



## Magnolia Public Schools

### Stakeholder and Community Engagement Committee Meeting

---

**Date and Time**

Monday May 10, 2021 at 6:00 PM PDT

**Location**

<https://zoom.us/j/95576645150?pwd=V3VXLzBHaGtmWjFJNFVtT2VONFlsdz09>

**Meeting ID:** 955 7664 5150

**Passcode:** 177673

**One tap mobile:** +16699009128,,95576645150# 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 [board@magnoliapublicschools.org](mailto:board@magnoliapublicschools.org) or call 213-628-3634 Ext. 100.

**Committee Members:**

Ms. Diane Gonzalez, Chair

Dr. Umit Yapanel

Ms. Sandra Covarrubias

Mr. Mekan Muhammedov (Alternate)

**CEO & Superintendent:**

Mr. Alfredo Rubalcava

---

**Agenda**

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>6:00 PM</b>
Opening Items			
<b>A.</b> Call the Meeting to Order			
<b>B.</b> Record Attendance and Guests			
<b>C.</b> Public Comments			2 m
<b>D.</b> Approval of Agenda	Vote		1 m
<b>E.</b> Approve Minutes from the Stakeholder Engagement Committee Meeting on May 7, 2019	Approve Minutes		1 m
Approve minutes for Regular Stakeholder Engagement Committee Meeting on May 7, 2019			
<b>II. Recommended Action Items</b>			<b>6:04 PM</b>
<b>A.</b> Creation of the MPS Development and Stakeholder Committee	Vote	I.Soto	20 m
<b>III. Closing Items</b>			<b>6:24 PM</b>
<b>A.</b> Adjourn Meeting	FYI		

# Coversheet

## Approve Minutes from the Stakeholder Engagement Committee Meeting on May 7, 2019

**Section:** I. Opening Items  
**Item:** E. Approve Minutes from the Stakeholder Engagement Committee Meeting on May 7, 2019  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Regular Stakeholder Engagement Committee Meeting on May 7, 2019

APPROVED



## Magnolia Public Schools

### Minutes

#### Regular Stakeholder Engagement Committee Meeting

---

**Date and Time**

Tuesday May 7, 2019 at 6:00 PM

**Location**

Teleconference Dial:1.512.489.1300 Code: 1948435

---

Access to the Board Meeting: Any interested parties or community members from remote locations may attend the meeting at the following addresses where the Board members are joining the meeting from:

By dialing into; 1.844.572.5683 Code: 1948435

- 4701 Patrick Henry Dr. Bldg #25, Santa Clara, CA 95054 (Dr. Umit Yapanel)
- 9715 Lockford Street, Los Angeles, CA 90035 (Mr. Haim Beliak)
- Magnolia Science Academy 2, 17125 Victory Blvd., Van Nuys, CA 91406 (Ms. Sandra Covarrubias)

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. Individuals who require appropriate alternative modification of the agenda in order to participate in Board meetings are invited to contact the MPS central office. If you need special assistance to attend the meeting, please notify Barbara Torres at (213) 628-3634 x100 48 hours before the meeting to make arrangements.

Any public records relating to an agenda item for an open session of the Board which are distributed to all, or a majority of all, of the Board members, shall be available for public inspection at 250 East 1st Street Ste 1500 Los Angeles, CA 90012.

---

Committee Members:

Ms. Sandra Covarrubias, Chair  
Dr. Umit Yapanel  
Ms. Diane Gonzalez  
Mr. Haim Beliak (Alternate)

CEO & Superintendent:

Mr. Alfredo Rubalcava

---

**Committee Members Present**

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

**Committee Members Absent**

*None*

---

**I. Opening Items**

**A. Call the Meeting to Order**

S. Covarrubias called a meeting of the Educational Partners & Development Committee of Magnolia Public Schools to order on Tuesday May 7, 2019 at 6:04 PM.

**B. Record Attendance and Guests**

D. Gonzalez, MPS Committee Member, joined as a community member and H. Beliak joined the meeting as the alternate committee member.

U. Yapanel joined the meeting at 6:05 p.m.

**C. Public Comments**

There were no public comments.

**D. Approval of Agenda**

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

H. Beliak seconded the motion.

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

**Roll Call**

U. Yapanel      Absent

S. Covarrubias      Aye

H. Beliak      Aye

**E.**

## **Approve Minutes from the Stakeholder Engagement Committee Meeting on November 14, 2018**

H. Beliak made a motion to approve minutes from the Stakeholder Engagement Committee Meeting on 03-19-19 Stakeholder Engagement Committee Meeting on 03-19-19.

