



Magnolia Public Schools

Regular Committee Meeting

Date and Time

Monday April 20, 2020 at 6:00 PM PDT

Location

Teleconference Dial:1-312-584-2401 Code: 1948435#

All members of the public can participate by calling in using the numbers provided above.

In compliance with the Americans with Disabilities Act (ADA) and upon request, Magnolia Public Schools may furnish reasonable auxiliary aids and services to qualified individuals with disabilities. Members of the public who need special accommodations or translation are strongly encouraged to contact Magnolia Public Schools at least 24 hours in advance of the Board meeting so assistance can be assured.

Any public records relating to an agenda item for an open session which are distributed to all, or a majority of all, of the Board Members shall be available for public inspection. Magnolia Public Schools values public comment during Board meetings. For members of the public who would like to speak, we have speaker cards to be filled out prior to the beginning of the meeting. For teleconference meetings you can email us your request for public comment. We limit individual speakers to three (3) minutes and speakers with interpreters to six (6) minutes. For any questions regarding this meeting email contact@magnoliapublicschools.org or call 213-628-3634 Ext. 100.

Nominating Committee Members:

Dr. Umit Yapanel, Chair

Mr. Haim Beliak

Ms. Diane Gonzalez

Ms. Sandra Covarrubias (alternate)

CEO and Superintendent:

Mr. Alfredo Rubalcava

Agenda

	Purpose	Presenter	Time
I. Opening Items			6:00 PM
Opening Items			
A. Call the Meeting to Order			1 m
B. Record Attendance and Guests			1 m
C. Public Comments			1 m
D. Approval of Agenda	Vote		1 m

- E. Approve Minutes of Regular Nominating/Governance Committee Meeting from November 14, 2018 Approve Minutes 1 m
- Approve minutes for Regular Nominating/Governance Committee Meeting on November 14, 2018
- F. Approve Minutes of Regular Nominating/Governance Committee Meeting from July 18, 2019 Approve Minutes 1 m
- Approve minutes for Regular Nominating/Governance on July 18, 2019

II. Recommended Action Items 6:06 PM

- A. Nomination and Recommendation From Committee to On-Board a New MPS Board Member Vote U. Yapanel 25 m

III. Closing Items 6:31 PM

- A. Adjourn Meeting Vote

Cover Sheet

Approve Minutes of Regular Nominating/Governance Committee Meeting from November 14, 2018

Section: I. Opening Items
Item: E. Approve Minutes of Regular Nominating/Governance
Committee Meeting from November 14, 2018
Purpose: Approve Minutes
Submitted by:
Related Material:
Minutes for Regular Nominating/Governance Committee Meeting on November 14, 2018

APPROVED



Magnolia Public Schools

Minutes

Regular Nominating/Governance Committee Meeting

Date and Time

Wednesday November 14, 2018 at 7:00 PM

Location

Teleconference: Dial:1.844.572.5683 Code:1948435

Board Member who participated remotely called from the following locations:

- 940 Steward Dr. Sunnyvale, CA 94085 (Dr. Umit Yapanel)
- 9715 Lockford St. LA, CA 90035 (Mr. Haim Beliak)
- 5113 Babette Ave. Los Angeles, CA 90066 (Ms. Diane Gonzalez)

Nominating Committee Members:

Dr. Umit Yapanel, Chair

Dr. Salih Dikbas

Mr. Haim Beliak

Ms. Diane Gonzalez (alternate)

CEO and Superintendent:

Mr. Alfredo Rubalcava

Committee Members Present

D. Gonzalez (remote), H. Beliak (remote), U. Yapanel (remote)

Committee Members Absent

S. Dikbas

I. Opening Items

A. Call the Meeting to Order

U. Yapanel called a meeting of the Nominating/Governance Committee of Magnolia Public Schools to order on Wednesday Nov 14, 2018 @ 7:06 PM.

B. Record Attendance and Guests

C. Public Comments

There were no public comments.

D. Approval of Agenda

U. Yapanel made a motion to approve the agenda.

H. Beliak seconded the motion.

The committee **VOTED** unanimously to approve the motion.

E. Approve Minutes of Regular Nominating/Governance Committee Meeting from October 10, 2018

H. Beliak made a motion to approve minutes from the Regular Nominating/Governance Committee Meeting on 10-10-18 Regular Nominating/Governance Committee Meeting on 10-10-18.

D. Gonzalez seconded the motion.

The committee **VOTED** unanimously to approve the motion.

II. Approval Items

A. Discussion and Recommendation of Board Membership Renewal

U. Yapanel, MPS Nominating Committee Board Chair, explained that S. Sherkhonov's (current MPS Board Chair) board term was ending soon and he wanted to recommend for him to serve a third term. Committee Members discussed the length of the board meetings and how there should be a time limitation on discussion to keep the meetings productive. The committee wants to take this discussion to the full board so a solution can be found. A. Rubalcava, MPS CEO & Superintendent, explained to the committee the implementations that have taken place to address the productivity and time management of the all board meetings, he committed to making this a priority.

