



## Magnolia Public Schools

### Regular Finance Committee Meeting

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**Date and Time**

Thursday February 11, 2021 at 5:30 PM PST

**Location**

<https://zoom.us/j/91610418971?pwd=cHZZODBlbnV5TzArSjh0QzdzWWtnZz09>

**Meeting ID:** 916 1041 8971    **Passcode:** 834899

**One tap mobile:** +16699009128,,91610418971# US (San Jose)

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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](mailto:contact@magnoliapublicschools.org) or call 213-628-3634 Ext. 100.

Finance Committee Members:

Dr. Salih Dikbas, Chair

Mr. Haim Beliak

Mr. Mekan Muhammedov

Dr. Umit Yapanel (alternate)

CEO and Superintendent:

Mr. Alfredo Rubalcava

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**Agenda**

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>5:30 PM</b>

	Purpose	Presenter	Time
Opening items			
<b>A. Call the Meeting to Order</b>			
<b>B. Record Attendance and Guests</b>			
<b>C. Public Comment</b>			
			1 m
<b>D. Approval of Agenda</b>	Vote		
<b>E. Approval of Minutes from Regular Finance Committee Meeting- June 29, 2020</b>	Approve Minutes		1 m
Approve minutes for Regular Finance Committee Meeting on June 29, 2020			
<b>II. Recommendation of Action Items</b>			<b>5:32 PM</b>
<b>A. Updates to Fiscal Policies</b>	Vote	S.Orazov	5 m
<b>III. Closing Items</b>			<b>5:37 PM</b>
<b>A. Adjourn Meeting</b>	Vote		

# Coversheet

## Approval of Minutes from Regular Finance Committee Meeting- June 29, 2020

<b>Section:</b>	I. Opening Items
<b>Item:</b>	E. Approval of Minutes from Regular Finance Committee Meeting- June 29, 2020
<b>Purpose:</b>	Approve Minutes
<b>Submitted by:</b>	
<b>Related Material:</b>	Minutes for Regular Finance Committee Meeting on June 29, 2020

APPROVED



## Magnolia Public Schools

### Minutes

#### Regular Finance Committee Meeting

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##### **Date and Time**

Monday June 29, 2020 at 4:30 PM

##### **Location**

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

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##### Finance Committee Members:

Mr. Serdar Orazov, Chair  
Ms. Sandra Covarrubias  
Mr. Mekan Muhammedov  
Mr. Haim Beliak (alternate)

##### CEO and Superintendent:

Mr. Alfredo Rubalcava

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##### **Committee Members Present**

H. Beliak, M. Muhammedov (remote), S. Orazov (remote)

##### **Committee Members Absent**

S. Covarrubias

##### **Guests Present**

B. Torres

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##### **I. Opening Items**

**A. Call the Meeting to Order**

S. Orazov called a meeting of the Finance Committee of Magnolia Public Schools to order on Monday Jun 29, 2020 at 4:38 PM.

**B. Record Attendance and Guests**

Refer to attendance information reported above.

**C. Public Comment**

There were no public comments.

**D. Approval of Agenda**

S. Orazov made a motion to approve the agenda as presented.

H. Beliak seconded the motion.

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

**Roll Call**

S. Covarrubias Absent

S. Orazov Aye

H. Beliak Aye

M. Muhammedov Aye

**E. Approval of Minutes from Regular Finance Committee Meeting- March 5, 2020**

S. Orazov made a motion to approve the minutes from Regular Finance Committee Meeting on 03-05-20.

H. Beliak seconded the motion.

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

**Roll Call**

H. Beliak Aye

M. Muhammedov Aye

S. Orazov Aye

S. Covarrubias Absent

**II. Closed Session Items**

**A. Public Announcement of Closed Session**

S. Orazov, MPS Finance Committee Chair, announced that committee members would be going into Closed Session to discuss one matter under potential litigation and would report out.

**B. Conference with Legal Counsel-Potential Litigation- One Matter**

This item was discussed in Closed Session.

