish, train and assist local governing committees in new expansion places such as NV, SD, NorCal. As required by laws and regulations, we need to establish local governing committees as we expand into new states or new areas in California. Every time we form a new local committee, we need to train them on Brown Act, Financial Reports and how to make sense of them, and other federal and state laws and regulations.	as we find out with new expansions	ongoing, as needed	as needed	
Board and Committee Evaluation	All Magnolia Schools have happy engaged stakeholders who engage their broader communities civically	Andy Gocke	Chief of Staff and CEO will plan and prepare for annual evaluation of the board and the committees at the board retreats	N/A	will be conducted at board retreats	03/13/2016, 10/16/2016	



Parent and Community Involvement Committee

18 Month Plan



Expected Board Decision	Parent and community Committee Oversight and Sub goals	Related Board Goal	Lead C-Team Member	Required Internal Processes	Regulatory Deadline (if any)	Date of the Board Decision	Date and name of Committee	Notes from the meeting	Date of C-Team Final Review of Issue
Not Applicable	1. Achieve positive relationships with stakeholders, elected officials, local business leaders, and other district organizations. All relationships stakeholders or meetings will be tracked Google drive. The goal will be to visit each school site meet with VPs at their local offices or have VPs visit schools. MFS wide. 11.0-12.0 VMS will occur by June 30, 2017.	All Magnolia Schools have happy engaged stakeholders who engage their broader communities civically	Alfredo Rubalcava	Visit schools weekly to attend or create VPP school visits	All MFS schools will complete fifty percent of task list by August 2016	N/A	MFS Parent and Community Committee	Recommended that initiative include Alumni and student leadership from each grade to be involved in the process. Recommendations will be implemented into the initiative.	Report to C-Team weekly outreach efforts during Monday morning calls
Not Applicable	(A) MFS has implemented its "Community Engagement and Civic Engagement Project. Specifically, each MFS site is currently identifying the community members who will complete the parent and community coordinating committees (PCC). All schools will have PCC that highly advocate for their communities by June 2017 (110 support letters for MFS on behalf of elected officials, business members, non-profits, and governmental agencies by June 2017). Moreover, authentic partnerships with these entities.	All Magnolia Schools have happy engaged stakeholders who engage their broader communities civically	Alfredo Rubalcava	creation of parent and community coordinating committees by February 2016. Collect all support letters from all stakeholders in June 2016	Presented our Community engagement and democracy model initiative to the MFS Board during our September meeting	N/A	MFS Parent and Community Committee	Recommended that all students and personnel involved in the program complete a form which details the content of their visit and the next steps taken with the elected official. Also, we have to ensure that parents are fully engaged in the educational portion of the community engagement and democracy model.	Report to C-Team the number of support letters we have during our June 2016 meeting
Not Applicable	(B) MFS is in the process of partnering with "Marmurston" with the goal of implementing a "Civic Engagement Project/Voter Mobilization program by January 23, 2016. The goal is to have 1500 parents, alumni, and students register to vote for the November presidential election, of which, 300 registrants will actually vote during the 2016 presidential election and the March/May 2017 LAUSD school board elections.	All Magnolia Schools have happy engaged stakeholders who engage their broader communities civically	Alfredo Rubalcava	Begin the civic engagement program on January 23, 2016. Meet with School Site Staffers on a weekly basis to gauge the progress of the initiative; monthly trainings with muralization	Inform the Parent and Community Committee about the Civic Engagement Program during our January Board meeting	N/A	MFS Parent and Community Committee	Recommended that we do MFS-wide presentations asking parents to volunteer in the civic engagement program. Explain to students why voting is so important, how do we protect those members that don't have status. Teach the middle school students as well. Recommendations will be implemented.	Report to the C-Team and the board a progress report of our community engagement initiative during our parent and community committee in June 2016
Not Applicable	(C) Two MFS leaders from part of their local Neighborhood Councils or Neighborhood Watch community groups. One of the major goals is to have six MFS leaders be a part of education advisory councils of elected officials (June 2017)	All Magnolia Schools have happy engaged stakeholders who engage their broader communities civically	Alfredo Rubalcava	Work with principals and community leaders on a weekly basis to create these partnerships; attend community events together to create partnerships with community.	Inform the Parent and Community Committee about the principals progress during the June meeting	N/A	MFS Parent and Community Committee	Recommended that our department conduct town hall meetings to address the community issues. Have parents and all stakeholders write down what they learned and follow-up our June 2016 meeting	Report progress to the C-level team during our June 2016 meeting