S. Covarrubias seconded the motion.

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

### **Roll Call**

H. Beliak        Aye

S. Covarrubias Aye

U. Yapanel      Aye

## **II. Recommended Action Items**

### **A. MPS School Site Classified Employees Pay Raise Schedule for 2019-20**

S. Acar, MPS Chief Operations Officer, gave an overview of this item and explained that the proposed salary changes would be based on employee evaluations. The evaluations will be scored on a scale of 1 to 4, 1 being the lowest and 4 being the highest. If an employee receives a 1 they will not receive a raise, 2 out of 4 would be a 2.5% default raise, 3 out of 4 would be a 4% raise and 4 out of 4 would be a 6% raise. A. Rubalcava, MPS CEO & Superintendent, gave context that the highest raise for classified employees would not exceed 6%.

U. Yapanel, Committee Member, made a motion to table this item until the May 9th board meeting. No second was given for this motion, therefore, it did not carry.

U. Yapanel made a motion to recommend approval for the MPS school site classified employees' pay raise schedule.

H. Beliak seconded the motion.

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

### **Roll Call**

S. Covarrubias Aye

U. Yapanel      Aye

H. Beliak        Aye

## **III. Discussion Items**

### **A. 2019-20 Employee Handbook**

S. Acar, MPS Chief Operations Officer, explained that the Employee Handbook goes through a revision every year to ensure that we are in compliance with all state law labor codes and authorizer requests. He went in depth giving the committee members a look into the process on how MPS works with legal counsel to ensure that a thorough review of the handbook is completed. He explained the major changes that have been made such

as inclusion of charts, which will address the multiple questions that principals receive from their teachers and staff, all third-party names for vendors were removed and now they started using common wording in case of a change in vendor the handbook would still be compliant despite vendor changes. S. Acar made the committee aware that this is only the first draft that is currently being reviewed by legal and the final Employee Handbook would go to the full board during the June Board Meeting. This was only an information item, therefore, no votes were recorded.

#### **B. Human Capital Management System (HCMS) RFP Update**

S. Acar, MPS Chief Operations Officer, gave an update on the RFP for the Human Capital Management System (HCMS) for the organization. The process that was previously implemented for Paycom was not the best way and failed to address everything that was needed, therefore, a decision was made to run a new Request for Proposals (RFP) for services that would begin July 1, 2019, and ending June 30, 2022. He went on explaining that they've received many proposals and have reached out to the vendors to set up presentations to better understand the services offered and how they would improve MPS' practices. Committee members were appreciative of the process and approach that the HR team is making to ensure quality services for the organization. This was only an information item, therefore, no votes were recorded.

#### **C. 2018-19 MPS Stakeholder Survey Reflections and Public Feedback to Inform LCAP**

D. Yilmaz, MPS Chief Accountability Officer, explained that these stakeholder surveys are an essential part of the LCAP development process. In order to ensure that the stakeholders have an opportunity to provide feedback, there are three open-ended free-response questions that ask what they like best about their school, like least, and one suggestion to improve the school. These responses are then reviewed by the school leadership teams who take active an approach to address the concerns and tackle the suggestions from stakeholders. D. Yilmaz, introduced two principals who spoke on the free responses from stakeholders and how they are addressing the concerns. J. Hernandez, MSA-8 Principal, and J. Terzi, MSA-6 Principal both went over their results and what steps they are making in order to address the concerns with their leadership teams. All questions were addressed by staff. This was only an information item, therefore, no votes were recorded.

### **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 6:50 PM.

Respectfully Submitted,  
S. Covarrubias

# Coversheet

## Creation of the MPS Development and Stakeholder Committee

**Section:** II. Recommended Action Items  
**Item:** A. Creation of the MPS Development and Stakeholder Committee  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** Development & Stakeholder Committee.pdf





Board Agenda Item #	II A: Recommended Action Item
Date:	May 6, 2021
To:	Magnolia Public Schools - Board of Directors, Stakeholder and Community Engagement Committee
From:	Alfredo Rubalcava, CEO & Superintendent
Staff Lead:	Ismael Soto, Director of Development and Communications
RE:	Creation of the Development and Stakeholder Committee

### **PROPOSED BOARD MOTION**

I move that the board recommend approval of the creation of the new "Development & Stakeholder Committee," a revised version of the Stakeholders and Community Engagement Committee that will now include development as a key function. The committee members would remain the same. They include Dr. Umit Yapanel, Ms. Diane Gonzalez-current chair, Ms. Sandra Covarrubias, and Mekan Muhammedov as the alternate. The revised committee would support the major areas of the MPS Home Office - Development and Communications Department including, development, communications, stakeholder surveys, advocacy, and parent and community engagement in addition to personnel items.