### C. Report Out From Closed Session

S. Orazov, Committee Chair, reported out that no actions were taken during Closed Session.

## III. Recommendation of Action Items

### A. Approval of 2020-2021 EPA Spending Plans for all MPS

N. Montijo, MPS Chief Financial Officer, briefly went over the 2020-21 EPA spending plans for MSA 1-8, MSA- Santa Ana and MSA- San Diego.

S. Orazov made a motion to recommend the approval of the 2020-21 EPA Spending Plans for all MPS sites.

H. Beliak seconded the motion.

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

#### Roll Call

S. Covarrubias Absent

M. Muhammedov Aye

S. Orazov Aye

H. Beliak Aye

### B. Recommended Approval of Certification of Assurances, Protected Prayer Certification, Application for Funding

S. Orazov made a motion to remove this item from the agenda.

H. Beliak seconded the motion.

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

#### Roll Call

S. Orazov Aye

H. Beliak Aye

S. Covarrubias Absent

M. Muhammedov Aye

### C. Recommended Approval for 2020-21 Magnolia Public Schools Budget Including Master List of Contracts over \$25,000

N. Montijo, Chief Financial Officer, went over the FY 2020-21 budget, the ongoing contracts and the home office fee structure. She explained the ongoing contracts if approved would be approved to the amount stated, this did not mean the contract had been budgeted. Additionally, she stated that the home office management fee structure had not changed but the amounts paid by each school did change according to the structure. The committee discussed this item at length with staff.

S. Orazov made a motion to recommend the (1) Adoption of the FY 2020-21 Budget, (2) Approve all vendors and ongoing contracts over \$25,000 for FY 2020-21 as listed on the

attached document, and (3) Approve the Home Office Management Fee Structure for FY 2020-21.

M. Muhammedov seconded the motion.

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

**Roll Call**

S. Orazov	Aye
H. Beliak	Aye
M. Muhammedov	Aye
S. Covarrubias	Absent

**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 5:59 PM.

Respectfully Submitted,  
S. Orazov

# Coversheet

## Updates to Fiscal Policies

**Section:** II. Recommendation of Action Items  
**Item:** A. Updates to Fiscal Policies  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** II A Recommended Action Item.pdf





Board Agenda Item #	II A: Recommended Action Item
Date:	February 11, 2021
To:	MPS Finance Committee
From:	Alfredo Rubalcava, CEO & Superintendent
Staff Lead:	Serdar Orazov, Chief Financial Officer
RE:	Approval of updates to Fiscal Policies

### Proposed Board Motion

I move for the Finance Committee to recommend to the Board to approve the proposed updates to the fiscal policies and procedures manual of Magnolia Public Schools.

### Background

The board of directors reviewed and approved the Fiscal Policies and Procedures Manual for FY 2020-21 on June 11, 2020. In order to improve the efficiency and productivity of the procurement and Accounts Payable workflows and adopt best practices in the industry staff is proposing following revisions.

- Procurement and AP authorization limits as follows

Approver	Current limits	Proposed limits
<b>Principal</b>	up to \$5,000	Up to \$5,000
<b>COO</b>	\$5000 and up	\$5000 and up
<b>SFA/Controller</b>	Any amount(review only)	Any amount(review only)
<b>CFO</b>	Any amount	\$10,000 and up
<b>CEO</b>	\$10,000 and up	\$25,000 and up
<b>BOT</b>	\$25,000 and up	\$50,000 and up

- G&A118 BUDGETING – Add Controller and the Senior Financial Analyst as approvers budget reclassifications for the approved budgeted expenses and various resource codes
- PUR107 BIDDING REQUIREMENTS – Increase the threshold for RFP (Request for Proposal) requirement from \$25,000 to \$50,000.
- PUR107 BIDDING REQUIREMENTS – The RFP requirement doesn't apply to renewal and/or extension of the existing service contracts.

Budget Implications

N/A

1. Exhibits (attachments):