



## Magnolia Public Schools

### Regular Board Meeting

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**Date and Time**

Thursday May 12, 2022 at 6:00 PM PDT

**Location**

<https://zoom.us/j/97856064990?pwd=MHhBZCtGT0xEMIZpNEZQZVJ3RDBPZz09>

**Meeting ID:** 978 5606 4990      **Passcode:** 021250

**One tap mobile:** +16699009128,,97856064990# 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. Pursuant to AB 361 members of the public may address the Board during the Public Comment period on the day of the board meeting without the need to complete a public speaker form. 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.

**Board Members:**

Ms. Sandra Covarrubias, Chair

Dr. Umit Yapanel, Vice-Chair

Dr. Salih Dikbas

Ms. Diane Gonzalez

Mr. Mekan Muhammedov

**CEO & Superintendent:**

Mr. Alfredo Rubalcava

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**Agenda**

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>6:00 PM</b>
Opening Items			
A. Call the Meeting to Order			1 m
B. Record Attendance and Guests			1 m
C. Approval of Agenda	Vote		1 m
D. Public Comments			5 m
E. Announcements from CEO & Superintendent and Board Members			5 m
<b>II. Closed Session</b>			<b>6:13 PM</b>
A. Public Announcement of Closed Session	FYI		1 m
B. Public Employee Performance Evaluation (§ 54957) - Title: CEO & Superintendent			10 m
C. Pending Litigation (§ 54956.9)(a): 1 case			30 m
D. Report Out of Closed Session	FYI		1 m
<b>III. Information/Discussion Items</b>			<b>6:55 PM</b>
A. Enrollment Update	Discuss	B.Lopez	15 m
<b>IV. Action Items</b>			<b>7:10 PM</b>
A. Approval to Exercise of Third Option to Extend Due Diligence Contingency Period for Purchase of 7111 Winnetka Avenue	Vote	Audit/Facilities Committee	5 m
B. Approval of Authorization of Sale of Strip of Land to City of Los Angeles	Vote	Audit/Facilities Committee	5 m
C. Approval of the Authorization to Purchase Six Classroom Bungalows for MSA-1	Vote	Audit/Facilities Committee	5 m
D. Approval of 2022-23 School Calendars for all MPS	Vote	D.Yilmaz	10 m
E. Approval of MPS College Application Fee Policy	Vote	E.Acar & W.Gray	10 m
F. Approval of Findings to Conduct Virtual Meetings Pursuant to AB 361/Government Code Section 54953	Vote	A.Rubalcava	5 m
G. Approval of Updated MPS Health and Safety Policy and Injury and Illness Prevention Program ("IIPP") COVID-19 Addendum	Vote	D.Hajmeirza	5 m
<b>V. Closing Items</b>			<b>7:55 PM</b>
A. Adjourn Meeting	Vote		1 m

# Coversheet

## Enrollment Update

<b>Section:</b>	III. Information/Discussion Items
<b>Item:</b>	A. Enrollment Update
<b>Purpose:</b>	Discuss
<b>Submitted by:</b>	
<b>Related Material:</b>	Enrollment Update May 2022.pdf



Board Agenda Item #	III A: Information/Discussion Item
Date:	May 12, 2022
To:	Magnolia Public Schools - Board of Directors
From:	Alfredo Rubalcava, CEO & Superintendent
Staff Lead:	Dr. Brenda D. Lopez, Chief External Officer (CXO)
RE:	Enrollment Update May 2022

### **Proposed Board Recommendation**

No action is needed. This item is a continuation of enrollment progress across all Magnolia Public School sites. The information will address the current enrollment numbers at each school site tracked on internal tracking forms and verified through our centralized system SchoolMint. The slide deck will highlight the work being done organization wide for strategic enrollment recruitment and retention, digital marketing and refining practices.

### **Introduction**

A recent article by [EdSource](#) (2022) stated that California K-12 enrollment fell below 6 million. The article is insightful because we know school enrollment is declining nationwide including California, but in this article mentions public charter schools in addition to traditional districts are also experiencing a decline.

### **Background**

Declining enrollment trends have been linked to lack of affordable housing, job offers outside of state, cost of living, declining birth rates or even immigration. The school enrollment targets are set by historical data on enrollment as well as projected number of returning families. The returning families are asked to complete an intent to return form to confirm their continued enrollment at our schools, the deadline to complete the form (January) aligns with the deadline for the open enrollment period for families seeking to apply to our schools. If forms are not completed or are pending a response school leaders and office staff prioritize connecting with those families to complete the process and report more accurately anticipated retention numbers for enrollment.

### **Analysis**

Magnolia Public Schools enrollment teams work diligently to meet enrollment targets. Sharing promising practices and creative strategies is part of the process. We know geographically some schools have stronger numbers with enrollment and low enrollment in specific school sites is related to trends in declining enrollment listed above. The importance of analyzing is not to focus on what variables we cannot control but rather what we can adjust. Customer service, strategic touch points, gaps in communication and increased human capital are only a few examples of what is showing success in recruiting and retaining families.

### **Budget Implications**

The budget implications for not reaching enrollment targets can impact various line items at each school.

### **How Does This Action Relate/Affect/Benefit All MSAs?**

The benefit for all MPS schools is to identify areas of need and align promising practices to adjust and overcome enrollment challenges.

### **Exhibits (Attachments):**

- Enrollment Update May 2022 Slide Deck



# Enrollment Updates

*May 2022*

# Objective

- Review current enrollment numbers
- Enrollment trends
- Strategic Planning for Recruitment and Retention
- Projected Enrollments for the 2022-23 school year
- Leading into the new school year

# Current Enrollment

2022-2023 Intent to Return and Application Totals						
INFINITE CAMPUS (2021-2022) Enrollments	SITE NAME	NOT RETURNING	NO FORM/NO REPLY	EXPECTED TO RETURN	SCHOOLMINT PENDING APPLICATIONS	TARGET ENROLLMENTS 2022-2023
		Counts collected from ITR form	Counts collected from ITR form	Only Includes counts from submitted ITR forms.		
Eff. 4.29.22	DO NOT EDIT - FORMULAS CALCULATE TOTALS BELOW				1/14/2022	1/14/2022
724	MSA 1	12	83	558	94	750
505	MSA 2	22	20	420	90	513
399	MSA 3	1	13	336	23	413
109	MSA 4	0	19	64	3	104
240	MSA 5	5	7	201	27	250
86	MSA 6	0	1	51	15	120
269	MSA 7	0	0	216	71	300
388	MSA Bell	3	3	222	26	400
409	MSA San Diego	2	65	217	132	443
500	MSA Santa Ana	7	10	445	27	520
3629	TOTALS	52	221	2730	508	3813

# Focus on the Locus of Control

LW will update all data Friday's at 3PM		2022-2023 Registrations In Progress				
SchoolMint Totals	Totals Updated: Friday, April 29, 2022	=Target Enrollments - (Expected to Return + Completed Registrations)	SCHOOLMINT REGISTRATION STATUS			SchoolMint - Infinite Campus
NEW and SUBMITTED Applications		Registrations Needed to Meet Target Enrollment	Pending Applications on 3/14/2022	Offered Enrollment Registration	Parent Accepted Offer - Registration in Progress	Completed Registration Packet /IC Registration
STEP 1	SITE NAME			STEP 2	STEP 3	FINAL STEP
9	MSA 1	123	106	24	36	69
15	MSA 2	25	83	35	22	68
3	MSA 3	43	23	1	27	34
3	MSA 4	35	1	0	11	5
3	MSA 5	30	28	8	11	19
0	MSA 6	42	13	1	6	27
0	MSA 7	12	57	4	0	72
2	MSA Bell	106	25	7	15	72
1	MSA San Diego	90	133	23	26	136
0	MSA Santa Ana	49	32	18	39	26
36	TOTALS	555	501	121	193	528

- The new “submitted” applications have been reduced to almost all single digits to zero for our schools with the exception of MSA-2
- The increase of “Intent to Return” forms has **reduced** the number of “Registrations needed to meet target enrollments” from 1043 in March to **759** last month to **638** as of April 12 and to **555** as of April 29th
- The number of completed registrations has **increased** from **272** on March 11<sup>th</sup> to **424** April 8th to **458** April 12th to **528** as of April 29th
- Once schools move steps 1, 2, and 3 registrations we can see an increase of total registrations completed hitting (314+528) = **842**



# SWOT Analysis



- **Strengths**
  - Maximize touch points
  - communication is key
  - Meet families where they are
- **Weaknesses**
  - Conflicting priorities
  - Enrollment Trends
  - Human capital
- **Opportunities**
  - Highlight the value added program the school offers
  - Warm Market
  - Re-engaging communities with celebrations
- **Threats (Challenges)**
  - Human capital
  - Gaps in enrollment communication/ knowledge
  - Enrollment Trends

# Customer Service

- Communication
- Frequent Touch Points
- Person first language
- Focus on what we know
- Learning from frontline staff and experienced interactions
- Assign an enrollment representative at every school site



# Touch Points

A graphic for a referral campaign. It features the text 'Referral Campaign' in a large, blue, cursive font with a pink shadow. Below it, a red t-shirt with a white logo is shown. To the right of the t-shirt is a vertical column of green circles of varying sizes. At the bottom, there is a blue semi-circle containing the Magnolia Public Schools logo and name. The entire graphic is framed by a thick orange border with yellow wavy lines extending from the corners.

*Referral Campaign*

Refer a family to **ENROLL** a student on SchoolMint and receive a **FREE MAGNOLIA GIFT!**

Contact X for more information.

  
**MAGNOLIA**  
PUBLIC SCHOOLS

1

**Strengthen Name ID:** What is our identity? Who are we focused on serving?

2

**Internal:** Satisfaction rates from families, communication, meeting family needs

3

**External:** Consistent messaging to community members that is the work of step 1

# Digital Marketing



Last month, our paid search and social media campaigns connected **59 families** with Magnolia Public Schools. We dedicated all of our ad spend on Google (instead of Facebook/Instagram) last month.

<p><b>59</b></p> <p>Family Leads</p> <p>March's leads: 121</p>	<p><b>28,384</b></p> <p>Enrollment Ads Seen</p>	<p><b>1,471</b></p> <p>Enrollment Ads Clicked</p>	<p><b>5.18%</b></p> <p>Google Search Click Thru Rate</p> <p>Education &amp; Instruction Industry Average: 2.33%</p>	<p><b>\$1.53</b></p> <p>Google Search Cost Per Click</p> <p>Education &amp; Instruction Industry Average: \$2.02</p>
<p><b>44</b></p> <p>Google Search Leads</p>	<p><b>18</b></p> <p>Google Phone Call Leads</p>	<p><b>0</b></p> <p>Facebook Family Leads</p> <p>*No Facebook ads run in April</p>	<p><b>\$38.19</b></p> <p>Ad Spend Cost Per Family Lead</p> <p>March's CPR: \$50.10</p>	<p><b>\$2,253.03</b></p> <p>Total Ad Spend</p> <p>March's spend: \$6,061</p>