D. Gonzalez made a motion to approve the reappointment of Dr. Saken Sherkhonov for a 3rd five (5) year term to begin on December 13, 2018 and end on December 12, 2023 and to continue to serve as the MPS Board Chair.

H. Beliak seconded the motion.

The committee **VOTED** unanimously to approve the motion.

Roll Call

D. Gonzalez Aye

U. Yapanel Aye

S. Dikbas Absent

H. Beliak Aye

III. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:19 PM.

Respectfully Submitted,

U. Yapanel

Cover Sheet

Approve Minutes of Regular Nominating/Governance Committee Meeting from July 18, 2019

Section: I. Opening Items
Item: F. Approve Minutes of Regular Nominating/Governance
Committee Meeting from July 18, 2019
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Regular Nominating/Governance on July 18, 2019



Magnolia Public Schools
Minutes
Regular Nominating/Governance

Date and Time

Thursday July 18, 2019 at 5:00 PM

Location

MPS Home Office: 250 E. 1st St. Ste. 1500 Los Angeles, CA 90012 (15th Floor)

Nominating Committee Members:

Dr. Umit Yapanel, Chair

Dr. Salih Dikbas

Mr. Haim Beliak

Ms. Diane Gonzalez (alternate)

CEO and Superintendent:

Mr. Alfredo Rubalcava

Committee Members Present

D. Gonzalez, H. Beliak, U. Yapanel

Committee Members Absent

S. Dikbas

I. Opening Items

A. Call the Meeting to Order

U. Yapanel called a meeting of the Nominating/Governance Committee of Magnolia Public Schools to order on Thursday Jul 18, 2019 @ 5:27 PM.

B. Record Attendance and Guests

Please refer to attendance information stated above.

C. Public Comments

There were no public comments.

D. Approval of Agenda

D. Gonzalez made a motion to approve the agenda as presented.

H. Beliak seconded the motion.

The committee **VOTED** unanimously to approve the motion.

E. Approve Minutes of Regular Nominating/Governance Committee Meeting from November 14, 2018

H. Beliak made a motion to approve minutes from the Regular Nominating/Governance Committee Meeting on 11-14-18 Regular Nominating/Governance Committee Meeting on 11-14-18.

D. Gonzalez seconded the motion.

The committee **VOTED** unanimously to approve the motion.

F. Approve Minutes of Regular Nominating/Governance Committee Meeting from October 2, 2017

H. Beliak made a motion to approve minutes from the Regular Nominating Committee Meeting on 10-02-17 Regular Nominating Committee Meeting on 10-02-17.

D. Gonzalez seconded the motion.

The committee **VOTED** unanimously to approve the motion.

II. Discussion Items

A. Discussion on Board Culture, Norms and Potential Board Policy

U. Yapanel, Committee Chair, explained to the rest of the committee members that because of the growth of the number of Board members he saw a need to create board policies and norms to ensure respect amongst Board members and staff. He believes there should be a type of evaluation for Board members and a due process policy. For new Board members, there should be an on-boarding process that includes a visit to all the Magnolia schools, an explanation of expectations and introductions to all Board members and lead staff members. Committee members directed staff to find resources for the creation of the requested policies and to find best practices to teach to the Board during the Board retreat.

B. Discussion on Upcoming Board Membership Renewals

A. Rubalcava, MPS CEO & Superintendent, informed the of the upcoming renewals in board memberships. He explained that there was no need to make any reappointments at the time but wanted to make the committee aware of what would be forthcoming during the 2019-20 school year regarding board membership renewals.

C. Discussion on Board Member(s) Recruitment

A. Rubalcava, MPS CEO & Superintendent, informed the committee about the recruitment efforts to add additional board members. U. Yapanel, Committee Chair, inquired about the MPS Board Advisory Committee and when staff was with getting it started. He recommended to have potential board members join that committee first so they can familiarize themselves with Magnolia before joining the full Board. A. Rubalcava agreed to get that process going. All questions were addressed.

III. Recommended Action Items

A. Recommendation to Approve the Resolution for MSA-SA Gym Name in Recognition of Former Board Member

A. Rubalcava, MPS CEO & Superintendent, gave committee members the history of Magnolia, he told them of the roles of different team members including that of Dr. Remzi Oten, who gave a lot of his time and commitment to Magnolia from the beginning to continued support throughout the years. For all of Dr. Remzi Oten's dedication and support to Magnolia, the team was recommending to name the Magnolia Science Academy Gymnasium after him. U. Yapanel, Committee Chair, shared his support of this resolution. He elaborated on the support that Dr. Oten offered for the organization and in particular to MSA-Santa Ana where he was a parent.

