



Board Agenda Item #	Agenda # II E
Date:	January 18, 2017
To:	MPS Personnel Committee
From:	Caprice Young, Ed.D., CEO & Superintendent
Staff Lead:	Terri Boatman, Chief Human Resources Officer
RE:	Immigration Update

Proposed Board Recommendation

For Information Purposes Only

Background

Since the original internal audit of Magnolia's Immigration Program and I9's was conducted in 2015 by Kumar and Associates, the HR department has been working to build durable processes around the immigration program that ensure compliance and addresses any deficiencies identified in the audit.

Since August 2015, the following steps have been taken to support Magnolia's Immigration Program:

- Immigration Desk Procedures were approved by the Board which outlines the process for managing immigration cases. This was approved by the Board at the May 12, 2016 Board Meeting.
- We consolidated all immigration activities under, Kumar Associates one attorney and are actively working with the firm to have all files from other law firms relocated to his office. In July, the CEO terminated the contracts of any other immigration attorney in order to build durable processes and continuity.
- We have built an Excel Spreadsheet that outlines cases that outlines all Immigration cases and their status.
- We continue to work with Paycom to custom design placeholders for Immigration data.

The use of one firm provides greater support to Magnolia's Immigration Program. The team at

Kumar and Associates regularly schedules to come out to review our files and ensure full compliance with the management of desk files, approvals, and record keeping.

Currently, Magnolia has ten active employees who are working under an H-1B and/or in the PERM/Green Card Process. There is one inactive employee for whom Magnolia is initiating his PERM process. This was done prior to the expiration of his H-1B, but the case was recommended for supervised recruitment and is still under review. The current status of each of these cases is included on the attached file.

Please feel free to provide the staff with any questions that you would like addressed in the future.

Budget Implications

N/A

How Does This Action Relate/Affect/Benefit All MSAs?

It is the goal of Magnolia to actively engage in international recruitment when needed to fill critical positions for which US citizens are not available. In order to support our staffing initiatives, it is our goal to build a program focused on a rigorous commitment to compliance and that shows full transparency in all areas including sourcing candidates, application procedures and interview/selection criteria.

Name of Staff Originator:

Terri Boatman, Chief Human Resources Officer

Attachments

Current Immigration Actions

Current Immigration Activities

Title	School	Hire Date	Current Status	Expiration Date	Current Disposition	Status
Computer Teacher	MSA-3	8/1/12	H-1B	Oct-16	Perm Applied	Perm case was denied; restarting process. H-1B expired but employee can work up to 240 days while awaiting a response on a renewal.
Core Course Teacher	MSA-SA	8/1/13	H-1B	5/27/17	H-1B Extension	Initiating process for H-1B extension.
Core Course Teacher	MSA-1	12/3/13	H-1B	11/8/16	Perm Applied	Perm application was selected for audit. Information was submitted to Dept of Homeland Security on January 6, 2017. Employee is able to work up to 240 days while awaiting a response on PERM case.
Core Course Teacher	MSA-5	8/9/12	H-1B	5/21/19	Perm Applied	Waiting on approval of PERM Case
Foreign Language Teacher	MSA 8	1/1/11	H-1B	9/19/16	Perm Applied	Perm I-140 approved. H-1B expired, however employee is eligible to work up to 240 days pending response.
Core Course Teacher	MSA 4	8/1/12	Currently not employed by Magnolia		Perm Applied	PERM originally filed but was selected for Supervised Recruitment. Paperwork was sent in July 2016. Awaiting further information from the Dept of Labor
Core Course Teacher	MSA 2	9/1/10	H-1B	9/19/16	Perm Applied	IN PROCESS. H-1B extension pending
Core Course Teacher	MSA 2	8/1/14	H-1B	9/19/16	Perm Applied	Perm application was selected for audit. Information was submitted to Dept of Homeland Security . H-1B extension pending
Foreign Language Teacher	MSA SD	8/25/15	H-1B	8/31/19		New H-1B converted from OPT
Core Course Teacher	MSA-2	8/1/12	H-1B	8/1/17		Awaiting new prevailing wage to apply for perm
Core Course Teacher	MSA SD	8/1/14	H-1B	10/31/17	Perm applied for	Awaiting approval on PERM case