# Strategic Planning

### Recruitment & Retention Activities Before the End of Year

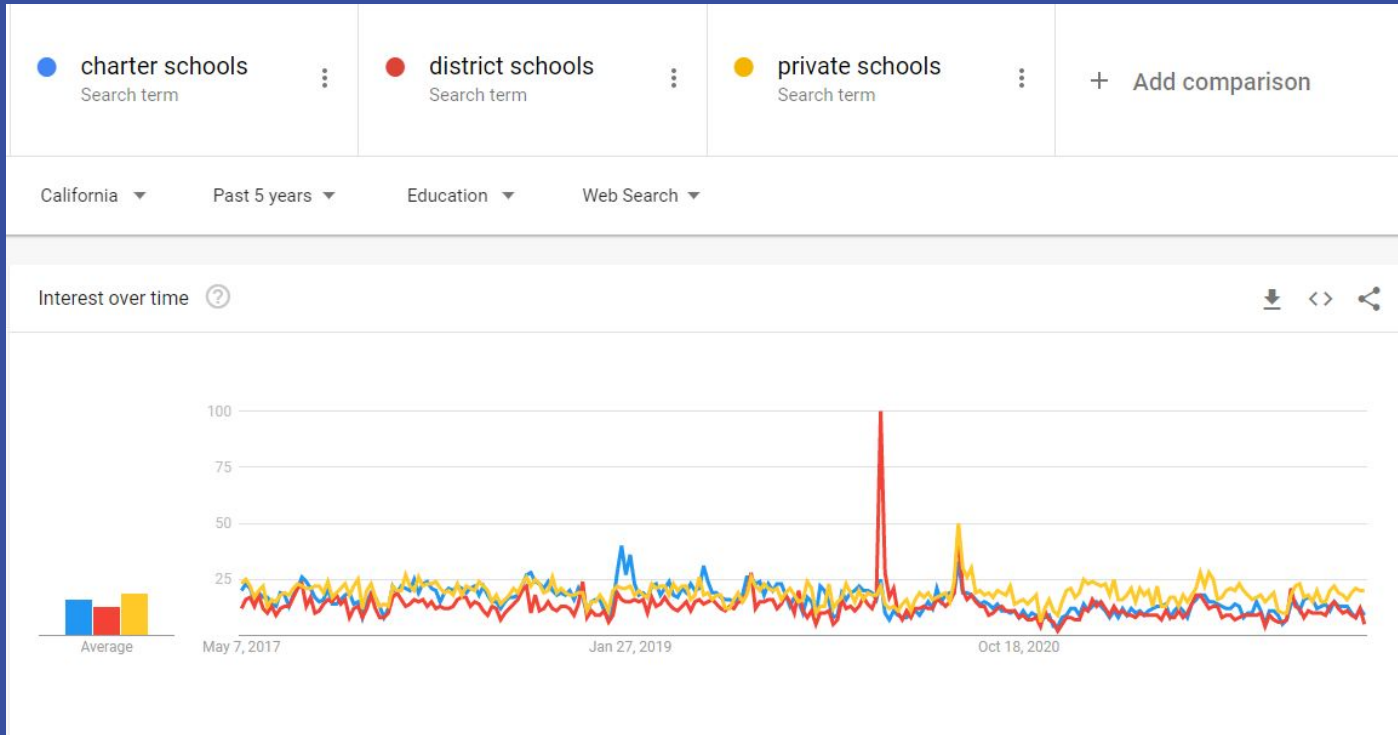
The following are recommended activities to promote recruitment and promote retention for enrollment before the end of the 2021-22 School Year

- April 2022 Recruitment & Retention**  
Congratulate families who have fully enrolled child(ren) for the new School year 2022-23 and invite them to events open house, orientation, STEAM Expo.
- May 2022 Recruitment**  
Image of a child with a watermelon slice.
- Summer Program Enrollment Opportunity**  
Promote summer programs or workshops your site will offer for returning families, space is limited. Refer a friend campaign.
- June 2022 Recruitment**  
Use the same montage of pictures for the school year, Send out a message with the highlights and accomplishments this school year, including 5 Glows, 3 Goals for the new year. Remind families we look forward to the next school year.
- April 2022 Retention**  
Image of a sign that says "see you soon".  
Create an opportunity for current students to experience some of the Program opportunities for their upcoming school year when they return.
- May 2022 Retention**  
Offer a "Step up" workshop for families to prep for the upcoming school year, "Savvy Summer Skills Seminar" This opportunity can be offered in person and you must survey families what time work best for them to attend. All families who attend can be invited to the next school year.
- Summer Program Enrollment Opportunity**  
Image of a sign that says "Hello SUMMER".  
Promote summer program offer for new students Free, students must have completed the summer program.
- June 2022 Retention**  
Compile a montage of pictures for the school year, send out a celebration message for the highlights and accomplishments this school year, 5 Glows, 3 Goals for the new year. Remind families we look forward to them being a part of our growth and success next year.

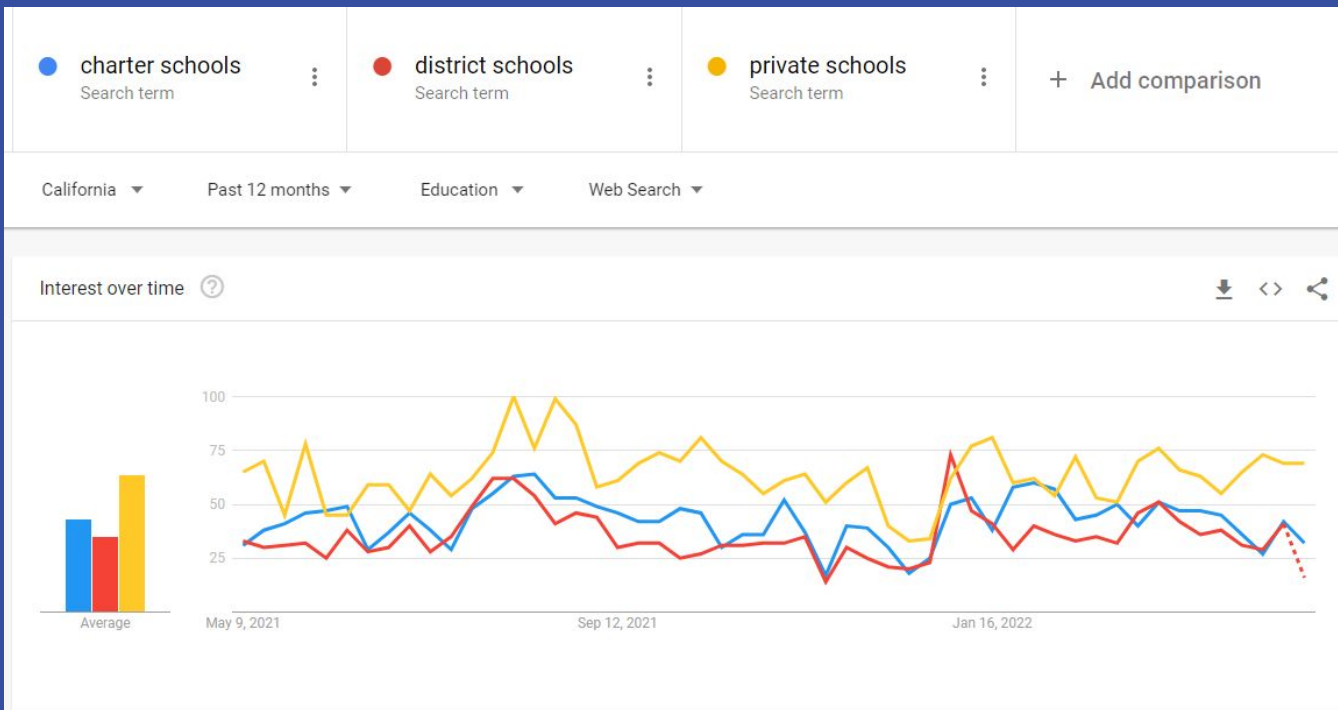
# Iterative Process Grounded in Data

- Collective efforts from all educational partners
- Director of Creative Branding and Communication
- Professional Learning Communities- Focused on Family engagement
- Leverage leadership strengths and community partnerships
- Word of mouth has and will continue to be the greatest strength, leverage existing partners
- Memorialize practices
- Positive media stories
- 20th Anniversary campaign
- Built in opportunities to brag about the great work we are leading during celebrations

# Trending



# Trending





**THANK YOU**

## Coversheet

### Approval to Exercise of Third Option to Extend Due Diligence Contingency Period for Purchase of 7111 Winnetka Avenue

**Section:** IV. Action Items  
**Item:** A. Approval to Exercise of Third Option to Extend Due Diligence Contingency Period for Purchase of 7111 Winnetka Avenue  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** MSA-5 7111 Winnetka Avenue.pdf



Board Agenda Item: IV A: Action Item

Date: May 12, 2022

To: Magnolia Public Schools (“**MPS**”) Board of Directors (the “**Board**”)

From: MPS Audit/Facilities Committee  
Patrick Ontiveros, General Counsel & Director of Facilities  
Mustafa Sahin, Project Manager

RE: Approval of Exercise of Third Option to Extend Due Diligence Contingency  
Period for Purchase of 7111 Winnetka Avenue

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## I. Proposed Motion/Recommendation(s)

Previously presented to the MPS Audit/  
Facilities Committee on May 5, 2022

Staff recommends and moves that the Board approve

- (1) the exercise by MPS of its option under that certain purchase and sale agreement signed by MPS dated as of December 15, 2021 for the purchase of the property located at 7111 Winnetka Ave. (the “**Property**”) to extend its contingency/due diligence period for one (1) additional thirty (30) day period from April 23, 2022 to June 22, 2022, and in conjunction therewith,
- (2) the release by MPS of Twenty Five Thousand Dollars (\$25,000.00) from the escrow established for the aforementioned transaction as consideration for the exercise of the extension option, and
- (3) the execution by the MPS CEO and Superintendent, or his designees, of such documents and instruments as may be necessary to undertake and complete the foregoing actions.

## II. Background

At its December 19, 2021 meeting, the MPS Board approved MPS signing a purchase and sale agreement for the purchase of the Property and making a good faith, refundable, escrow deposit of Two Hundred Thousand Dollars (\$200,000). Portions of the “Background” section of the December 19<sup>th</sup> report is excerpted below.

*For the 2021-22 school year, Magnolia Science Academy—5 (“**MSA—5**”) is co-located with Magnolia Science Academy—1 (“**MSA-1**”) at the property located at 18220 and 18238 Sherman Way in Reseda. MPS elected to co-locate MSA—5 with MSA—1 when the Los Angeles Unified School District (“**LAUSD**”) made MSA—5 an offer of space at Chatsworth High School in lieu of Reseda*



High School, where it has been located for several years. MSA—5 subleases space from MSA—1. MSA—1 leases such property from MPM Sherman Way LLC, a California limited liability company and wholly owned subsidiary of Magnolia Properties Management, Inc., a California non-profit public benefit corporation and 501(c)(3) tax exempt organization. MSA-1 operates a middle school and high school on the leased premises.... MPS desires to re-locate MSA—5 to its own private campus at the Property which is within close proximity to MSA—5's original location at Reseda High School....

The Property at 7111 Winnetka Ave ... consists of a 21,849 square foot building on land that is approximately 75,794 square feet. The Property is presently leased to multiple tenants and must delivered free of all tenancies by the close of escrow.

MPS's real estate broker, InSite EFS, Inc., negotiated an offer for the purchase of the Property. The Owner has tentatively agreed to sell the Property to MPS or its assignee subject to the signing of a formal purchase and sale agreement, which is the subject of this report and the recommendation stated herein. The terms agreed upon by the parties include the following:

Price	\$9,450,000,000
Free Look/Due Diligence Period	90 Days with option to extend for three 30 day periods for the following consideration: First 30 day Extension = \$15,000 Second 30 day Extension = \$20,000 Third 30 day Extension = \$25,000
Good Faith Deposit	\$200,000, increased to \$350,000 by the end of the Due Diligence Period as such may be extended by Buyer.
Closing Period	30 days. Owner has the option to extend the closing for up to six (6) consecutive 30 day periods for the purpose of removing any tenants.

During the due diligence period, MPS or its assignee, will review the condition of the existing building and land to determine whether there are any hurdles to the development of the property for MSA-5's use and whether it is affordable. In addition, MPS will seek the approval of its authorizer, the Los Angeles County Office of Education, for the proposed transaction. Before the end of the due diligence period, MPS has the option to cancel the transaction and will receive a full refund of its good faith deposit.

