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| Board Agenda Item # | Agenda # II D   |
| Date:               | February 8, 2018                                      |
| To:                 | Magnolia Public Schools - Board of Directors          |
| From:               | Caprice Young, Ed.D., CEO & Superintendent            |
| Staff Lead:         | Ismael Soto, Interim Chief External Officer           |
| RE:                 | Updated - MPS Advisory Council Recommendation Process |

**PROPOSED BOARD MOTION**

I move that the board approve the updated Magnolia Public Schools Advisory Council Recommendation Process.

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**BACKGROUND**

The formation of an Advisory Committee was recommended by the Magnolia Public Schools – Board of Directors and by the Nominating Committee of the same on Wednesday, September 8, 2017. Staff was directed to create a proposal for such committee due to the need for expertise.

The Advisory Council will the MPS Board of Directors with expertise in key areas such as STEAM academics, development, operations, facilities and construction, community engagement, athletics, and other concerns that may arise.

The Advisory Council will be primarily made up of community leaders, especially those who may become new board of director’s candidates. MPS Advisory Council also includes former board members who may want a reduced commitment but who still are willing to provide expertise and support. This is a non-decision making body and therefore the Conflict of Interest (COI) laws do not apply.

During the January 18, 2018 Nominating Committee, committee members requested staff make revisions to the MPS Advisory Council Recommendation Process to then bring to the full Magnolia Public Schools Board of Directors on February 8, 2018.

After conducting additional research on Board on Track, staff determined that the selected name “Advisory Committee” is unsuitable. Using terms like “board” or “committee” may lead constituents to confuse the advisory council with the governing board and its committees. Board on Track advises using the term *advisory council* to distinguish this group from the governing entity. Therefore, the name moving forward will be “Advisory Council.”

The Advisory Committee now renamed Advisory Council was formally approved on December 14, 2017 by the Magnolia Public Schools – Board of Directors in the consent agenda.

Attached you will find the updated Advisory Council Nominating Process Policy and Advisory Council Policy.

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### **ANALYSIS (IF APPLICABLE)**

#### **Follow up from January 18, 2018 Nominating Committee:**

Magnolia Public Schools Advisory Council members can join committees composed entirely of non-Board members or that include some non-Board members. However, these committees will be advisory committees. Committees that are composed exclusively of Board members are committees of the Board and can exercise Board authority, except as limited by the California Corporations Code (See MERF Bylaws, Article VII, Section 16). The Corporations Code and the Bylaws do not limit the ability of Advisory Council members to serve on other committees. YM&C law firm reviewed a couple of the charters and these charters also do not prevent Advisory Council members from serving on other

committees. If the charters and relevant Board resolutions do not restrict the ability of Advisory Council members to serve on other committees, then this practice is permissible.

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## **ADVISORY COUNCIL NOMINATING PROCESS POLICY**

Magnolia Public Schools (MPS)

Updated February 8, 2018

The MPS CEO and Community/Governance Committee of the board takes the lead in finding and recruiting new trustees to the board of trustees. The Committee will look to all Magnolia Public Schools Board of Trustees members to participate in recruiting new trustees. The process for nominating and approving new Magnolia Public Schools board members is as follows:

1. Annually, the Nominating/Governance Committee conducts a skills inventory of the board of trustees and develops a prioritized list of needs that is approved by the full board.
2. Potential candidates are recommended to the Nominating/Governance Committee.
3. A member of the Nominating/Governance Committee conducts an initial phone screening to explore the background and qualifications of the potential trustee.
4. If the potential trustee seems likely to be a good fit for the Advisory Council, he or she is invited to a Magnolia Public Schools home office or an MSA school to meet the CEO and Nominating/Governance Committee member and to participate in a lengthier in-person interview. At this point, the candidate is given written Advisory Council descriptions and expectations and is questioned about his or her ability to fulfill all requirements. It also is a time for the candidate to interview Magnolia leaders.
5. If the candidate remains a fit for the Advisory Council, the candidate is asked to forward a copy of his or her resume to the Nominating/Governance Committee.