H. Beliak made a motion to recommend to the full board the approval of the resolution to name the Magnolia Science Academy- Santa Ana gymnasium "Dr. Remzi Oten Gymnasium" in recognition of former MPS Board Member.

D. Gonzalez seconded the motion.

The committee **VOTED** unanimously to approve the motion.

Roll Call

S. Dikbas Absent

H. Beliak Aye

D. Gonzalez Aye

U. Yapanel Aye

IV. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:04 PM.

Respectfully Submitted,
U. Yapanel

Cover Sheet

Nomination and Recommendation From Committee to On-Board a New MPS Board Member

Section: II. Recommended Action Items
Item: A. Nomination and Recommendation From Committee to On-Board a New MPS Board Member
Purpose: Vote
Submitted by:
Related Material: Candidate.pdf



Magnolia Public Schools Board Recruitment Application

DATE: 04/10/2010

This “board recruitment application” is intended to identify individuals interested in serving on the board of Magnolia Public Schools. Appointments to the board are made by the Magnolia Public Schools - Nominating Committee.

1. Name: Mekan Muhammedov

2. Statement of Intent

Please describe the specific expertise and experience, as well as personal attributes, that you bring to the board, including service on any other governing boards.

I worked at various positions, especially in financial field at Magnolia Public Schools for over 10 years and had opportunity to be aquatinted with budget and policy development, financial reporting, as well as working with charter offices of School Districts, Counties and State. I am very much familiar with the dynamics of what made Magnolia Public Schools a quality public charter school. I will do my best to use these attributes for the best interest of Magnolia Public Schools if I am chosen to serve at MPS Board.

How will you contribute to the board's ability to monitor the school's academic, operational, and fiscal policies and practices?

I had the privilege of reporting to and working with Board of Magnolia Public Schools and very well aware of expectations and standards of the board. Specifically, my previous exposure to financial reports submitted to board, along with policies and procedures development experience with contribute to boards ability to monitor.

3. Attach two references with contact information

Magnolia Public Schools

Board Candidate Evaluation Form

Candidate Name: Mekan Muhammedov Date: 04/16/2020

Evaluator Name: Rabbi Haim Beliak / Dr. Umit Yapanel

1. Relevant Expertise:

Does the candidate have expertise relevant to a board position? Will his or her expertise fill a need unmet by current board members? Has the candidate had enough experience within his/her field such that s/he can make meaningful contributions? Is the candidate willing to share his or her expertise as a board member?

Please check only the TWO most relevant areas of expertise:

- Strategic Planning
- Facilities/Real Estate**
- Senior Management/Leadership
- Education
- Accounting / Finance / Fundraising**
- Politics / Connections
- Legal
- Marketing/PR
- Community Representation / Organizing
- Governance
- Organizational Memory**

Definitely Reject(1) | Probably Reject(2) | Unsure(3) | Probably Invite(4) | **Definitely Invite(5)**

2. Teamwork:

Will the candidate make a good team member? Is the candidate open to hearing others' opinions and perspectives? Sensitive to group dynamics? Willing to put organizational needs before his or her interests and needs in making decisions?

Definitely Reject(1) | Probably Reject(2) | Unsure(3) | Probably Invite(4) | **Definitely Invite(5)**

3. Commitment:

Is the candidate willing to devote her/his full energy and talent to the board? Is the candidate's understanding of his or her responsibilities as a board member aligned with our expectations? Does he or she have the time necessary to be an active board member? Even in the face of organizational challenges and difficulties, will the candidate remain committed to the organization?

Definitely Reject(1) | Probably Reject(2) | Unsure(3) | Probably Invite(4) | **Definitely Invite(5)**

4. Philosophical Alignment:

Does the candidate believe in the mission and purpose of both our organization and the charter school movement? Will the candidate make decisions based on alignment with the organizational mission, rather than based on personal needs and considerations?

Definitely Reject(1) | Probably Reject(2) | Unsure(3) | Probably Invite(4) | **Definitely Invite(5)**

TOTAL SCORE (out of 20): 20

Overall Impressions: Nominating committee members had a 1.5 hour interview with the candidate in filling out this form. We were impressed by the candidate's knowledge in finance, real estate and knowing the history of Magnolia very well, thereby bringing much needed institutional memory and understanding to the board if appointed. Being close physical proximity to MSA Santa Ana campus, he indicated that he is willing and able to put in the time to be an active board member in supporting this school to help it get through the current challenges it is facing.

February 27, 2020

Re: Application for Magnolia Public Schools Board position

Dear Magnolia Public Schools Board Members:

First and foremost I would like to thank Mr. Geldiyev for proposing myself to a potential board member position at Magnolia Public Schools Board. I also would like to extend my gratitude for all of your time and consideration to review my potential board position at Magnolia Public Schools Board.