To date MPS, has exercised its first and second options to extend the contingency period. At its March 8, 2022 meeting the Board approved the exercise of the first option and the release of \$15,000 from escrow. At its April 7, 2022 meeting the Board approved the exercise of the first option and the release of \$20,000 from escrow.

Escrow for the purchase and sale of the Property was opened on December 22, 2021. Since such time, MPS Staff has been engaged in due diligence activities including commissioning multiple studies: a phase I environmental site assessment, an ALTA and topographic survey, an appraisal, and a zoning/entitlements survey. A soils study and asbestos and lead based paint study are in process. MPS



Staff has worked with Pacific Charter School Development (“**PCSD**”), an architect, and a general contractor to evaluate and price out various design concepts that could be adapted for the Property. MPS Staff has determined that it only will proceed with the project if it will be a new construction project. MPS Staff does not believe that a tenant improvement project would yield the best facilities for MPS and MSA—5.

MPS Staff has advised MSA-5’s charter authorizer, the Los Angeles County Office of Education (“**LACOE**”), of its desire to purchase and develop the Property and is seeking its authorization to do so.

MPS received a term sheet from CLI Capital on April 8, 2022. MPS, with its legal counsel at Musick Peeler & Garrett LLP and its financial adviser John Buck, reviewed and commented on the term sheet. MPS received a revised term sheet on April 28, 2022. MPS Staff is preparing revised projections for review by LACOE and expects to deliver such projections by no later than Friday, May 6<sup>th</sup>. Accordingly, MPS requires additional time to acquire LACOE’s approval. By exercising its option to extend the due diligence period, MPS will be putting an additional \$25,000 at risk (it already released \$15,000 by exercising its first option and \$20,000 by exercising its second option) and not its entire \$200,000 good faith deposit. In other words, if MPS spends the \$25,000 and decides that it will proceed with the acquisition then the \$25,000 will be applied to the purchase price. In the event that within the extension period MPS determines that it will not proceed with the Project it will be refunded One Hundred Forty Thousand Dollars (\$140,000), that is \$200,000 less \$15,000 (first option exercise), less \$20,000 (second option exercise) and less \$25,000.

### III. Conclusion / Budget Impact

MPS would like to acquire or lease the Property for the benefit of MSA-5 to allow MSA-5 to relocate from the MSA-1 campus to its own private facility. MPS is currently working with its financial advisor to secure financing for the Project. It has received a term sheet from CLI Capital. MPS was working with PCSD to see if they are able to either acquire, develop and lease the Property or provide subordinate debt that will allow a subsidiary of Magnolia Properties Management Inc. to acquire the Property. On April 22, 2022, PCSD informed MPS that it would not be able to provide subordinate financing. CLI Capital subsequently agreed to fill the gap and provide 100% financing.

The budget impact to MSA-5 of the purchase transaction is unknown and depends on a multitude of factors including how much equity (i.e., cash) MSA—5 can invest in the Project, and financing terms. Staff will keep the Facilities Committee and the Board apprised of the status of the Project, including the status of financing and approval from LACOE. It will seek Committee and Board approval prior to the end of the third extended due diligence period in order either to move forward with the transaction and allow its good faith deposit to become non-refundable or to spend additional funds to exercise another option to extend the due diligence period. The budgetary impact of \$25,000 will be incorporated into the MSA 5 operating budget.

## Coversheet

### Approval of Authorization of Sale of Strip of Land to City of Los Angeles

<b>Section:</b>	IV. Action Items
<b>Item:</b> Los Angeles	B. Approval of Authorization of Sale of Strip of Land to City of
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	Sale of Land to City of Los Angeles (Board).pdf



Board Agenda Item: IV B: Action Item  
Date: May 12, 2022  
To: Magnolia Public Schools ("**MPS**") Board of Directors ("**Board**")  
From: Audit/Facilities Committee  
Patrick Ontiveros, General Counsel & Director of Facilities  
Mustafa Sahin, Project Manager  
RE: Authorization of Sale of Strip of Land to City of Los Angeles Recreation and Parks Department

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Previously presented to the MPS  
Audit/Facilities Committee on May 5,  
2022

## I. Proposed Motion/Recommendation(s)

Staff recommends and moves that the Board

- (1) subject to Staff obtaining all approvals needed to consummate such sale, approve the sale of a 25 foot wide strip of land on the east side of Magnolia Science Academy—1's high school parking lot parcels (see Exhibit A) to the City of Los Angeles for no less than \$1,266,000 and the amendment of MSA—1's lease for the premises with MPM Sherman Way LLC to reflect the sale of the strip of land
- (2) approve the negotiation by the MPS CEO, or his designee, with the City of Los Angeles of such terms and conditions as he shall deem in the best interests of MPS and MSA—1 in order to consummate such transaction
- (3) approve the execution by the MPS CEO and Superintendent, or his designees, of such documents and instruments as may be necessary to undertake and complete the foregoing actions.

## II. Background

The City of Los Angeles through its Recreation and Parks Department ("**RAP**") owns the parcels immediately adjacent to the Magnolia Science Academy—1 ("**MSA—1**") high school building and parking lot. As has previously been reported to the MPS Board, RAP intends to build a skating rink on the parcel that fronts Sherman Way and an enclosed ice hockey rink on the parcel accessible via the alleyway. Further down the block RAP also owns property that will be used as parking for the skating facilities. Exhibit B illustrates the locations of the skating rinks, parking, MSA—1 properties and the strip of land.



In order to build the ice hockey rink, which RAP expects that the Los Angeles Kings will operate, RAP needs to add an additional strip of land approximately 25' in width. See [Exhibit A](#). MPM Sherman Way LLC, owner in fee simple of the land on which MPS operates MSA-1, with the concurrence of MPS has expressed a willingness to sell a strip of land from its high school parking lot. In December 2020, MPM Sherman Way LLC signed a non-binding letter of intent.

With the sale of the strip of land, the MSA—1 campus will lose 33 parking spaces. MSA—1 will be granted temporary use of the RAP parking lots to satisfy its parking needs. MPS is in escrow to purchase the property located 18242-44 Sherman Way which is immediately adjacent to the MSA—1 middle school building. Upon the close of escrow for 18242-44 Sherman Way which is expected to happen before the end of the calendar year, MSA—1 will make up for the parking lost in sale of the strip of land to RAP. In addition, MPS is in talks to acquire 26 parking spaces at the Citibank parking lot a couple parcels down from the existing MSA—1 campus. Finally, MPS has a license to use the land formerly owned by CIM. The new owner has said he will allow MSA—1 to continue to use the land until his development plans come to fruition. Specifically, the owner has agreed to allow MSA—1 to occupy the parcels fronting both Sherman Way and the alley which are to the east of the City of Los Angeles owned parcels. For the parcel fronting Sherman Way the owner will have the option to terminate the lease for any reason with thirty (30) days notice. However, for the parcel fronting the alleyway, the lease shall be for a term of two years with no option to terminate. After the two year period, the lease for the premises will continue on a month to month basis. During that time, MPS will continue to use the land for parking and recreation among other uses.

In 2020, MPS obtained an appraisal valuing the land at \$1,000,000. In March 2022, MPS obtained an updated appraisal that values the land at \$1,360,000. RAP also obtained an appraisal valuing the strip of land at \$1,170,000. MPS Staff has agreed to a sales price of \$1,266,000 as being fair and reasonable.

MPS Staff believes that such transaction is in the best interests of MSA—1 and MPS as MPS Staff, as part of the transaction, will negotiate use of the new ice hockey rink by MSA—1 allowing MSA—1 to host an ice hockey team. MSA—1, as lessee under that certain lease agreement with MPM Sherman Way LLC, will need to follow the requirements in its 2014 and 2017 bond documents that govern the sale of land that is encumbered by the lien in favor of the bonds. Magnolia Properties Management, Inc., the sole member and manager of MPM Sherman Way LLC, will need to follow the requirements in its 2014 and 2017 bond documents that govern the sale of land that is encumbered by the lien in favor of the bonds.

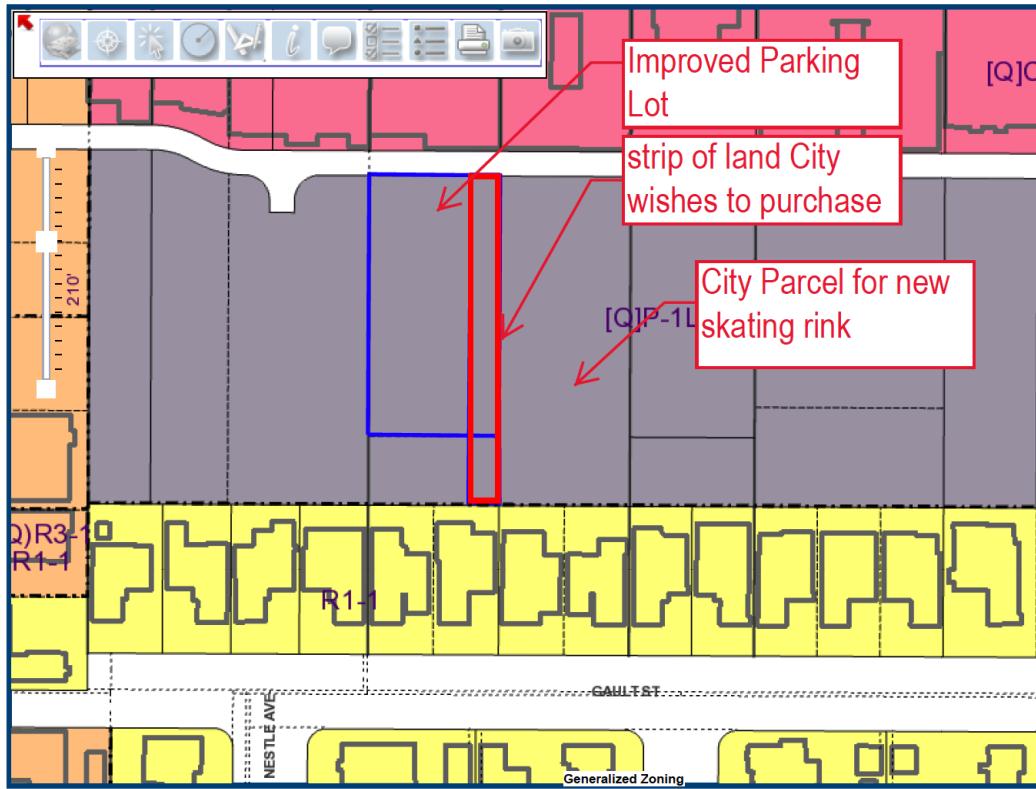
### III. Conclusion / Budget Impact

Under the bond documents upon a sale of land that is encumbered by the lien of the bonds, all proceeds must be paid over to the trustee of the bonds for the benefit of the bondholders. MPS Staff will request that a portion of the proceeds be shared with MPM Sherman Way LLC or MPS, as appropriate, to facilitate further capital improvement projects at MSA—1. MPS estimates the costs to be approximately \$1.26 million.



