



Magnolia Public Schools

Nominating/Governance Committee Meeting

Date and Time

Monday April 12, 2021 at 5:30 PM PDT

Location

<https://zoom.us/j/99385817894?pwd=ZDNpRm9sVXdUUVR3Tnl3dINpUnVXZz09>

Meeting ID: 993 8581 7894

Passcode: 713420

One tap mobile: +16699009128,,99385817894# US (San Jose)

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

Dr. Salih Dikbas

Ms. Sandra Covarrubias

Ms. Diane Gonzalez (alternate)

CEO and Superintendent:

Mr. Alfredo Rubalcava

Agenda

	Purpose	Presenter	Time
I. Opening Items			5:30 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 March 29, 2021	Approve Minutes		1 m
Approve minutes for Nominating/Governance Committee Meeting on March 29, 2021			
II. Information/Discussion Items			5:35 PM
A. Discussion Regarding the Creation of the MPS Development Committee	Vote	I.Soto	30 m
III. Closing Items			6:05 PM
A. Adjourn Meeting	Vote		

Coversheet

Approve Minutes of Regular Nominating/Governance Committee Meeting from March 29, 2021

Section: I. Opening Items
Item: E. Approve Minutes of Regular Nominating/Governance Committee Meeting from March 29, 2021
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Nominating/Governance Committee Meeting on March 29, 2021

APPROVED



Magnolia Public Schools

Minutes

Nominating/Governance Committee Meeting

Date and Time

Monday March 29, 2021 at 5:30 PM

Location

<https://zoom.us/j/97536569821?pwd=bUVoL3JwTyt6ek1rYk1aekptbDVvdz09>

Meeting ID: 975 3656 9821

Passcode: 300494

One tap mobile: +16699009128,,97536569821# US (San Jose)

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

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Nominating Committee Members:

Dr. Umit Yapanel, Chair
Dr. Salih Dikbas
Ms. Sandra Covarrubias
Ms. Diane Gonzalez (alternate)

CEO and Superintendent:
Mr. Alfredo Rubalcava

Committee Members Present

S. Covarrubias (remote), S. Dikbas (remote), U. Yapanel (remote)

Committee Members Absent

None

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 Monday Mar 29, 2021 at 5:41 PM.

B. Record Attendance and Guests

Refer to attendance information reported above.

C. Public Comments

No public comments were given at this time.

D. Approval of Agenda

U. Yapanel made a motion to approve the agenda as presented.

S. Covarrubias seconded the motion.

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

Roll Call

S. Covarrubias Aye

S. Dikbas Aye

U. Yapanel Aye

E. Approve Minutes of Regular Nominating/Governance Committee Meeting from April 20, 2020

U. Yapanel made a motion to approve the minutes from Regular Nominating/Governance Committee Meeting on 04-20-20.

S. Covarrubias seconded the motion.

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

Roll Call

S. Covarrubias Aye

S. Dikbas Aye

U. Yapanel Aye

II. Recommended Action Items

A. Approval of the Creation of the Development/Fundraising Committee

U.Yapanel, MPS Nominating/Governance Committee Board Chair expressed to the Committee Members and the public the significance of establishing a Development/Fundraising Committee to provide assistance and guidance in acquiring funds to invest in critical areas for Magnolia Public Schools to be successful. I.Soto, Director of Development & Communications, emphasized that creating a culture of giving has to start with our Board Members. I.Soto and U.Yapanel both expressed high hopes for the creation of this committee and its impact it can have to the organization. There was discussion surrounding the appropriate title and roles of the committee to which the Board Committee members agreed to rename it as Development & Outreach Committee. Further discussion will be held in the next meeting.

U. Yapanel made a motion to ammend the original motion and to move for the Nominating/Governance Committee postpone approval of the creation of newly titled Development & Outreach Committee for further discussion at the next Nominating/Governance Committee meeting.