Not Applicable	(D) Three MFS leaders are part of the CSAA Capital Advocacy leaders. By June 2017, six MFS leaders will be part of the CSAA CA program.	All Magnolia Schools have happy engaged stakeholders who engage their broader communities civically	Alfredo Rubalcava	Work with principals and community leaders on a weekly basis to create these partnerships; attend community events together to create partnerships with community.	Inform the Parent and Community Committee about the progress of the partnership for success initiatives	N/A	MFS Parent and Community Committee	Dr. Oren recommended that High school students attend CSAA Advocacy Day on May 2016. Request will be incorporated.	Report progress to the C-level team during our June 2016 meeting
Not Applicable	2. 300-400 MFS families system-wide will attend 20 hours worth of school and community events as it relates to the Partnership for Success. Timeliness by June 30, 2016. This number will double in second year by June 2017.	All Magnolia Schools have happy engaged stakeholders who engage their broader communities civically	Alfredo Rubalcava	Monitor Partnership for Success timelines of all schools on a quarterly basis. Last check-up for the year will in May 2016 in preparation for the MFS recognition dinners	Inform the parent and community committee about the progress of the partnership	N/A	MFS Parent and Community Committee	Recommended that we look into hiring retired teachers to teach the ESL classes that we want to bring to MFS schools. Also, have alumni teach the classes if possible. Our motto should be "This is our community and I want the best for them".	Report progress to C-level team during the April 2016 meeting
Board action will be required if costs exceed 25k. Vendor contract will be reviewed and approved by the MFS board during the June 2016 meeting	Incorporate the "Parent Teacher Home Visit Project" trainings at all schools ( August 2016)	All Magnolia Schools have happy engaged stakeholders who engage their broader communities civically	Alfredo Rubalcava	Have representative from the parent and teacher home-visit project meet with principals and deans before June 2016	Inform our parent and community committee during our June 2016 meeting	Board action will be required if costs exceed 25k. Vendor contract will be reviewed and approved by the MFS board during the June 2016 meeting	MFS Parent and Community Committee	Recommended that our department target one school at a time. We should put our best foot forward in implementing this. Do it school by school, month by month. Recommendations will be implemented.	Discuss the vendor contract with the C-level team during our May 2016 meeting
Board action will be required if costs exceed 25k. Vendor contract will be reviewed and approved by the MFS board during the June 2016 meeting	Incorporate the "Families in schools" training at all MFS schools (August 2016)	All Magnolia Schools have happy engaged stakeholders who engage their broader communities civically	Alfredo Rubalcava	Have representatives from Families and Schools meet with MFS principals by June 2016	Inform our parent and community committee about April 2016 meeting	Board action will be required if costs exceed 25k. Vendor contract will be reviewed and approved by the MFS board during the June 2016 meeting	MFS Parent and Community Committee	Recommended that we look into hiring retired teachers to teach the ESL classes that we want to bring to MFS schools. Also, have alumni teach the classes if possible. Our motto should be "This is our community and I want the best for them".	Discuss the vendor contract with the C-level team during our April 2016 meeting
Not Applicable	Provide ESL classes at all schools where there is a community need (August 2016)	All Magnolia Schools have happy engaged stakeholders who engage their broader communities civically	Alfredo Rubalcava	Select a vendor by June 2016 to administer all ESL classes at school sites. Have vendor meet with principals during the May 2016 principals meeting	Review and discuss the parent college program with the parent and community committee during our April meeting. Parent and community committee will make a recommendation to the full MFS board during our June Board meeting	N/A	MFS Parent and Community Committee		Inform the C-level team about our partnership at the April 2016 meeting
Not Applicable	Partner with partnership for LA schools "Parent College program (Board Approval required) Begin the program in August of 2016.	All Magnolia Schools have happy engaged stakeholders who engage their broader communities civically	Alfredo Rubalcava	Observe the parent college program with all principals in January 2016. Have representative from the Parent college meet with our principals during the May principals meeting		N/A	MFS Parent and Community Committee		Discuss the vendor contract with the C-level team during our May 2016 meeting

