



# MAGNOLIA PUBLIC SCHOOLS

## Board Of Directors

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Board Agenda Item #	V C
Date:	June 6, 2016
To:	Magnolia Board of Directors
From:	Caprice Young, Ed.D., CEO & Superintendent
Staff Lead:	Kelly Hourigan, Chief Operations Officer
RE:	Operations Year End Report

### Proposed Board Recommendation

Information item, no actions required.

### Background

Under the direction of the Chief Operations Officer (who began February 15, 2016) the following team members have completed numerous tasks that supported the schools and the home office.

- IT
- Executive Office Manager
- Director of Special Programs
- Home Office – Office Manager

A summary of each team members large deliverables are attached for your review.

### Budget Implications:

There are not budget implications.

### Name of Staff Originator:

Kelly Hourigan, Chief Operations Officer

### Attachments:

Operation Department Deliverables



## **MAGNOLIA PUBLIC SCHOOLS (MPS) OPERATIONS DEPARTMENT BIGGER TASKS COMPLETED FOR 2015-16 SCHOOL YEAR**

**By Kelly Hourigan, COO**

### **Magnolia Public Schools Main Office:**

- ✓ Supported:
  - Operations Department
    - IT
    - Director of Special Programs
    - Executive Office Manager
    - Home Office – Office Manager
  - C-Team
- ✓ Office relocation
  - Worked with builders/design
  - Relocation planning
  - Relocation implementation
- ✓ XQ
  - Completed application process with the team
- ✓ Task/Timeline Coordination
  - Action plans to assure timelines are met

### **Magnolia Public Schools:**

- ✓ Authorizer audit reviews
  - LAUSD Schools Oversight Visits (MSA 1-8)
    - No fatal flaws
    - Worked to improve systems for HR rules, policies and procedures to improve operations and governance in schools.
- ✓ Authorizer Collaboration
  - Attend meetings
    - Coordinating Council



- Executive Council
- Steering Committee
- Participate on committees
- Ongoing communication
- ✓ Special Education
  - Assured timelines and legal requirements for 400+ students were followed
  - Received \$100,000 in grant funds for MSA 1-8 Special Education
  - Received a \$150,000 program development grant for MSA 1 Special Education
  - CCSA is conducting research on the Special Education Best Practices at MSA7
- ✓ Supported Federal Audit process (MSA 3)
- ✓ Dean of Students
  - Continued to implement alternative to suspensions
    - Suspensions are at an organizational low
    - Provide professional development
- ✓ Crisis Management
  - Support on an as needed basis
- ✓ School Safety and Emergency Preparation
  - Required drills are held
  - Emergency equipment at all campuses
  - Authorizer trainings
  - EpiPen requirements



## **MAGNOLIA PUBLIC SCHOOLS (MPS) OPERATIONS DEPARTMENT BIGGER TASKS COMPLETED FOR 2015-16 SCHOOL YEAR**

**By Victoria Marzouk, Director of Special Programs (April 2016 – current)**  
**Kelly Hourigan, Director of Student Services (August 2015 – April 2016)**

### **Magnolia Public Schools Main Office:**

- Established and communicated a division-wide philosophy of least restrictive environment including co-teaching for serving special needs students.
- Provided accurate and timely data to the authorizers for evaluating outcomes for students with disabilities.
- Monitored all aspects of the annual budgets for special education- Including STEP grants totaling \$100,000 and Program Development totaling 155,000.
- Reviewed federal and state legislation/regulations related to special education; identify and share the impact of changes on the school division.
- Monitored testing in collaboration with the Academic team as applicable to students with disabilities.
- Maintained ongoing communication with SELPA's.
- Attended SELPA meetings and serve on committees.
- Completed all required SELPA and authorizer documentation.
- Assured all timelines are met in accordance with IDEA.

### **Magnolia Science Academy School Sites**

- Directed special education services for all students with disabilities and ensure that students have access to the core curriculum.
- Collaborated with school-based administrators and central office administrators regarding the discipline of students with disabilities
- Interviewed and hired staff members for the special education department; supervise and evaluate all daily activities of staff members relative to assigned tasks; reassign operational responsibilities of staff members as necessary to provide opportunities for cross-training and growth.
- Maintained open lines of communication regarding special education with all



interested parties; respond to concerns of parents, teachers, building and central office administrators, and community members.

- Planned, implemented and facilitated professional development/in-services for school staff assigned the responsibility of delivering and overseeing the special education services/process in their buildings.
- Planned and implemented professional development for sped staff; involve staff in continuous improvement through self-evaluation and goal setting.



## **MAGNOLIA PUBLIC SCHOOLS (MPS) OPERATIONS DEPARTMENT BIGGER TASKS COMPLETED FOR 2015-16 SCHOOL YEAR**

**By Lydiett Vega, Executive Office Manager**

### **COMPLIANCE SUPPORT**

Conducted Professional Development trainings for MSA office staff and managers to ensure policy compliance and advise on project instructions and report timelines.

Visited MSA sites in preparation for District and other agency audit readiness at:

MSA-Santa Clara, Santa Ana, MSA-2, 3, 4, 6, and MSA-7

Coordinate and confirm the compliance of office procedures to local District or Federal requirements.

Instructed MSA offices on student data update procedures & coding in both CoolSIS & CALPADS.

Organize immunization compliance of all incoming 7th grade students for 2016-2017.

### **REPORT OVERSIGHT AND SUBMISSIONS**

Provided MPS wide Reporting, Compliance and Student Information Support

- Coordinate the timely submission of Federal, State, District and other agency reports.