S. Dikbas seconded the motion.

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

Roll Call

U. Yapanel Aye

S. Covarrubias Aye

S. Dikbas 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 6:08 PM.

Respectfully Submitted,

U. Yapanel

Coversheet

Discussion Regarding the Creation of the MPS Development Committee

Section:	II. Information/Discussion Items
Item:	A. Discussion Regarding the Creation of the MPS Development Committee
Purpose:	Vote
Submitted by:	
Related Material:	Development Committee.pdf



Board Agenda Item #	II A: Information/Discussion Item
Date:	April 12, 2021
To:	Magnolia Public Schools - Board of Directors, Governance Committee
From:	Alfredo Rubalcava, CEO & Superintendent
Staff Lead:	Ismael Soto, Director of Develop and Communications
RE:	Creation of the MPS Development Committee

PROPOSED BOARD MOTION

This a discussion item; no action is required.

BACKGROUND

Development Committee

The Development Committee is an essential work unit of the Magnolia Public Schools board. As an effective committee, we will let more people become involved and expand MPS' support base. Just as important, the Development Committee nurtures people's commitment to Magnolia Public Schools.

Beyond ensuring giving across the board, the Development Committee charge is to review

policy and procedures for all fundraising programs:

- Setting goals
- measuring progress against goals
- reviewing policies for giving
- ensuring the appropriate use of funds donated

We are here to **SUPPORT OUR PRINCIPALS** and our schools. The Development Committee will cultivate donors to make sure campaigns bring in the maximum amount to support our ten Magnolia schools and the MPS home office.

The most common board fundraising committee structure is the development committee, which should focus its work on ***policy review and accountability***.

The Development Committee is a standing committee of the MPS board with a chair and members who are appointed to serve as one of the assignments of their board service. The Development Committee is responsible for seeing that each board member is solicited for his or her annual gift, and if appropriate, for a capital gift. Complete (100%) board participation is a marker of good governance and makes the case for outside investment.

INTRODUCTION

Charge To The Development Committee

- 1. Actively lead in identifying prospects, making introductions, requesting contributions, and expanding the reach of the organization to develop new resources.**
2. Setting a "give or get" goal for each board member
3. Take responsibility for peer-to-peer solicitation of all board members for their base annual gift and also make an additional gift they care about. This can also be a capital gift as established by board rules and procedures.
4. Review all policies related to the solicitation and acceptance of gifts to ensure that donors and their gifts are treated ethically and legally.
5. Work alongside the head of the Development Department and Office of the CEO & Superintendent to recommend achievable fundraising goals for approval by the full board; set achievable goals, with accountability measures to ensure that goals are met each fiscal year.
6. Review development staffing, organizational structure, and budgets. Review cost of funds raised to ensure that this cost is within peer and industry standards.
7. Assist with hiring of development staff and fundraising consultant/s.

8. Review all materials, electronic and print, that present the fundraising case; not to design by committee, but to ensure that MPS, our mission, and goals are fairly and accurately represented to potential donors.
9. Oversee standards for gift accounting, gift receipts, thank-yous, and donor stewardship to ensure that donors are being treated fairly and that funds are deposited efficiently and restricted according to the wishes of the donor.
10. Training: Provide opportunities for training for all board members so that fundraising leadership can be exercised by the board as a whole.

Time Requirements

The Development Committee will meet quarterly. Committee members are expected to prep for meetings by reviewing committee materials in advance. Also, work on action items between board meetings.

Reporting

The chair of the Development Committee will report to the MPS board each quarter.

Committee Members Selection

We seek members of the MPS board who are more experienced in fundraising, and the best fundraisers on the board often gravitate to this committee. Additionally, we seek individuals who are good at articulating the needs of the schools and community.

We will choose Development Committee members based on people's skills, interests, and dedication to the mission of Magnolia Public Schools. We will also consider having non-board volunteers as members of committees.

Term of Office

Development committee terms range from one year to five years. Longstanding knowledge of the organization and its donors is useful, so long service is often preferable on this committee.

BUDGET IMPLICATIONS

- No budget implications

EXHIBITS (attachments):

Attachments included:

1. None