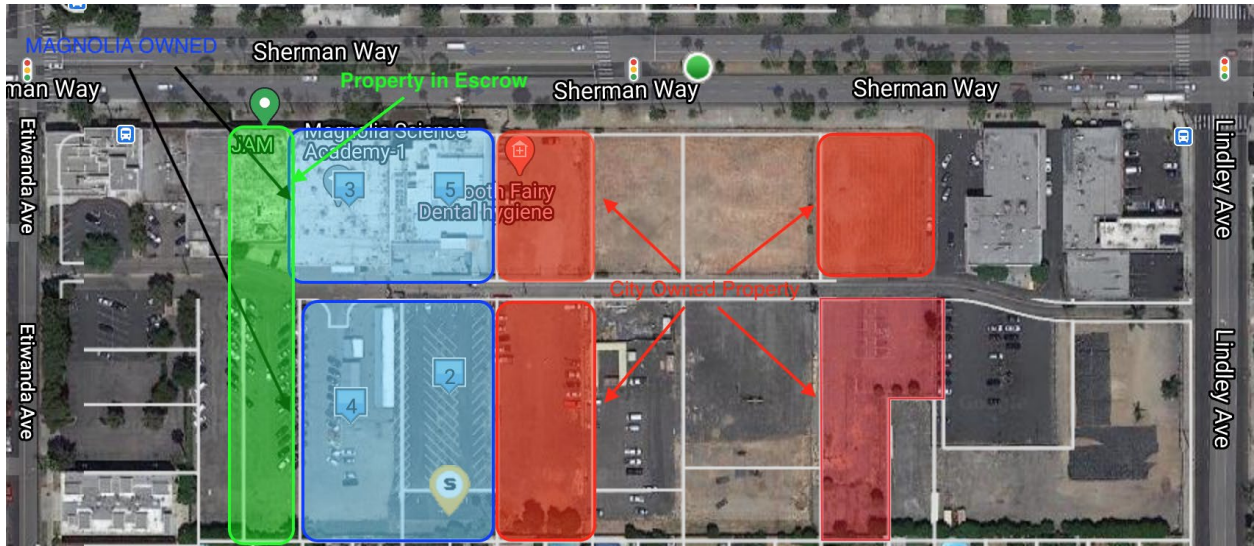


### EXHIBIT A



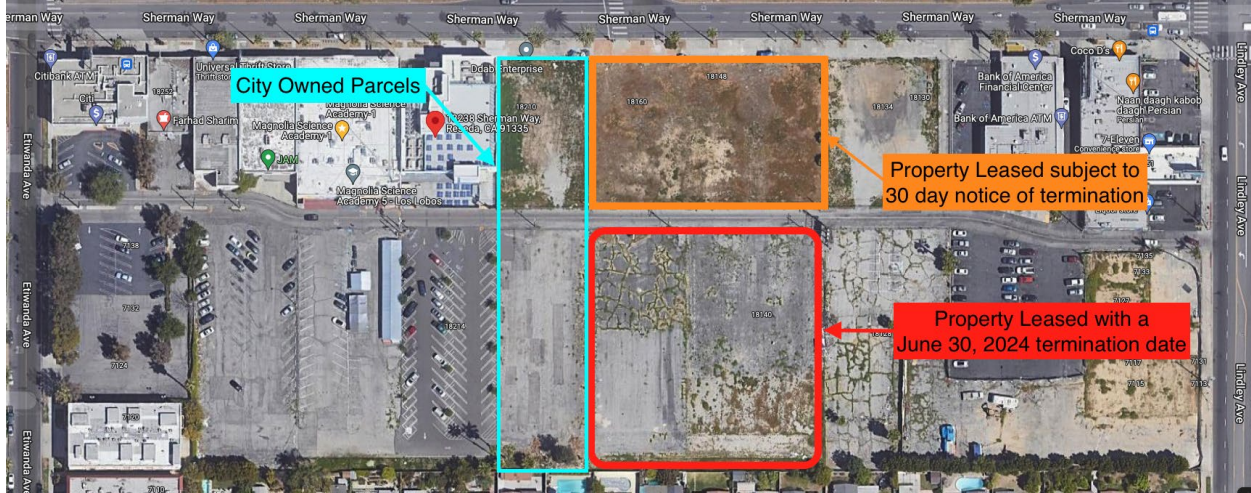


### Exhibit B





### Exhibit C



## Coversheet

### Approval of the Authorization to Purchase Six Classroom Bungalows for MSA-1

<b>Section:</b>	IV. Action Items
<b>Item:</b>	C. Approval of the Authorization to Purchase Six Classroom Bungalows for MSA-1
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	MSA-1 Bungalows (Board).pdf 10_Floor Plans.pdf



Board Agenda

Item: IV C: Action Item

Date: May 12, 2022

To: Magnolia Public Schools ("**MPS**") Board of Directors (the "**Board**")  
Audit/Facilities Committee

From: Patrick Ontiveros, General Counsel & Director of Facilities  
Mustafa Sahin, Project Manager

RE: Approval of the Authorization to Purchase Six Classroom Bungalows

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## I. Proposed Motion/Recommendation(s)

Previously presented to the MPS  
Audit/Facilities Committee on May 5,  
2022

Staff recommends and moves that the Board

(1) approves the selection of Mobile Modular to provide six (6) bungalows for installation at the Magnolia Science Academy—1 ("**MSA-1**") middle school parking lot site (Exhibit A- Site Plan) (the "**Project**") in order to provide more space until Magnolia Science Academy-5 ("**MSA-5**") moves from MSA-1 to their own campus and to spend up to \$400,000 on the Project and (2) approves the execution of a contract that Staff may negotiate with such vendor for the Project.

## II. Background

MSA-1 opened their door to MSA-5 after LAUSD did not give space at Reseda High School in June 2021, that eliminated all of the available spaces for MSA-1 to function, that move was planned to be only for a year, but MSA-5 needs to stay there at least 2 more year until the campus at 7111 Winnetka is ready for them to occupy.

In order to address the space issue that MSA-1 and MSA-5 are having, staff recommended to place bungalows at on the middle school parking lot, and published an RFP (Exhibit B- RFP). Three (3) quotes were received (Exhibit C-Proposals). Staff decided to recommend that MPS select Mobile modular because of 2 reasons—one, the price tag and two, prior experience working with them.



Initially we were planning to rent them, but when we compared the price difference between purchasing and renting, \$280K to rent for 2 years, \$360 to purchase them, and we can resell them or use them at other Magnolia sites after MSA-1 does not need them anymore.

Staff also started working with an architect to submit plans for permit from the City of Los Angeles and the Los Angeles Department of Water and Power to energize those bungalows. Our goal is to have the bungalows ready by August 1, 2022.

### **III. Budget & Conclusion**

Based on the most recent 2021-22 Second Interim Report, MSA-1's projected ending fund balance was approximately \$9.1 million. The estimated costs of the bungalows of approximately \$400,000 would reduce the projected ending fund balance to \$8.7 million. MSA-1 would still be able maintain sufficient reserves and a healthy cash position for the remainder of the 2021/22 fiscal year.



### Exhibit A

## Site Layout and Location of Bungalows

<b>MAGNOLIA PUBLIC SCHOOLS</b> <b>MSA-1 MIDDLE SCHOOL (GRADES 6-8)</b>  18238 W. SHERMAN WAY BLVD. RESEDA, CA 91335  <b>PERMIT NO:</b>		<b>SHEET INDEX</b> A.00 EXISTING LAYOUT AND PROPOSED IMPROVEMENTS A.1 LAYOUT OF NEW BUNGALOWS A.2 EXISTING PAVED PLAZA AND GARAGE A.3 PROPOSED BUNGALOWS AND CLASSROOMS A.4 NEW BUNGALOWS PLAZA	<b>SITE PLAN KEY NOTES</b> 1. EXISTING CHANGE TO BE MAINTAINED TO EXIST 2. EXISTING TO BE DEMOLISHED TO EXIST 3. EXISTING TO BE DEMOLISHED TO EXIST 4. EXISTING TO BE DEMOLISHED TO EXIST 5. EXISTING TO BE DEMOLISHED TO EXIST 6. EXISTING TO BE DEMOLISHED TO EXIST 7. EXISTING TO BE DEMOLISHED TO EXIST 8. EXISTING TO BE DEMOLISHED TO EXIST 9. EXISTING TO BE DEMOLISHED TO EXIST 10. EXISTING TO BE DEMOLISHED TO EXIST 11. EXISTING TO BE DEMOLISHED TO EXIST 12. EXISTING TO BE DEMOLISHED TO EXIST 13. EXISTING TO BE DEMOLISHED TO EXIST 14. EXISTING TO BE DEMOLISHED TO EXIST 15. EXISTING TO BE DEMOLISHED TO EXIST 16. EXISTING TO BE DEMOLISHED TO EXIST 17. EXISTING TO BE DEMOLISHED TO EXIST 18. EXISTING TO BE DEMOLISHED TO EXIST 19. EXISTING TO BE DEMOLISHED TO EXIST 20. EXISTING TO BE DEMOLISHED TO EXIST 21. EXISTING TO BE DEMOLISHED TO EXIST 22. EXISTING TO BE DEMOLISHED TO EXIST 23. EXISTING TO BE DEMOLISHED TO EXIST 24. EXISTING TO BE DEMOLISHED TO EXIST 25. EXISTING TO BE DEMOLISHED TO EXIST 26. EXISTING TO BE DEMOLISHED TO EXIST 27. EXISTING TO BE DEMOLISHED TO EXIST 28. EXISTING TO BE DEMOLISHED TO EXIST 29. EXISTING TO BE DEMOLISHED TO EXIST 30. EXISTING TO BE DEMOLISHED TO EXIST 31. EXISTING TO BE DEMOLISHED TO EXIST 32. EXISTING TO BE DEMOLISHED TO EXIST 33. EXISTING TO BE DEMOLISHED TO EXIST 34. EXISTING TO BE DEMOLISHED TO EXIST 35. EXISTING TO BE DEMOLISHED TO EXIST 36. EXISTING TO BE DEMOLISHED TO EXIST 37. EXISTING TO BE DEMOLISHED TO EXIST 38. EXISTING TO BE DEMOLISHED TO EXIST 39. EXISTING TO BE DEMOLISHED TO EXIST 40. EXISTING TO BE DEMOLISHED TO EXIST 41. EXISTING TO BE DEMOLISHED TO EXIST 42. EXISTING TO BE DEMOLISHED TO EXIST 43. EXISTING TO BE DEMOLISHED TO EXIST 44. EXISTING TO BE DEMOLISHED TO EXIST 45. EXISTING TO BE DEMOLISHED TO EXIST 46. EXISTING TO BE DEMOLISHED TO EXIST 47. EXISTING TO BE DEMOLISHED TO EXIST 48. EXISTING TO BE DEMOLISHED TO EXIST 49. EXISTING TO BE DEMOLISHED TO EXIST 50. EXISTING TO BE DEMOLISHED TO EXIST 51. EXISTING TO BE DEMOLISHED TO EXIST 52. EXISTING TO BE DEMOLISHED TO EXIST 53. EXISTING TO BE DEMOLISHED TO EXIST 54. EXISTING TO BE DEMOLISHED TO EXIST 55. EXISTING TO BE DEMOLISHED TO EXIST 56. EXISTING TO BE DEMOLISHED TO EXIST 57. EXISTING TO BE DEMOLISHED TO EXIST 58. EXISTING TO BE DEMOLISHED TO EXIST 59. EXISTING TO BE DEMOLISHED TO EXIST 60. EXISTING TO BE DEMOLISHED TO EXIST 61. EXISTING TO BE DEMOLISHED TO EXIST 62. EXISTING TO BE DEMOLISHED TO EXIST 63. EXISTING TO BE DEMOLISHED TO EXIST 64. EXISTING TO BE DEMOLISHED TO EXIST 65. EXISTING TO BE DEMOLISHED TO EXIST 66. EXISTING TO BE DEMOLISHED TO EXIST 67. EXISTING TO BE DEMOLISHED TO EXIST 68. EXISTING TO BE DEMOLISHED TO EXIST 69. EXISTING TO BE DEMOLISHED TO EXIST 70. EXISTING TO BE DEMOLISHED TO EXIST 71. EXISTING TO BE DEMOLISHED TO EXIST 72. EXISTING TO BE DEMOLISHED TO EXIST 73. EXISTING TO BE DEMOLISHED TO EXIST 74. EXISTING TO BE DEMOLISHED TO EXIST 75. EXISTING TO BE DEMOLISHED TO EXIST 76. EXISTING TO BE DEMOLISHED TO EXIST 77. EXISTING TO BE DEMOLISHED TO EXIST 78. EXISTING TO BE DEMOLISHED TO EXIST 79. EXISTING TO BE DEMOLISHED TO EXIST 80. EXISTING TO BE DEMOLISHED TO EXIST 81. EXISTING TO BE DEMOLISHED TO EXIST 82. EXISTING TO BE DEMOLISHED TO EXIST 83. EXISTING TO BE DEMOLISHED TO EXIST 84. EXISTING TO BE DEMOLISHED TO EXIST 85. EXISTING TO BE DEMOLISHED TO EXIST 86. EXISTING TO BE DEMOLISHED TO EXIST 87. EXISTING TO BE DEMOLISHED TO EXIST 88. EXISTING TO BE DEMOLISHED TO EXIST 89. EXISTING TO BE DEMOLISHED TO EXIST 90. EXISTING TO BE DEMOLISHED TO EXIST 91. EXISTING TO BE DEMOLISHED TO EXIST 92. EXISTING TO BE DEMOLISHED TO EXIST 93. EXISTING TO BE DEMOLISHED TO EXIST 94. EXISTING TO BE DEMOLISHED TO EXIST 95. EXISTING TO BE DEMOLISHED TO EXIST 96. EXISTING TO BE DEMOLISHED TO EXIST 97. EXISTING TO BE DEMOLISHED TO EXIST 98. EXISTING TO BE DEMOLISHED TO EXIST 99. EXISTING TO BE DEMOLISHED TO EXIST 100. EXISTING TO BE DEMOLISHED TO EXIST	<b>SITE PLAN LEGEND</b>
<b>PROJECT INFORMATION</b> PROJECT NAME: MSA-1 MIDDLE SCHOOL (GRADES 6-8) PROJECT NUMBER: MSA-1-2022-001 DATE: 05/12/2022 DRAWN BY: JLM/2022 CHECKED BY: JLM/2022 APPROVED BY: JLM/2022 CONTRACTOR: [Redacted] CITY: RESEDA, CA COUNTY: SAN BERNARDINO, CA DISTRICT: [Redacted] ZONING: [Redacted] APPLICANT: [Redacted] PROJECT SITE: 18238 W. SHERMAN WAY BLVD., RESEDA, CA 91335	<b>VICINITY MAP</b> 	<b>LEGAL DESCRIPTION</b>	PROJECT INFORMATION VICINITY MAP LEGAL DESCRIPTION	
<p>The main site plan shows a proposed building layout on a rectangular lot. The lot is bounded by Sherman Way Blvd to the east and Etna Way to the south. The building footprint includes a central section with multiple classrooms and two side wings. The left wing contains a girls changing room and a boys changing room. The right wing contains a girls changing room and a boys changing room. The central section is labeled 'NEW CLASSROOM'. There are several parking stalls shown around the building and along the street frontage. The plan also shows existing buildings, including 'Magnolia Science Academy' and 'Dorothy Classroom Building'. Property lines are indicated by dashed lines.</p>				
<b>1 SITE PLAN</b> SCALE: 1/8" = 1'-0" 				
<b>PROJECT INFORMATION</b> PROJECT NAME: MSA-1 MIDDLE SCHOOL (GRADES 6-8) PROJECT NUMBER: MSA-1-2022-001 DATE: 05/12/2022 DRAWN BY: JLM/2022 CHECKED BY: JLM/2022 APPROVED BY: JLM/2022 CONTRACTOR: [Redacted] CITY: RESEDA, CA COUNTY: SAN BERNARDINO, CA DISTRICT: [Redacted] ZONING: [Redacted] APPLICANT: [Redacted] PROJECT SITE: 18238 W. SHERMAN WAY BLVD., RESEDA, CA 91335				