## **BACKGROUND**

### **Development Committee**

The Development & Stakeholder 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 & Stakeholder Committee nurtures people's commitment to Magnolia Public Schools.

The Development & Stakeholder 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 & Stakeholder Committee is responsible for seeing that each board member is active and engaged by soliciting annual gifts, and if appropriate, for a capital gift to ensure we have complete (100%) board participation. These are markers of good governance and make the case for outside investment.

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

## INTRODUCTION

### Constituents

Constituent Groups and what's at stake?

- Students: Personal success throughout school, future opportunity
- Parents: Pride, success, and opportunity for the students they care about
- School Staff: Professional efficacy and job satisfaction
- School & Home Office Staff: "Adequate yearly progress," meeting accountability expectations
- School Board: Fulfilling the district's mission, fundraising, accountability

### Charge To The Development and Stakeholder Committee

Beyond ensuring giving across the board, the Development & Stakeholder Committee charge is to ***review policy and procedures for all fundraising programs and accountability:***

- Setting goals
- Measuring progress against goals
- Reviewing policies for giving
- Ensuring the appropriate use of funds donated

### Development:

1. Actively lead in identifying prospects, making introductions, requesting contributions, and expanding the reach of the organization to develop new resources.
2. Spearheading annual day of giving activities, assigned jobs working with VIP's at our events, and bringing potential supporters into the building
3. Fundraising events and special projects
4. Kickstart a major gifts program
5. Setting a "give or get" base annual gift amount for the entire board
6. Take responsibility for peer-to-peer solicitation via the "give or get" initiative of all board members for their base annual gift and also make an additional gift they care about.

7. Review all policies related to the solicitation and acceptance of gifts to ensure that donors and their gifts are treated ethically and legally.
8. 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.
9. Review development staffing, organizational structure, and budgets. Review cost of funds raised to ensure that this cost is within peer and industry standards.
10. Assist with hiring of development staff and fundraising consultant/s.
11. Review all materials, electronic and print, that present the fundraising case; not to design by the committee, but to ensure that MPS, our mission, and goals are fairly and accurately represented to potential donors.
  - a. This could include the Magnolia Quarterly Report that is development focused
12. 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.
13. Training: Provide opportunities for training for the Development department at the MPS Home Office, all Development & Stakeholder Committee board members, and Magnolia school leadership teams so that fundraising leadership can be exercised as a whole.

## **Stakeholders**

Internal and External Stakeholders at Magnolia Public Schools:

- Internal stakeholders are those who work within the school system on a daily basis and who largely control what goes on there. They include school staff, district staff, and, to some extent, school boards.
- External stakeholders are those outside the day-to-day work of the schools who have a strong interest in school outcomes but who do not directly determine what goes into producing those outcomes.

1. Review annual Magnolia Public Schools internal stakeholder surveys for students, parents, and Magnolia teachers.
2. Engaging Stakeholders in Education:
  - a. Parent training: How to be a good parent; how to promote the importance of education to your child; how to talk to your child about important issues.
  - b. Parent Volunteering: Ranging from volunteering in the classroom to helping out with social activities at school (e.g., class parties, school events, field trips,) or with fundraising activities.
3. Advocacy:
  - a. Statewide advocacy efforts with community partners.
  - b. Districtwide community partnerships.

### **Parent and Community Engagement**

1. School-level collaboration with all MPS stakeholders including student, staff, family, and community members.
2. Support the Parent and Community Engagement (PACE) program at MPS, including PACE Coordinators and Deans of Culture.
3. Provide opportunities and resources for the PACE Coordinators across MPS schools.
4. Attend community events alongside MPS team members.

### **Personnel:**

1. To ensure that MPS is able to retain the best talent through:
  - a. The design and implementation of a comp/benefit structure.
  - b. Increasing employee engagement
  - c. Providing growth and development opportunities
2. To ensure compliance with all applicable State, Federal laws as well as EdCode.
3. To create a formal recruiting program that focuses on pro-active sourcing versus reactive recruiting.

## **Time Requirements**

The Development & Stakeholder 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 are good at articulating the needs of the schools and Magnolia community.

We will choose Development and Stakeholder Committee members based on people 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