Expected Board Decision	Parent and Community Committee Oversight and Sub Goals	Related Board Goal	Lead C-Team Member	Required Internal Processes	Regulatory Deadline (if any)	Date of the Board Decision	Date and name of Committee	Notes from the meeting	Date of C-Team Final Review of Issue
Not Applicable	Provide specific trainings to parents regarding raising socially healthy children (6 weeks program) all schools will receive these trainings by January 2017.	All Magnolia School have happy engaged stakeholders who engage their broader communities cyclically	Alfredo Rubalcava	Meet with Jennifer Beas on January 21 to discuss the 6 weeks program; all interested principals will attend. Principals will decide if they are interested in the program for their schools by February 2016	Inform our parent and community committee during our February 2016 meeting	N/A	MPS Parent and Community Committee		Report progress to C-level team during the April 2016 meeting
The MPS Board will take action during the May 2016 meeting and the May 2017 meeting	Monitor and support all MPS LCAP processes so it reflects shared decision making by parent and community members. In addition, support schools in the attainment of parent engagement LCAP goals. For example, all schools will have quarterly SSC meetings with the prescribed number of trained members (Board approval required; May 2016 and 2017).	All Magnolia Schools have happy engaged stakeholders who engage their broader communities cyclically	Alfredo Rubalcava	Assist and monitor LCAP progress for all schools relative to the parent and community engagement activities listed on the LCAP. Work with principals to assess how schools are following the prescribed LCAP timeline for the 2016 school year. Next monthly check will be in February 2016	Principals will present to the parent and community committee during the April Board meeting. Parent and community committee will make a recommendation to the full MPS board during the May 2016 board meeting	The MPS Board will take action during the May 2016 meeting and the May 2017 meeting	MPS Parent and Community Committee	Ensure that all schools and stakeholders are highly involved in the process. Monitoring and support should be offered on a constant basis. LCAP timeline will be followed and principals will report out bi-weekly on Monday morning principal call	Report LCAP progress to C-level team on a monthly basis. Next report will be on February
The MPS Board will take action during the May 2016 meeting and the May 2017 meeting	Present LCAP executive summaries (all principals) to the Parent and Community Committee (PCC). PCC will review all recommendations and advise the MPS Board of Directors during the May 2016 and 2017 Board meetings.	All Magnolia Schools have happy engaged stakeholders who engage their broader communities cyclically	Alfredo Rubalcava	Principals will present SPSSAs to parent and community committee during the February meeting. The academic, finance, and compliance teams will be working with principals with their SPSSAs throughout the school year.	The MPS parent and community committee will make a recommendation to the MPS board during the February 2016 meeting	The MPS Board will approve all schools SPSSAs during the February 2016 meeting	MPS Parent and Community Committee	Ensure that all schools and stakeholders are highly involved in the process. Monitoring and support should be offered on a constant basis. LCAP timeline will be followed and principals will report out bi-weekly on Monday morning principal call	Report LCAP progress to C-level team on a monthly basis. Next report will be on February
The MPS Board will approve all schools SPSSAs during the February 2016 meeting	Bring all MPS SPSSAs to the PCC for review. Then, the PCC will advise the MPS Board of directors whether to approve or deny the SPSSAs for all schools. (Board approval required; February 2016 and 2017).	All Magnolia Schools have happy engaged stakeholders who engage their broader communities cyclically	Alfredo Rubalcava	Principals will present SPSSAs to parent and community committee during the February meeting. The academic, finance, and compliance teams will be working with principals with their SPSSAs throughout the school year.	The MPS parent and community committee will make a recommendation to the MPS board during the February 2016 meeting	The MPS Board will approve all schools SPSSAs during the February 2016 meeting	MPS Parent and Community Committee	Ensure that all schools and stakeholders are highly involved in the process. Monitoring and support should be offered on a constant basis. LCAP timeline will be followed and principals will report out bi-weekly on Monday morning principal call	MPS Academic, finance, and compliance team will report to the C-level team on a weekly basis (Monday morning call)
Not Applicable	Review parent attendance database for all schools (June 2016 and 2017).	All Magnolia Schools have happy engaged stakeholders who engage their broader communities cyclically	Alfredo Rubalcava	Review Parent attendance database on a weekly basis.	During the month of May 2016 we will see if all schools have met their 2016 target	N/A	MPS Parent and Community Committee		Report progress of parent database to C-level team during our May meeting
Not Applicable	Hold two "parent recognition dinners" at the end of the school year to celebrate all MPS parents who met the 20 hours of school and community participation. (300 parents at June 2016 event and 600 parents at June 2017 event. Additionally, twenty elected officials or representatives will attend these events during this school year, and forty will attend the May 2017 event.	All Magnolia Schools have happy engaged stakeholders who engage their broader communities cyclically	Alfredo Rubalcava	Collaborate with all stakeholders in preparation for the May 2016 recognition dinner; will begin monthly meeting during the month of March 2016	Inform the parent and community committee during our April/May 2016 meeting	N/A	MPS Parent and Community Committee	Recommended that our department in collaboration with the schools contact the fire department, red cross, community hospitals, people from the city, and Kaiser disaster preparedness. Also, ask senior citizens community members, health care fraud, and identify their entities to present. All MPS health fair chairs will implement recommended suggestions and contact these entities.	Report progress to C-level team on a monthly basis
Not Applicable	Hold annual Health education fairs and Education forums at several MPS schools (2 events this year, and 11 events by the end of the 16-17 school year).	All Magnolia School have happy engaged stakeholders who engage their broader communities cyclically	Alfredo Rubalcava	Work with principals and deans on a monthly basis to create these events. The first MPS Health Fair and Education forum will be held on September 2016. All other related venues will follow.	Work with the parent and community committee during the June and July 2016 meetings to create the logo events.	N/A	MPS Parent and Community Committee		Report progress to C-level team on a monthly basis beginning June 2016
Not Applicable	MPS Board of directors in conjunction with the CEO and all MPS schools will fundraise \$500K by June 2017. All funds will be allocated to all MPS schools.	All Magnolia Schools have happy engaged stakeholders who engage their broader communities cyclically	Alfredo Rubalcava	Community feedback forums with all MPS stakeholders beginning in March 2016 and ending in May 2016	Monthly presentations to the parent and community committee beginning in March 2016	N/A	MPS Parent and Community Committee	The parent engagement and community committee believes that the \$500K figure is attainable given the past fundraising trends.	Report progress to C-level team on a monthly basis beginning in March 2016