## Exhibit B

### RFP





# MAGNOLIA PUBLIC SCHOOLS

Request for Proposals  
to Lease Modular Classroom Bungalows for  
Magnolia Science Academy 1 | Reseda

Due Date:

**April 25, 2022**

## 1.0 INTRODUCTION

Magnolia Education & Research Foundation doing-business as Magnolia Public Schools ("**MPS**"), a charter school management organization, operates Magnolia Science Academy 1 ("**MSA-1**") located at 18220 Sherman Way and 18238 Sherman Way in the Reseda neighborhood of Los Angeles. The former houses MSA-1's high school and the latter houses MSA-1's middle school. The purpose of this RFP is to solicit bids to lease five (5) Modular Classroom Bungalows to be placed at Middle School Parking lot which was zoned to C-2 to provide more classroom space for MSA-1 for 2 years. The location of the Project Site is shown on Exhibit A.

MPS is working with the design team at Franco & Associates, Inc. to prepare plans and pull permits for this Project.

Should there be a similar need for any other Magnolia Public Schools (MPS), the approved vendor, the need, and the price will be used.

### Site Tour

A site tour will be facilitated if requested.

### Proposals Due

Responses to the RFP are due no later than **5:00 PM (PST), Friday, April 25, 2022**, to the following individual:

Mustafa Sahin  
Project Manager  
Magnolia Public Schools  
250 East 1<sup>st</sup> Street  
Suite 1500  
Los Angeles, CA 90012  
[msahin@magnoliapublicschools.org](mailto:msahin@magnoliapublicschools.org)  
[760-587-6031](tel:760-587-6031)

Questions regarding this RFP may be directed to the individual identified above via email.

### Proposal Format:

One (1) electronic PDF copy (by email) of your proposal must be delivered to the person indicated by the deadline stated above. Please endeavor to keep any emailed material to a single manageable file size (at or about 10 MBs) so that it may be easily distributed to the Selection Committee.

Respondents are encouraged to only include information pertinent to the Project and the Selection Committee's ability to select the vendor best suited to successfully complete this job.

### Interviews:

Interviews will be held at the discretion of MPS and MSA-1. Interviews, if any, are expected to be held on Tuesday April 26th. Location and time are to be determined.

If interviews are held, respondents will meet with the Selection Committee for approximately ½ hour to 1 hour. The interview will be an open, unscripted format. Respondents will have 20 minutes to present any information they feel is pertinent followed by questions and answers and general discussion.

Selection Committee:

The Selection Committee will be composed of representatives from MPS and MSA-1.

**1.1 Timeline**

RFP Distributed:	April 19, 2022
Proposals Due:	April 25, 2022
Interviews, if any (exact time TBD):	April 26, 2022
Selection Announced:	April 27, 2022
Contract Execution:	ASAP following Selection

**2.0 PROJECT DESCRIPTION**

The Project is to lease five (5) modular classrooms between 800 sq. ft. to 1000 sq. ft. with AC unit and ramp at 18238 Sherman Way Reseda CA 91335 for up to two (2) years.

**3.0 PROPOSAL FORMAT**

Respondent shall format its response as set forth below to facilitate timely review and selection. Please be specific to the RFP, and do not include materials not explicitly requested, such as generic marketing materials.

**Your response should include the following:**

- Letter of interest
- Name of your company and the individual responsible for the account
- Restate all the requirements of Section 4.0 and provide responses to each

See Section 1.0 for additional proposal format clarifications.

**4.0 PROPOSAL REQUIREMENTS**

**4.1 Vendor Qualifications and Experience**

**4.1.1 Vendor Description.**

Provide a description of your company and why it is qualified to undertake the Project.

Provide the following:

- A minimum of three (3) references, including
  - (a) name and scope of the project
  - (b) client name and contact information

(c) contract amount

**4.1.2 Qualifications and Experience of Key Personnel.**

Identify the person(s) that will be principally responsible for working with the MPS and leading this engagement and their qualifications and experience

**4.1.3 Insurance.**

Provide a description of vendor's insurance coverage.

**4.2 Cost**

Respondent's proposal should include an overall not to exceed cost and should be broken down in detail. The proposal should also provide a break-down of any and all other costs and fees including, but not limited to, labor, delivery fees, installation fees, applicable taxes, etc.

**4.3 Product Information**

Respondent will confirm its ability to provide the Project as described above in Section 2. Where a respondent believes there are multiple options for the Project, the respondent may provide such alternatives explaining the difference in each alternative and describing the cost differences.

**4.4 Warranty Information**

Provide a description of the warranty provided for the Project.

**4.5 Schedule**

Please provide a timeline to complete the project

**4.6 Contract**

The successful respondent will be required to sign an agreement with Owner in a form mutually agreeable to both parties.

**5.0 CONTACT**

Questions to Owner will be accepted via email by the Facilities Project Manager identified above. Answers to questions will be provided to all participants as available.

**6.0 RFP/Q EXHIBITS**

**Exhibit A:** Project Site Location

**7.0 BID ACCEPTANCE/REJECTION**

The Owner reserves the right to reject any or all proposals or cancel the solicitation process at its sole discretion.

**8.0 PROPOSAL VALIDITY**

RFP responses shall be valid until execution of a contract, which is expected to occur on or about April 28, 2022. No changes to information received within the Respondent's proposal shall be changed or altered without approval by the Owner.

# Exhibit A

## Project Site

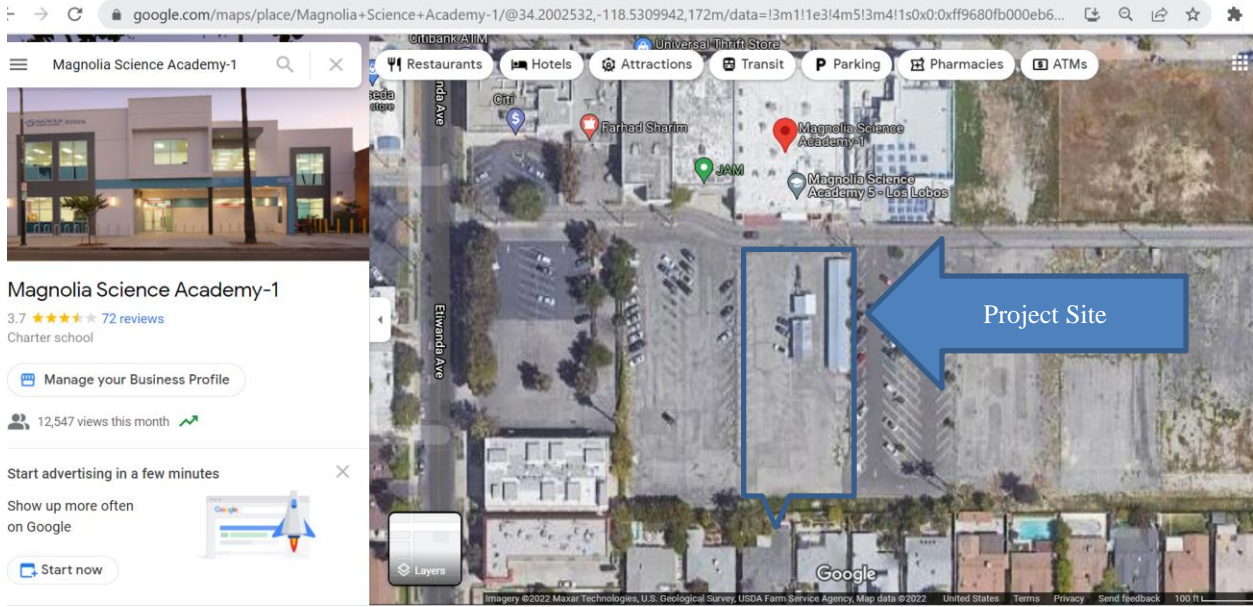




Exhibit C - Proposals Mobile Modular-  
Purchase Mobile Modular-Lease



Mobile Modular Management Corporation  
 11450 Mission Blvd.  
 Mira Loma, CA 91752  
 Phone: (951) 360-6600  
 Fax: (951) 360-6622  
 www.mobilemodular.com

