



MAGNOLIA PUBLIC SCHOOLS

Board Of Directors

Board Agenda Item #	III H- Action Item
Date:	10.12.2017
To:	Magnolia Board of Directors
From:	Caprice Young, Ed.D. CEO & Superintendent
Staff Lead:	Caprice Young, Ed.D. CEO & Superintendent
RE:	A Addition of a Director of Facilities/ General Counsel to 2017-18 Budget

Proposed Board Recommendation

I move that the board approve the addition of a C-level position of General Counsel/Director of Facilities and provide the CEO with the authority to fill the position at the Director level if a candidate without the combined skill set is unavailable.

Background

At previous meetings, the board has directed the CEO to move the Chief Growth Officer position from being filled by a consultant to one filled by a regular staff member. In addition, the board has expressed interest in our hiring a General Counsel to handle routine legal matters and to more tightly manage legal expenses, which have exceeded \$200,000 annually in general fund expenses, and have escalated with the addition of our growing capital items for construction.

At the July board meeting, the CEO was directed to return with an item to create an in-house facilities position to replace the planning and oversight duties of the Chief Growth Officer role. While staff was skeptical that someone could be found within our salary limitations, we believe we have found some strong candidates who can be hired within existing spending limitations when the increasing cost of project oversight and contract reviews is taken into account.

The attached Director of Facilities position was advertised and posted broadly. We believe we have the opportunity to address both our Facilities and General Counsel needs with the creation of a General Counsel/Director of Facilities position funded by the savings from the conclusion of the Chief Growth Officer contract position, effective January 31, 2018, and avoidance of routine legal expenses related to SB 740, Proposition 39 and 51 negotiations and general contract review. In addition to the duties included in the attached job description, the position would be expanded to include:

- Oversight and management of outside counsel
- Preparation, management and oversight in the event of litigation
- Review of contracts and routine matters
- Land use and facilities related tax
- Dispute resolution
- Risk management



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- Debt financing and disclosure routine legal matters
- Advise management and board on policy, governance, agreements and employment law

Budget Implications

Because we are currently reforecasting the budget based on enrollment and shifts in the challenges we face, we would rather not characterize this position as a one-to-one budget savings in our facilities and legal expenses. We will have savings by bringing routine legal activities in house and by a Facilities consulting contract (EFG). In addition, it will help us achieve the board goal of improving our management of Facilities and Legal expenses and projects and decision making documentation. However, legal expenses have been higher than predicted during the first quarter and two major construction projects are yet to be bid. This position will increase the C Team's capacity to address the major issues we face as an organization by adding Facilities, legal and management expertise to our leadership team

Name of Staff Originator:

Caprice Young
CEO & Superintendent

Attachments

Director of Facilities Job Description



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Job Details

Level

Experienced

Job Location

MERF - Los Angeles, CA

Position Type

Full Time

Education Level

Bachelors Degree

Salary Range

Undisclosed

Travel Percentage

Negligible

Job Shift

Any

Job Category

Construction

Description

Position Summary:

The Director of Facilities is responsible for working with architects, developers and consultants on the acquisition, design and construction of new facilities; planning, budgeting and project managing capital and tenant improvements; negotiating and managing leases; and managing relationships with landlords.

Job Duties:

- Prepare and submit Prop 39 requests
- Lead Proposition 39 negotiations with LAUSD (annually)
- Negotiate lease extensions on private sites
- Support C Team through charter renewals and appeals
- Apply for and receive charter school facilities incentive grant program funds (annually)
- Apply for and receive SB740 state funds (annually)
- Provide documentation on a timely basis to multiple agencies
- Bring all sites into legal and district policy compliance
- Negotiate ground use agreements at multiple sites
- Complete major construction projects: MSA Santa Ana Gym and MSA 1
- Plan and execute summer improvement projects at multiple sites, submitting alteration forms and garnering approvals
- Track and ensure maintenance of all major facilities systems and assets (roof, flooring, HVAC, etc.)
- Manage procurement of facilities related contracts
- Supervise vendors on all facilities items
- Major improvements at existing sites, including: MSA 7, MSA 2
- Proposition 51 state bond funding Implementation (if approved)
- Plan and construct new projects based on Prop 51 awards (3-4 year Process)

- Develop a long-term plan to grow capacity and enrollment at all existing Sites
- Develop and implement a strategy for new schools in the 5 existing communities served by Magnolia Schools
- Provide written updates on facilities matters to the board
- Manage construction of all facilities projects
- Research and order FFE package for each school
- Develop a system to track all school site requests for support
- Lead weekly project meetings and keep official record on projects
- Manage all requests for information and change order requests
- Processing of all invoices related to facilities
- Seek multiple external funding partners for facilities projects
- Planning and Implementation of Clean Energy Grants (3 years)
- Filing of Public School Tax Exemptions (annually)
- Maintenance of Debt Funding Governance/Corps
- Manage, maintain and update capital budget
- Other Duties as needed

Qualifications

- Bachelor’s degree from an accredited college or university required
- Minimum of 7 years experience in real estate development, construction management, architecture, or similar role preferred
- Minimum of 3 years experience managing at least one to two direct reports preferred
- Demonstrated ability to be a constant learner and quickly learn new roles and responsibilities
- Strong analytical, critical thinking and problem solving skills
- Experience developing, analyzing and managing budgets and capital improvement projects
- Strong organizational skills, attention to detail, and demonstrated ability to manage multiple projects simultaneously and adapt to changing priorities
- Ability to communicate and interact effectively with multiple stakeholders, including executive leadership, school leaders, and contractors
- Demonstrated initiative, leadership, and tenacity

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