Monitor and submit MPS wide report submissions including;

- All five CALPADS report certifications, Attendance, Enrollment reports, LAUSD Reports, SCCOE Reports, P-1, P-2 & P-3 Annual submissions to the CA Dept. of Public Education.

Coordinate MPS wide data collection of the Civil Rights Data Collection for 2015-2016.

Coordinate monthly data file submissions for student meal reimbursements.

### **ENROLLMENTS**

Monitor enrollments, lottery events, transfers and student record updates in CoolSIS & CALPADS.

### **MPS DEPARTMENTAL SUPPORT**

Provided student data, MSA reports and other documentation support to various MPS departments including:

- Finance, Academics, Special Education, Communications and Compliance.

### **MSA OFFICE STAFF SUPPORT**

- Provide daily support to administrators and office staff, monthly report and project deadline details and instructions.
- Advertised, pre-screened, interviewed and assisted in the hiring and then training of new office staff members at



MSA-2 and MSA-Santa Ana.

- Coordinate MPS policy, local District and Federal requirement compliance MPS wide.
- Submit monthly attendance reports for MSA-SC and other MSA's as needed.



## **MAGNOLIA PUBLIC SCHOOLS (MPS) IT DEPARTMENT BIGGER TASKS COMPLETED FOR 2015-16 SCHOOL YEAR**

**By Rasul Monoshev, IT Director**

### **Magnolia Public Schools Main Office:**

- ✓ Office moved to new location and we made all necessary technology readiness for new site including:
  - Working with architects on infrastructure design.
  - Ethernet cabling project and wireless coverage for office.
  - New firewall installation and configuration with VPN capability for remote office staff members.
  - Working with ISP for delivering phone and fiber Internet services.

### **Magnolia Science Academy - 1:**

- ✓ Campus wireless coverage with Ruckus Wireless Access Points Project completed to support 600 plus devices at school.
- ✓ All student and Classroom laptops reimaged and made ready for SBAC testing

### **Magnolia Science Academy - 2:**

- ✓ 550 Chromebooks for staff members and students were purchased by following RFP process(same RFP vendor, model, and pricing was approved as template order for other schools) and made ready for classroom instruction.

### **Magnolia Science Academy - 3:**

- ✓ 385 Chromebooks for staff members and students were purchased and made ready for classroom instruction.

### **Magnolia Science Academy - 4:**





- ✓ 250 Chromebooks for staff members and students were purchased and made ready for classroom instruction.

#### **Magnolia Science Academy - 5:**

- ✓ Worked with LAUSD ITD for Campus Wireless Coverage project by providing all the requirements and being there in person for successful implementation.

#### **Magnolia Science Academy - 6:**

- ✓ 250 Chromebooks for staff members and students were purchased and made ready for classroom instruction.
- ✓ Campus wireless coverage with Ruckus Wireless Access Points Project completed to support 1-1 Chromebooks implementation.
- ✓ New All in One Computers for Staff Members and Computer Lab installed.

#### **Magnolia Science Academy - 7:**

- ✓ Campus Ethernet cabling was done from scratch by replacing old infrastructure.
- ✓ Campus wireless coverage with Ruckus Wireless Access Points Project was completed.
- ✓ 1 Cart of Chromebooks for students were purchased and made ready for classroom instruction.

#### **Magnolia Science Academy - 8:**

- ✓ Helped with procurement of Laptops and Chromebooks for staff and students by following Purchasing Procedure with RFPing, evaluating and getting board approval.

#### **Magnolia Science Academy - SA:**

- ✓ 200 Chromebooks for staff members and students were purchased and made ready for classroom instruction.



- ✓ Campus wireless coverage with Ruckus Wireless Access Points Project completed to support 1-1 Chromebooks implementation.
- ✓ Worked (still working) with Architects and Construction team for New Campus IT requirements.

### **Magnolia Science Academy - SC:**

- ✓ The school moved to new location and we made all necessary technology readiness for new site including:
  - Ethernet cabling project and wireless coverage for campus.
  - New Wireless Bell and PA System.
  - Working with ISP for delivering phone and fiber Internet services.
  - Making sure that PCs, computer lab and copiers are operational.

### **Magnolia Science Academy - SD:**

- ✓ Helped with major IT problems occurred during the school year, especially with SBAC testing.
- ✓ Replacement of networking equipment in server room

### **Districtwide:**

- ✓ Implemented OpenDNS web filtering service for our schools.
- ✓ Hosted a PD day for IT Managers at site
- ✓ Started working with vCIO service on documentation and strategic planning for upcoming 3 years and streamlining current operations.
- ✓ E-Rate Procedure for Phone and Internet Services. Cabling and Networking equipment.
- ✓ Finding solutions for MPS IT Needs and supporting all CMO Departments and schools.
- ✓ Worked with Vendors and Consultants for answering MPS technology needs.



## **MAGNOLIA PUBLIC SCHOOLS (MPS) OPERATIONS DEPARTMENT BIGGER TASKS COMPLETED FOR 2015-16 SCHOOL YEAR**

**By Barbara Torres, Office Manager**

### **Magnolia Public Schools Main Office:**

- ✓ Board of Directors
  - Schedule meetings
  - Create agendas / meeting notes / create minutes
  - Collect and submit all documents
  - Obtain and deliver Board documents to all departments when requested
  - Schedule Brown Act Trainings
  - Board on Track lead
- ✓ CEO / CFO
  - Maintain schedules
  - Set up meetings
  - Manage emails
- ✓ Office Operations
  - Ordering supplies
  - Mail
  - Reception area/answering calls