**Lease Quotation and Agreement**

Quotation Number: 456544  
 Customer PO/Ref:  
 Date of Quote: 05/03/2022  
**Term: 12 Months**

**Sign up for the Easy Lease Option** (see end of document for details)

Customer Information	Site Information	Mobile Modular Contact
Magnolia Public Schools 250 East 1st Street Suite 1500 Los Angeles, CA 90012  Mustafa Sahin msahin@magnoliapublicschools.org Phone: (760) 587-6031	Magnolia Public Schools Magnolia Public Schools 18238 Sherman Way Los Angeles, CA 91335	<b>Questions?</b> Contact: Oscar Silva oscar.silva@mobilemodular.com Direct Phone: (951) 360-5148 Fax:

Product Information	Qty	Monthly Rent	Extended Monthly Rent	Taxable
Classroom, 24x40 DSA (Item1001) (RH) <i>Right Hand Door Configuration. Open plan. Tackboard interior.</i>	5	\$1,308.00	\$6,540.00	Y
Filter Replacement Program	5	\$27.00	\$135.00	Y
Classroom, 24x40 DSA (Item1015W) (RH) <i>Right Hand Door. Open plan with restroom. Tackboard interior.</i>	1	\$1,334.00	\$1,334.00	Y
Filter Replacement Program	1	\$27.00	\$27.00	Y
Charges Upon Delivery	Qty	Charge Each	Total One Time	Taxable
<b>Classroom, 24x40 DSA (Item1001) (RH)</b>				
Block and Level Building (B5)	5	\$3,678.00	\$18,390.00	N
Delivery Haulage Lowboy 12 wide	10	\$879.00	\$8,790.00	N
Delivery Haulage Permit 12 wide Lowboy	10	\$132.00	\$1,320.00	N
Delivery Haulage Pilot 12 wide Lowboy	10	\$438.00	\$4,380.00	N
Dual Tag HCD Insignia	5	\$650.00	\$3,250.00	Y
Installation, Closure Panel	5	\$176.00	\$880.00	Y
			<u>\$37,010.00</u>	
<b>Classroom, 24x40 DSA (Item1015W) (RH)</b>				
ADA Ramp	1	\$4,850.00	\$4,850.00	Y
Block and Level Building (B5)	1	\$3,678.00	\$3,678.00	N
Delivery Haulage Lowboy 12 wide	2	\$879.00	\$1,758.00	N
Delivery Haulage Permit 12 wide Lowboy	2	\$132.00	\$264.00	N
Delivery Haulage Pilot 12 wide Lowboy	2	\$438.00	\$876.00	N
Dual Tag HCD Insignia	1	\$650.00	\$650.00	Y
Installation, Closure Panel	1	\$176.00	\$176.00	Y
Installation, Ramp Custom Plan	1	\$1,500.00	\$1,500.00	N
Modifications	1	\$10,231.72	\$10,231.72	Y
			<u>\$23,983.72</u>	
Security Deposit	1	\$42,400.00	\$42,400.00	N
			<b>Total</b>	
			<b>\$ 103,393.72</b>	
Charges Upon Return	Qty	Charge Each	Total One Time	Taxable
<b>Classroom, 24x40 DSA (Item1001) (RH)</b>				
Cleaning Fee	10	\$450.00	\$4,500.00	N

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**Lease Quotation and Agreement**

Quotation Number: 456544

Customer PO/Ref:

Date of Quote: 05/03/2022

**Term: 12 Months**

Prepare Equipment For Removal (B5)	5	\$1,927.00	\$9,635.00	N
Return Haulage Lowboy 12 wide	10	\$879.00	\$8,790.00	N
Return Haulage Permit 12 wide Lowboy	10	\$132.00	\$1,320.00	N
Return Haulage Pilot 12 wide Lowboy	10	\$438.00	\$4,380.00	N
			<u>\$28,625.00</u>	
<b>Classroom, 24x40 DSA (Item1015W) (RH)</b>				
Cleaning Fee	2	\$450.00	\$900.00	N
Prepare Equipment For Removal (B5)	1	\$1,927.00	\$1,927.00	N
Return Haulage Lowboy 12 wide	2	\$879.00	\$1,758.00	N
Return Haulage Permit 12 wide Lowboy	2	\$132.00	\$264.00	N
Return Haulage Pilot 12 wide Lowboy	2	\$438.00	\$876.00	N
			<u>\$5,725.00</u>	
		<b>Total</b>	<b>\$34,350.00</b>	

**Total Estimated Charges**

Subtotal of Monthly Rent	\$8,036.00
Taxes on Monthly Charges	\$763.43
<b>Total Monthly Charges (including tax)</b>	<b>\$8,799.43</b>
Charges Upon Delivery (including tax)	\$105,297.29
Charges Upon Return (including tax)	\$34,350.00
<b>Total One Time Charges (including tax)</b>	<b>\$139,647.29</b>

**Special Notes**

**Block/Level:** Price assumes building is installed using Mobile Modular standard foundation. Mobile Modular assumes installation on the minimum foundation design criteria/tolerances. For DSA buildings, it is assumed building will be installed on the minimum amount of foundation lumber per the applicable DSA approved stockpile drawings and site will not exceed 4-1/2" out of level. Additional material and labor charges apply for installing buildings above minimum foundation design criteria, raising buildings to meet specific finish floor elevations, raising building level to adjacent buildings, landings, walkways, transitions, etc.

**Flooring (Carpet):** This building ships standard with used carpet in good condition. Carpet may have some discoloration or wear and a carpet bar will be utilized at modline seams. New carpet is available for an additional charge. If provided, new carpeting should receive a minimum of 72 hours of airing-out time, under well-ventilated conditions, prior to occupancy.

**Delivery Date:**

**Delivery Date:** Delivery date will not be confirmed until Mobile Modular receives and approves the signed Agreement and all credit conditions have been met.

**Delivery of Equipment:**

**Delivery of Equipment:** Customer is responsible for selecting a suitable site and directing Mobile Modular on exact placement/orientation of the Equipment. Customer shall physically mark the site/pad to indicate corner locations for Equipment placement.

**Product Availability:** Product availability and delivery date are subject to product availability upon receipt of signed Agreement and/or credit approval.

**DSA Classrooms include:** (2) 8040 marker boards, (1) fire extinguisher at each exit, empty back box with conduit stubbed to ceiling for future pull station & horn, skirting for perimeter of building only, standard factory ramp, and wood sill foundation for level site.

**Fire Related Items:** Unless noted, fire related items (alarms, sprinklers, smoke & heat detectors, and fire-rated walls, etc.) are not included.

**No - Prevailing Wage:** Pricing does NOT include prevailing wage, certified payroll, Davis-Bacon wages, or any other labor adjustments.

**Pilot Cars & Haul Permits:** Pricing does not include transportation pilot cars & haul permits. Occasionally additional charges occur due to city re-routing or city/county requirements. If such requirements are applicable, Customer will be notified prior to delivery.

**Ramps:** Site conditions may affect ramp configuration and cost. Customer is responsible for transition from end of ramp to grade and for extended or custom rails, if needed. Ramp skirting is available for an additional charge. Mobile Modular provides used/refurbished ramps - new ramps are available for purchase only.

**Site Installation Requirements:** Prior to delivery, Customer shall mark the four corners where the building is to be placed on the site/pad location, and shall also mark the locations of door(s) and ramp(s). Should special handling be required to position, install, or remove the classroom on Customer's site due to site conditions/constraints and/or obstructions, Customer will be responsible for additional charges. Additional rolling charges may be applicable as site conditions necessitate.

**Site Plan Review:** Mobile Modular is not responsible for review and verification of Customer's site plans, civil plans, soils tests/survey's, etc. It is the responsibility of the Customer to ensure the site plans and site conditions meet applicable codes and governing body

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**Lease Quotation and Agreement**

Quotation Number: 456544

Customer PO/Ref:

Date of Quote: 05/03/2022

**Term: 12 Months**

approvals. This includes, but is not limited to, ensuring the building pad/site allows for standard delivery and installation based on the minimum foundation design tolerances as per applicable approved stockpile drawings/foundation design.

**Used building rental:** Quotation is for a used or refurbished modular building. There may be variations in wall paneling, flooring, or other exterior and interior finishes. Dimensions are nominal unless otherwise stated.

**HVAC Filter Replacement Program:** Customer has selected the HVAC Filter Replacement Program. This service is incidental to the Lease of the Equipment and not included with any limited warranties. The additional charge for this service is included in the monthly rental rate reflected above. For this additional monthly charge, MMMC will mail three (3) HVAC filters on a quarterly basis. Customer shall be solely responsible for installation of the filters each month. Customer shall be responsible for charges that may result if Customer fails to properly replace HVAC filters on a monthly basis.

**Floor Plans**

Classroom, 24x40 DSA (Item1001) (RH)



All drawings and specifications are nominal.

**Additional Information**

- Quote is valid for 30 days.
- A minimum cleaning charge per floor will apply for modular buildings.
- Customer's site must be dry, compacted, level and accessible by normal truck delivery. Costs to dolly, crane, forklift, etc. will be paid by customer. Unless noted, prices do not include permits, ramp removal, stairs, foundation systems, foundation system removal, temporary power, skirting, skirting removal, engineering, taxes or utility hookups.
- Subject to equipment availability. Unless noted, equipment and related furnishings, finishes, accessories and appliances provided are previously leased and materials, dimensions, and specifications vary. Detailed specifications may be available upon request. For lease transactions, Mobile Modular reserves the right to substitute equal or better equipment prior to delivery without notice.
- This transaction is subject to prior credit approval and all terms, conditions, and attachments of MMMC's standard contract.
- Security deposit and payment in advance may be required.
- Rent will be billed in advance every 30 calendar days.
- **Sales Tax will be calculated based on the tax rate at the time of invoicing.**
- **Unless otherwise noted, prices do not include prevailing wages, Davis-Bacon wages, or other special or certified wages.**

*Thank you for contacting Mobile Modular.*

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# Lease Quotation and Agreement

Quotation Number: 456544  
 Customer PO/Ref:  
 Date of Quote: 05/03/2022  
**Term: 12 Months**



## Mobile Modular Easy Lease. Sign Me Up!

**Getting your modular building on its way has never been easier... and faster.** With Mobile Modular Easy Lease you can convert your Lease Quotation directly into a Lease Agreement by signing below. **It's as easy as 1, 2, 3, 4.** Once we receive your signed Easy Lease option, we'll finalize your building details and get your project on its way.

### 1. Review and acknowledge agreement.

This Quotation is subject to Mobile Modular Management Corporation, a California corporation, herein known as lessor (the "Lessor") credit approval of Customer, herein known as lessee (the "Lessee"). Lessor does not warrant that the equipment meets any local or state code not specifically listed herein. Equipment is subject to availability. By signing below, customer accepts the terms of this quotation including prices and specifications, and instructs Lessor to make appropriate arrangements for the preparation and delivery of the Equipment identified herein, and agrees that such signature constitutes customer's acceptance of and agreement to the Lessor's Lease. Such lease, and customer's agreement thereto, is subject to Lessor's standard terms and conditions located on the Lessor's web site at ([www.mobilemodular.com/contractterms](http://www.mobilemodular.com/contractterms)) which are incorporated by reference herein. Customer may request a copy of the terms and conditions from Lessor. If customer has previously executed a master agreement with Lessor, those terms and conditions shall govern the transaction. Such terms and conditions are incorporated as if fully set forth herein. No alterations, additions, exceptions, or changes to any Quotation or Agreement made by Lessee shall be effective against Lessor, whether made hereon, contained in any printed form of Lease or elsewhere, unless accepted in writing by Lessor. Any customer purchase order or other customer-provided document purporting to replace, supersede or supplement the terms and conditions of the Lessor's Lease shall carry no force or effect except as an instrument of billing.