We met with MPS Board Chair Diane Gonzalez on December 29 to review the 38 month goals in draft form. All notes reflect Diane Gonzalez feedback on December 29. Additionally, I met with the parent engagement and community committee members on Jan. 21, 2016 to receive critical feedback in the development of the final plan. All comments have been added in (including the 18 month goals).



**18 Month Personnel Committee  
Strategic Plan**

## **Goals of Plan:**

1. To ensure that MPS is able to retain the best talent through:
  - a. The design and implementation of a comp/benefit structure.
  - b. Increasing employee engagement
  - c. Providing growth and development opportunities
2. To ensure compliance with all applicable State, Federal laws as well as EdCode.
3. To create a formal recruiting program that focus on pro-active sourcing versus reactive recruiting.

## **Background:**

On December 22, 2016, the HR team hosted a comp and benefit roundtable to discuss the needs of the workforce. Items identified on this plan have been reviewed with staff and members of the C-Team.

The use of technology, specifically Paycom will help in the facilitation of all HR activities.

- Applicant tracking module makes it easy to post jobs and review applicants.
- Contracts can be sent electronically
- Performance evaluations and goals will be completed in Paycom and signed electronically
- Training will be tracked and facilitated in Paycom's Learning Management module
- Time and attendance will be tracked as well as Sick days, Floating Holiday's and Vacation day usage.



## 2016-2017 People Calendar

Date	Activity
February 2016	New comp program submitted for board approval will include the move to Fixed Term Agreements
March 2016	Fixed term agreements extended (conditional upon successful completion of school year)
March 2016	Home Office Performance Reviews
June 2016	Home Office Goal Setting Process
August 2016	School staff goal setting process
November 2016	1 <sup>st</sup> Evaluation/Goal Follow-up
February 2017	Performance Discussions/Contract Extension

## Goal 1. Retention

Activity	Date	Staff Owner	Outcomes
Move from annual "At-Will Agreements to multi-year "Fixed Term Agreements"	February 1, 2016	Terri Boatman	The ability to give our current workforce the
Create a new comp plan for all school positions	February, 2016	Terri Boatman	A more competitive salary to assist in the retention of staff as well as to make us more competitive in recruiting.
Host Career Pathing Conversations with current staff to discuss their careers with Magnolia	March 2016	Terri Boatman	To increase employee engagement, to identify internal bench strength, and to help employees create meaningful development plans
Modify tuition reimbursement policy	March 2016	Terri Boatman	Modify policy to include the following provisions: 1. Employee must remain with Magnolia for 24 months after completion. 2.) encourage employees to pursue additional training to earn a new credential in a different subject
Revise job descriptions and communicate expectations to all employees	May 2016	Terri Boatman	To clearly communicate with all employees the expectations the organizations have for each role, and to help with the 2016-2017 Goal Setting
Revise Performance Evaluations	August 2016	Terri Boatman	Revise evaluations and the process for increases, etc.



## Goal 2. Compliance

Activity	Date	Staff Owner	Outcomes
Implement new Paycom system	March 1, 2016	Terri Boatman	Use technology to ensure we are complaint on payroll, applicant tracking, etc.
Complete revisions of I9's per audit findings	February 15, 2016	Terri Boatman	To correct mistakes and issues found on I9's.
Add legacy I9's to Paycom for storage purposes	May 2016	Terri Boatman	Management of I9's will meet all required compliance
Review immigration process to ensure Magnolia H1-B employees and leaders know the program	March 2016	Terri Boatman	Compliant program
Utilize Paycom Learning Management tool to make sure all employees complete required training before Day 1	May 2016	Terri Boatman	Training records and consistency in the process
Train Principals and leaders on documentation, performance management and communication	June 2016	Terri Boatman	Must be followed in order to avoid liability with Fixed Term Agreements



### Goal 3. Recruitment

Activity	Date	Staff Owner	Outcomes
Establish recruiting calendar	3/1/2016	Terri Boatman	Promote early recruitment for key positions. Start to develop a bench of potential candidates to have positions filled
Use Paycom to post positions and track candidates	February 2016	Terri Boatman	Early recruitment to find prime candidates