6. If the Nominating/Governance Committee finds that the candidate shares philosophical alignment with the mission of Magnolia Public Schools and possesses useful capacities for the Advisory Council, the Nominating/Governance Committee will recommend to the full MPS board of directors that the candidate begin a six-month trial period serving as an Advisory Council member. Our ideal process is that candidates serve a trial period on the Advisory Council prior to being nominated to the full MPS board. From time to time the Nominating/Governance Committee may make exceptions to this.
7. At the conclusion of this six-month trial period, the Nominating/Governance Committee determines whether the candidate should remain on the Advisory Council or be nominated to the full MPS board provided there are open seats to be filled.
8. If nominated, the full MPS board of directors will vote to accept or reject the approval of the new member. It is our intention that the MPS CEO will play an active role in board recruitment.
9. Magnolia Public Schools Advisory Council members can join committees composed entirely of non-Board members or that include some non-Board members. However, these committees will be Advisory committees. Committees that are composed exclusively of Board members are committees of the Board and can exercise Board authority, except as limited by the California Corporations Code (See MERF Bylaws, Article VII, Section 16). The Corporations Code and the Bylaws do not limit the ability of Advisory Council members to serve on other committees.

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Budget Implications

None

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Exhibits (attachments):

Attachments:

1. ADVISORY COUNCIL NOMINATING PROCESS POLICY\_Feb\_8\_2018
2. Advisory\_Council\_Policy\_Feb\_8\_2018\_Final

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4. If the potential trustee seems likely to be a good fit for the Advisory Council, he or she is invited to a Magnolia Public Schools home office or at an MSA school to meet the CEO and Nominating/Governance Committee member to participate in a lengthier in-person interview. At this point, the candidate is given written Advisory Council descriptions and expectations and is questioned about his or her ability to fulfill all requirements.
5. If the candidate remains a fit for the Advisory Council, the candidate is asked to forward a copy of his or her resume to the Nominating/Governance Committee.
6. If the Nominating/Governance Committee finds that the candidate shares philosophical alignment with the mission of Magnolia Public Schools and possesses useful capacities for the Advisory Council, the Nominating/Governance Committee will recommend to the full MPS board of directors that the candidate begin a six-month trial period serving as an Advisory Council member. Our ideal process is that candidates serve a trial period on the Advisory Council prior to being nominated to the full MPS board. From time to time the Nominating/Governance Committee may make exceptions to this.
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# ADVISORY COUNCIL

Magnolia Public Schools

## **Magnolia Public Schools - Mission Statement:**

Magnolia Public Schools (MPS) provides a college preparatory educational program emphasizing Science, Technology, Engineering, Arts, and Mathematics (STEAM) in a safe environment that cultivates respect for self and others.

## **The MPS Advisory Council Is Formed To:**

- **Advocate** – Be champions in building the communities necessary to support the growth and success of MPS which includes sharing knowledge and relationships. In addition, provide marketing and branding expertise.
- **Invest** – Become stakeholders in the academic and financial success of MPS.
- **Consult** – Provide valuable counsel to the board, executive team, and CEO of MPS including input into MPS strategic planning. The Advisory Council will communicate with the Magnolia Public Schools Board of Directors via the Advisory Council chairperson during regular MPS board meetings.
- **Fund** – Assist in bringing community partnerships and financial resources to MPS.

## **Membership:**

There is a minimum of five (5) and a maximum of twenty (20) members of the Advisory Council.

## **Selection:**

The Board of Directors approves Advisory Council members. The Advisory Council will be primarily made up of community leaders, especially those who may become new board of director's candidates. MPS Advisory Council also includes former board members who may want a reduced commitment but who still are willing to provide expertise and support. This is a non-decision making body and therefore the Conflict of Interest (COI) laws do not apply.

MPS seeks members with expertise from areas the MPS Board of Directors can draw from related to:

- STEAM academics (Science, Technology, Engineering, Arts, and Mathematics)
- Development
- Operations
- Facilities and Construction
- Community Engagement
- Athletics
- And other concerns that may arise.

**Term of Office:**

Advisory Council members may be appointed to up to two two-year terms and may rejoin the Advisory Council after taking a year off. Members can be considered for a role in the MPS Board of Directors. An Advisory Council member can terminate their term at any time.

**Member Responsibilities:**

Each Council member is expected to:

- a) Attend two meetings a year;
- b) Actively participate in the functioning of the Council as his or her time allows;
- c) Allow his or her name and bio to be featured in Magnolia Schools materials as a supporter;
- d) Be available for individual consultations to the CEO, MPS executive team, and the MPS Board of Directors.

**Officers:**

The MPS Board of Directors, with input from MPS CEO, will appoint a chairperson of the Council. The chairperson will preside at all meetings of the Advisory Council and will serve a minimum of a two-year term. In the case the chairperson cannot attend a meeting, the chairperson will appoint a fellow Advisory Council member to sit in their place.

**Meetings:**

The Advisory Council will hold two meetings a year, usually in the Fall and Spring.