**Lessor:**  
 Mobile Modular Management Corporation

By: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

**Lessee:**  
 Magnolia Public Schools

Signature: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

### 2. Request your delivery date.

Requested delivery date: \_\_\_\_\_

Please note: For modular buildings, as a "rule of thumb" allow one day per module to accommodate for set up after delivery. We will attempt to meet your desired date. However, the date is subject to change based on equipment availability and readiness and must be confirmed by a Mobile Modular representative.

### 3. Insurance value.

Prior to the scheduled delivery, please send, or have your insurance company send, a certificate of insurance referencing the Quotation number shown above. We require General Liability coverage in the amount of 1,000,000.00 per occurrence listing Mobile Modular Management Corporation as an additional insured and Property coverage for the value of the leased unit(s) listing Mobile Modular Management Corporation as loss payee.

Item & Description	Qty	Item Code	Insurance Value
Classroom, 24x40 DSA (Item1001) (RH)	5	1001	\$213,750.00
Classroom, 24x40 DSA (Item1015W) (RH)	1	1015	\$46,950.00

### 4. Tell us how you would like to pay.

- Bill me on approved credit (you will be sent an invoice for payment as charges are incurred)
- Credit card payment (a representative will contact you to obtain the credit card information for billing)



Mobile Modular Management Corporation  
 11450 Mission Blvd.  
 Mira Loma, CA 91752  
 Phone: (951) 360-6600  
 Fax: (951) 360-6622  
 www.mobilemodular.com

## Sale Quotation and Agreement

Quotation Number: 462657  
 Customer PO/Ref:  
 Date of Quote: 05/04/2022

### Sign up for the Easy Sale Option (see end of document for details)

Customer Information	Site Information	Mobile Modular Contact
Magnolia Public Schools 250 East 1st Street Suite 1500 Los Angeles, CA 90012  Mustafa Sahin msahin@magnoliapublicschools.org Phone: (760) 587-6031	Magnolia Public Schools 18238 Sherman Way Los Angeles, CA 91335	<b>Questions?</b> Contact: Oscar Silva oscar.silva@mobilemodular.com Direct Phone: (951) 360-5148 Fax:

Product Information	Qty	Purchase Price	Extended Purchase Price	Taxable
Classroom, 24x40 DSA (Item1001) (RH) <i>Right Hand Door Configuration. Open plan. Tackboard interior.</i>	5	\$45,270.00	\$226,350.00	Y
Classroom, 24x40 DSA (Item1015W) (RH) <i>Right Hand Door. Open plan with restroom. Tackboard interior.</i>	1	\$45,270.00	\$45,270.00	Y

Charges Upon Delivery	Qty	Charge Each	Total One Time	Taxable
<b>Classroom, 24x40 DSA (Item1001) (RH)</b>				
Block and Level Building (B5)	5	\$3,678.00	\$18,390.00	N
Delivery Haulage Lowboy 12 wide	10	\$879.00	\$8,790.00	N
Delivery Haulage Permit 12 wide Lowboy	10	\$132.00	\$1,320.00	N
Delivery Haulage Pilot 12 wide Lowboy	10	\$438.00	\$4,380.00	N
Dual Tag HCD Insignia	5	\$650.00	\$3,250.00	Y
Foundation Material	5	\$2,560.00	\$12,800.00	Y
Installation, Closure Panel	5	\$176.00	\$880.00	Y
			<u>\$49,810.00</u>	
<b>Classroom, 24x40 DSA (Item1015W) (RH)</b>				
ADA Ramp	1	\$4,850.00	\$4,850.00	Y
Block and Level Building (B5)	1	\$3,642.00	\$3,642.00	N
Delivery Haulage Lowboy 12 wide	2	\$879.00	\$1,758.00	N
Delivery Haulage Permit 12 wide Lowboy	2	\$132.00	\$264.00	N
Delivery Haulage Pilot 12 wide Lowboy	2	\$438.00	\$876.00	N
Dual Tag HCD Insignia	1	\$650.00	\$650.00	Y
Foundation Material	1	\$2,560.00	\$2,560.00	Y
Installation, Closure Panel	2	\$176.00	\$352.00	Y
Installation, Ramp Custom Plan	1	\$1,500.00	\$1,500.00	N
Modifications	1	\$10,231.72	\$10,231.72	Y
			<u>\$26,683.72</u>	

Total Estimated Charges			
	Subtotal		\$348,113.72
	Taxes		\$11,673.36
	<b>Total Charges (including tax)</b>		<b>\$359,787.08</b>

**Special Notes**  
**Block/Level:** Price assumes building is installed using Mobile Modular standard foundation. Mobile Modular assumes installation on the

# Sale Quotation and Agreement

Quotation Number: 462657  
 Customer PO/Ref:  
 Date of Quote: 05/04/2022



minimum foundation design criteria/tolerances. For DSA buildings, it is assumed building will be installed on the minimum amount of foundation lumber per the applicable DSA approved stockpile drawings and site will not exceed 4-1/2" out of level. Additional material and labor charges apply for installing buildings above minimum foundation design criteria, raising buildings to meet specific finish floor elevations, raising building level to adjacent buildings, landings, walkways, transitions, etc.

**Flooring (Carpet):** This building ships standard with used carpet in good condition. Carpet may have some discoloration or wear and a carpet bar will be utilized at modline seams. New carpet is available for an additional charge. If provided, new carpeting should receive a minimum of 72 hours of airing-out time, under well-ventilated conditions, prior to occupancy.

**Delivery Date:**

**Delivery Date:** Delivery date will not be confirmed until Mobile Modular receives and approves the signed Agreement and all credit conditions have been met.

**Delivery of Equipment:**

**Delivery of Equipment:** Customer is responsible for selecting a suitable site and directing Mobile Modular on exact placement/orientation of the Equipment. Customer shall physically mark the site/pad to indicate corner locations for Equipment placement.

**Product Availability:** Product availability and delivery date are subject to product availability upon receipt of signed Agreement and/or credit approval.

**DSA Classrooms include:** (2) 8040 marker boards, (1) fire extinguisher at each exit, empty back box with conduit stubbed to ceiling for future pull station & horn, skirting for perimeter of building only, standard factory ramp, and wood sill foundation for level site.

**Fire Related Items:** Unless noted, fire related items (alarms, sprinklers, smoke & heat detectors, and fire-rated walls, etc.) are not included.

**Keyed Alike Door Hardware:** All door and cabinet hardware comes standard with an independent/different key for each lockset. Hardware/locksets with a master Key, Keyed alike, construction core, primus core, etc. is not included.

**No - Prevailing Wage:** Pricing does NOT include prevailing wage, certified payroll, Davis-Bacon wages, or any other labor adjustments.

**Ramps:** Site conditions may affect ramp configuration and cost. Customer is responsible for transition from end of ramp to grade and for extended or custom rails, if needed. Ramp skirting is available for an additional charge. Mobile Modular provides used/refurbished ramps - new ramps are available for purchase only.

**Site Installation Requirements:** Prior to delivery, Customer shall mark the four corners where the building is to be placed on the site/pad location, and shall also mark the locations of door(s) and ramp(s). Should special handling be required to position, install, or remove the classroom on Customer's site due to site conditions/constraints and/or obstructions, Customer will be responsible for additional charges. Additional rolling charges may be applicable as site conditions necessitate.

**Site Plan Review:** Mobile Modular is not responsible for review and verification of Customer's site plans, civil plans, soils tests/survey's, etc. It is the responsibility of the Customer to ensure the site plans and site conditions meet applicable codes and governing body approvals. This includes, but is not limited to, ensuring the building pad/site allows for standard delivery and installation based on the minimum foundation design tolerances as per applicable approved stockpile drawings/foundation design.

**Used building sale:**

**Quotation is for a used modular building sold in "as is" condition. Unless stated otherwise, MMMC will only perform a general cleaning & repair, reseal the roof, doors & windows, and test the electrical, mechanical & plumbing systems to ensure working condition at the time of delivery. For warranty information, please refer to the Supplemental Sale Terms and Conditions located on Seller's website at:**

<https://www.mobilemodular.com/Content/Documents/ContractTerms/Supplemental-Sale-T-and-C.pdf>

**Quote Based on Mobile Modular Standard Unit:** Does not include permits, utility hook ups, site work, office equipment, furniture, coffee/water service, cleaning service, phone/internet service. Quote only includes items specifically listed on quote. If additional equipment is needed to set building, there will be an additional cost.

Floor Plans

*Thank you for contacting Mobile Modular.*

Mobile Modular is a division of McGrath RentCorp.  
 462657, 05-04-2022 08:12 AM prod

www.mobilemodular.com  
 Page 2 of 5

# Sale Quotation and Agreement

Quotation Number: 462657

Customer PO/Ref:

Date of Quote: 05/04/2022

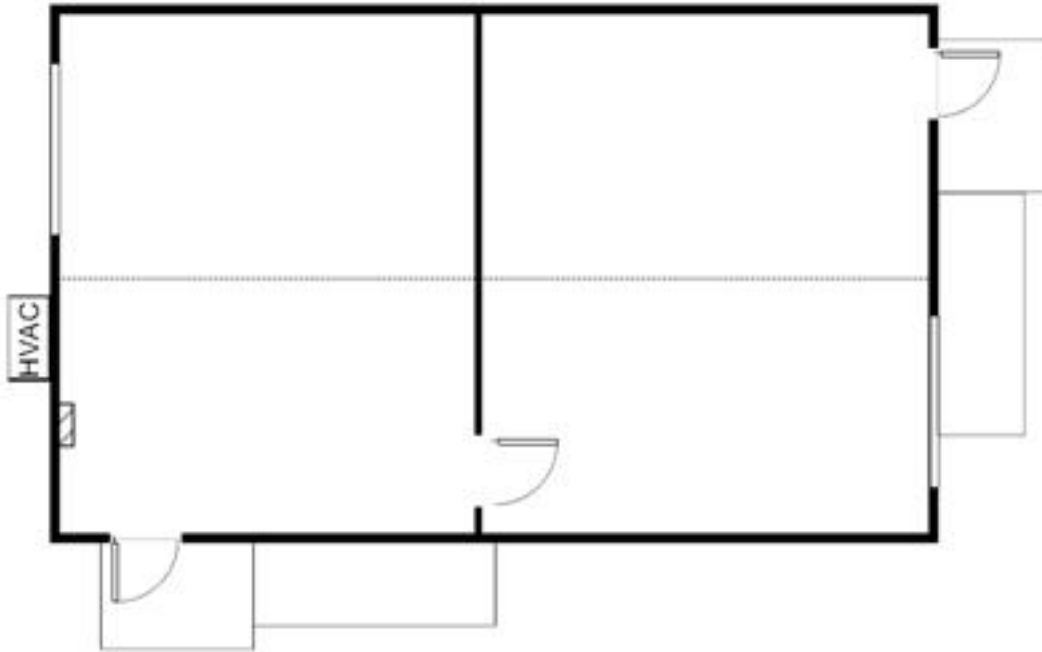


Classroom, 24x40 DSA (Item1001) (RH)



All drawings and specifications are nominal.

Classroom, 24x40 DSA (Item1015W) (RH)



All drawings and specifications are nominal.

Thank you for contacting Mobile Modular.

Mobile Modular is a division of McGrath RentCorp.