Throughout my early career I had proudly been part of charter movement and fully support the idea of enabling high quality education to the most disadvantaged students in various regions of California. It would be my honor to be able to invest and share the experience that I had gathered over the years and to be able to make it as a Magnolia Public Schools Board member is a privilege in and itself.

I first joined charter movement and particularly Magnolia family in 2004 as volunteer at MSA-1 while going to college. Eventually, I got part-time job as business manager and from there I went to serve as Director of Finance and eventually held the position of Chief Financial Officer. Throughout my 10+ year career at Magnolia, positions I served allowed me to be exposed to almost every single aspect charter education and finances. Submission process and documentation process of charter petitions, application and reporting of startup grants, development of policies and procedures, introduction of various accounting practices, budget development, working with local, county and state charter offices are few experiences to name.

Throughout my career at Magnolia, I had great pleasure working with one of the most dedicated teachers and administrators who are passionate about high quality education, focused on reaching those students especially that are the most disadvantaged when it comes to education. Possibility of being able contribute to such movement at a different capacity is, a privilege to the fullest extent.

I am very excited about possibility of being part of Magnolia Public Schools' Board member and humbled to bring my non-profit experience in finance and management to Magnolia. It would be my pleasure to further discuss my credentials in much more detail and provide you with more information in regards to my experience, while you assess my qualifications.

Thank you and look forward to hearing from you!

Regards,



Mekan Muhammedov, M.A.

MM

Mekan Muhammedov

Professional Summary

Proactive and motivated executive with high-energy approach to building and optimizing business operations. Solid understanding of facets such as financial, business and personnel management. Results-driven and industrious with conscientious attention to critical details and big-picture needs.

Work History

Self-Employed - Real Estate Investor, Entrepreneur

Irvine, CA

09/2017 - Current

- Evaluate capital needs of clients and assessed market conditions to structure financial packages
- Prepare documents and presentations, including investment memorandums, proposals, financial and operational materials to deliver to potential investors
- Raise money to complete business commercial development projects
- Administer property-related budgets, reviewed invoices and tracked costs
- Improve financial status by analyzing results, monitoring variances and recommending actions to stakeholders of private companies
- Reviewed contracts financially impacting companies and advise executive leaders on impact contracts would have on company operations
- Continue to successfully market a network of 500+ business distributors in 16 countries

GG Construction - Executive Director

Dubai, UAE

01/2015 - 04/2017

- Enhanced company development initiatives by solving complex issues and suggesting corrective action
- Delegated assignments based on site plans, project needs and knowledge of individual team members
- Coordinated required inspections with local jurisdictions to identify and quickly resolve any code concerns
- Coordinated international team to deliver

Skills

- Financial Management and Budgeting
- Policy and Project Development
- Revenue Generation and Expense Streamlining
- Team Building
- International Marketing
- Stakeholder relations
- Contract Negotiation
- Articulate public speaker

Education

06/2010

California State University-Northridge
Northridge

Bachelor of Arts: Political Science

06/2013

California State University-Northridge
Northridge

Master of Arts: Political Science And
Government

- Drove project objectives on day-to-day operational level by working closely with clients, decision-makers and vendors
- Completed various construction projects in Turkmenistan and UAE concurrently on a timely manner

Magnolia Public Schools - Chief Financial Officer

Westminster, CA

08/2011 - 08/2014

- Directed all financial activities, including budget development, creation of budgetary controls and record-keeping systems and purchasing procedures
- Oversaw all financial operations organization-wide, including budgets, payroll and accounts payable and receivable
- Organized the creation, planning and implementing policies and procedures to increase internal controls
- Coordinated closely with finance team to prepare accounts and documentation as well as conduct internal audits according to all regulatory requirements and report to local, country and state agencies
- Reported to executive team and board of directors on a regular basis in regards financial state of the organization
- Lead the team of accountants and financial personnel that managed 10+ school location throughout the state and coordinated on policies, revenues and expenditures with school leaders on a regular basis

Magnolia Public Schools - Director of Finance

Westminster, CA

08/2010 - 08/2011

- Managed day-to-day operations within 7-person finance department of Magnolia Public Schools with 300+ employees
- Monitored budget, revenue and expense, regularly reporting to CEO and Board of Directors in regards to financial standing
- Analyzed financial statements against financial turbulences the State was going through and arranged various financial operations in order to keep cash flow in tact
- Streamlined purchasing operations for every location through central office

Magnolia Science Academy-1 - Business Manager

Reseda, CA

01/2005 - 08/2010

- Completed daily day to day functions like accounting, payroll and wage allocations, budgeting, allocating donations and all types of cash and banking reconciliations
- Prepared school budget and submitted to principal and school board with recommendations for hiring, capital expenditures
- Submitted weekly, monthly, quarterly and annual reports to local authorizing authority and state education office