462657, 05-04-2022 08:12 AM prod

# Sale Quotation and Agreement

Quotation Number: 462657

Customer PO/Ref:

Date of Quote: 05/04/2022



## Additional Information

- Quote is valid for 30 days.
- Customer's site must be dry, compacted, level and accessible by normal truck delivery. Costs to dolly, crane, forklift, etc. will be paid by customer. Unless noted, prices do not include permits, stairs, foundation systems, temporary power, skirting, engineering, taxes or utility hookups.
- Subject to equipment availability. Unless noted, equipment and related furnishings, finishes, accessories and appliances provided are previously leased and materials, dimensions, and specifications vary. Detailed specifications may be available upon request.
- This transaction is subject to prior credit approval and all terms, conditions, and attachments of MMMC's standard contract.
- Down Payment required on execution.
- **Sales Tax will be calculated based on the tax rate at the time of invoicing.**
- **Unless otherwise noted, prices do not include prevailing wages, Davis-Bacon wages, or other special or certified wages.**

*Thank you for contacting Mobile Modular.*

Mobile Modular is a division of McGrath RentCorp.  
462657, 05-04-2022 08:12 AM prod

# Sale Quotation and Agreement

Quotation Number: 462657  
Customer PO/Ref:  
Date of Quote: 05/04/2022



## Mobile Modular Easy Sale. Sign Me Up!

**Getting your modular building on its way has never been easier... and faster.** With Mobile Modular Easy Sale you can convert your Sale Quotation directly into a Sale Agreement by signing below. Once we receive your signed Easy Sale option, we'll finalize your building details and get your project on its way.

### Review and acknowledge agreement.

This Quotation is subject to Mobile Modular Management Corporation, a California corporation, herein known as seller (the "Seller"), credit approval of Customer, herein known as buyer (the "Buyer"). Seller does not warrant that the equipment meets any local or state code not specifically listed herein. Equipment is subject to availability. By signing below, customer accepts the terms of this quotation including prices and specifications, and instructs Seller to make appropriate arrangements for the preparation and delivery of the Equipment identified herein, and agrees that such signature constitutes customer's acceptance of and agreement to the Seller's Sale Agreement. Such sale, and customer's agreement thereto, is subject to Seller's standard terms and conditions located on the Seller's web site at ([www.mobilemodular.com/contractterms](http://www.mobilemodular.com/contractterms)) which are incorporated by reference herein. Customer may request a copy of the terms and conditions from Seller. No alterations, additions, exceptions, or changes to any Quotation or Agreement made by Buyer shall be effective against Seller, whether made hereon, contained in any printed form of Sale or elsewhere, unless accepted in writing by Seller. Any customer purchase order or other customer-provided document purporting to replace, supersede or supplement the terms and conditions of the Seller's Sale Agreement shall carry no force or effect except as an instrument of billing.

**Seller:**  
Mobile Modular Management Corporation

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**Buyer:**  
Magnolia Public Schools

Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_





**Williams Scotsman, Inc.**  
11811 Greenstone Avenue  
Santa Fe  
Springs CA 90670-4734

**Your WillScot Representative**  
Arna Bontemps, Territory Sales Manager  
**Phone:** +1 5622017894  
**Email:** arna.bontemps@willscot.com  
**Toll Free:** 800-782-1500

**Contract Number:** 1616810

**Revision:** 2

**Date:** March 15, 2022

## Lease Agreement

### Lessee:

Magnolia Public School  
250 E. 1st. Street, Suite 1500  
Los angeles, California 90012

### Contact:

Mustafa Sahin  
250 E. 1st. Street, Suite 1500  
Los angeles, CA 90012  
Phone: (760) 587-6031  
Email: msahin@magnoliapublicschools.org

### Ship To Address:

18238 Sherman Way  
RESEDA, CA 91335 US

**Delivery Date (on or about): 08/01/2022**

Rental Pricing Per Billing Cycle	Quantity	Price	Extended
44x24 Modular (40x24 Box)	Open Floor Plan Request	1	\$1,196.00
Folding Table 6 ft		1	\$15.00
White Board 48x72		2	\$21.00
Prof. Entrance-Canopy T2	OSHA Compliant Steps	1	\$105.00
Property Damage Waiver (11/12)		2	\$89.00
ADA/IBC Ramp -w/ switchback		1	\$460.00
General Liability - Allen Insurance		1	\$22.00
Data Hub Rental T2		1	\$168.00
Prof. Workstation Package T2	Teachers Package	1	\$107.00
Minimum Lease Billing Period: 12			Total Recurring Building Charges:
Billing Cycle: 28 Days			Subtotal of Other Recurring Charges:
			<b>Total Recurring Charges Per Billing Cycle:</b>

## Delivery & Installation

Fuel Surcharge Delivery		1	\$250.20	\$250.20
Modification to Unit L	Modification Cost	1	\$9,971.43	\$9,971.43
CA Transport Delivery Fee		2	\$100.00	\$200.00
Essentials Material Handling		1	\$470.75	\$470.75
State Approved Building Plans		1	\$3,750.00	\$3,750.00
Foundation / Tiedown Plans		1	\$875.00	\$875.00
Ramp - Delivery & Installation		1	\$1,714.29	\$1,714.29
Delivery Freight		2	\$695.00	\$1,390.00
Block and Level		1	\$3,571.43	\$3,571.43
Tiedowns into dirt		12	\$93.76	\$1,125.12
Vinyl skirting		128	\$15.71	\$2,010.88
			<b>Total Delivery &amp; Installation Charges:</b>	\$25,329.10

## Final Return Charges\*

Fuel Surcharge Return		1	\$250.20	\$250.20
CA Transport Return Fee		2	\$100.00	\$200.00
Tiedown-Dirt Removal		12	\$36.24	\$434.88
Skirting Removal - Vinyl LF		128	\$4.29	\$549.12
Ramp - Knockdown & Return		1	\$1,571.43	\$1,571.43
Teardown		1	\$2,285.71	\$2,285.71
Return Freight		2	\$695.00	\$1,390.00
			<b>Due On Final Invoice*:</b>	\$6,681.34

**Total Including Recurring Billing Charges, Delivery, Installation & Return\*\*:** \$59,526.44

## Summary of Charges

Model: SM4424	Quantity: 1	Total Charges for(1) Building(s): \$59,526.44
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**Additional Services:** For your convenience, we also recommend the following items (not included in this Agreement)

**BY INITIALING BELOW, BUYER/LESSEE/CUSTOMER HEREBY ACKNOWLEDGES AND CONFIRMS THAT IT HAS SELECTED THE INITIALED RECOMMENDED ITEMS TO BE ADDED TO THIS CONTRACT AND AGREES TO PAY THE ADDITIONAL SPECIFIED AMOUNT(S) IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THIS CONTRACT.**

Initial	Recommended Items	Billing Frequency	Qty	Price	Extended
	Modification to Unit M	Initial	1	\$1.43	\$1.43



**Williams Scotsman, Inc.**  
 11811 Greenstone Avenue  
 Santa Fe  
 Springs CA 90670-4734

**Your WillScot Representative**  
 Arna Bontemps, Territory Sales Manager  
**Phone:** +1 5622017894  
**Email:** arna.bontemps@willscot.com  
**Toll Free:** 800-782-1500

**Contract Number:** 1616810  
**Revision:** 2  
**Date:** March 15, 2022

**Lease Agreement**

<b>Lessee:</b> Magnolia Public School 250 E. 1st. Street, Suite 1500 Los angeles, California 90012	<b>Contact:</b> Mustafa Sahin 250 E. 1st. Street, Suite 1500 Los angeles, CA 90012 Phone: (760) 587-6031 Email: msahin@magnoliapublicschools.org	<b>Ship To Address:</b> 18238 Sherman Way RESEDA, CA 91335 US <b>Delivery Date (on or about): 08/01/2022</b>
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Rental Pricing Per Billing Cycle	Quantity	Price	Extended
44x24 Modular (40x24 Box)	Open Floor Plan Request	1	\$1,196.00
Folding Table 6 ft		1	\$15.00
White Board 48x72		2	\$21.00
Prof. Entrance-Canopy T2	OSHA Compliant Steps	1	\$105.00
Property Damage Waiver (11/12)		2	\$89.00
ADA/IBC Ramp -w/ switchback		1	\$460.00
General Liability - Allen Insurance		1	\$22.00
Data Hub Rental T2		1	\$168.00
Prof. Workstation Package T2	Teacher Package	1	\$107.00
Minimum Lease Billing Period: 12			Total Recurring Building Charges:
Billing Cycle: 28 Days			Subtotal of Other Recurring Charges:
			<b>Total Recurring Charges Per Billing Cycle:</b>

Delivery & Installation			
Fuel Surcharge Delivery		1	\$250.20
Modification to Unit L	Modification Cost	1	\$9,971.43
CA Transport Delivery Fee		2	\$100.00
Essentials Material Handling		1	\$470.75
State Approved Building Plans		1	\$3,750.00
Foundation / Tiedown Plans		1	\$875.00
Ramp - Delivery & Installation		1	\$1,714.29
Delivery Freight		2	\$695.00
Block and Level		1	\$3,571.43
Tiedowns into dirt		12	\$93.76
Vinyl skirting		128	\$15.71
<b>Total Delivery &amp; Installation Charges:</b>			\$25,329.10

Final Return Charges*			
Fuel Surcharge Return		1	\$250.20
CA Transport Return Fee		2	\$100.00
Tiedown-Dirt Removal		12	\$36.24
Skirting Removal - Vinyl LF		128	\$4.29
Ramp - Knockdown & Return		1	\$1,571.43
Teardown		1	\$2,285.71
Return Freight		2	\$695.00
<b>Due On Final Invoice*:</b>			\$6,681.34
<b>Total Including Recurring Billing Charges, Delivery, Installation &amp; Return**:</b>			\$59,526.44

Summary of Charges		
Model: SM4424	Quantity: 1	Total Charges for(1) Building(s): \$59,526.44

**Additional Services:** For your convenience, we also recommend the following items (not included in this Agreement)

**BY INITIALING BELOW, BUYER/LESSEE/CUSTOMER HEREBY ACKNOWLEDGES AND CONFIRMS THAT IT HAS SELECTED THE INITIALED RECOMMENDED ITEMS TO BE ADDED TO THIS CONTRACT AND AGREES TO PAY THE ADDITIONAL SPECIFIED AMOUNT(S) IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THIS CONTRACT.**

Initial	Recommended Items	Billing Frequency	Qty	Price	Extended
	Modification to Unit M	Initial	1	\$1.43	\$1.43



**Williams Scotsman, Inc.**  
 11811 Greenstone Avenue  
 Santa Fe  
 Springs CA 90670-4734

**Your WillScot Representative**  
 Arna Bontemps, Territory Sales Manager  
**Phone:** +1 5622017894  
**Email:** arna.bontemps@willscot.com  
**Toll Free:** 800-782-1500

**Contract Number:** 1616810  
**Revision:** 2  
**Date:** March 15, 2022

**Lease Agreement**

<b>Lessee:</b> Magnolia Public School 250 E. 1st. Street, Suite 1500 Los angeles, California 90012	<b>Contact:</b> Mustafa Sahin 250 E. 1st. Street, Suite 1500 Los angeles, CA 90012 Phone: (760) 587-6031 Email: msahin@magnoliapublicschools.org	<b>Ship To Address:</b> 18238 Sherman Way RESEDA, CA 91335 US <b>Delivery Date (on or about): 08/01/2022</b>
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Rental Pricing Per Billing Cycle	Quantity	Price	Extended
44x24 Modular (40x24 Box)	Open Floor Plan Request	1	\$1,196.00
Folding Table 6 ft		1	\$15.00
White Board 48x72		2	\$21.00
Prof. Entrance-Canopy T2	OSHA Compliant Steps	1	\$105.00
Property Damage Waiver (11/12)		2	\$89.00
ADA/IBC Ramp -w/ switchback		1	\$460.00
General Liability - Allen Insurance		1	\$22.00
Data Hub Rental T2		1	\$168.00
Prof. Workstation Package T2	Teacher Package	1	\$107.00
Minimum Lease Billing Period: 12			Total Recurring Building Charges:
Billing Cycle: 28 Days			Subtotal of Other Recurring Charges:
			<b>Total Recurring Charges Per Billing Cycle:</b>

**Delivery & Installation**

Fuel Surcharge Delivery		1	\$250.20	\$250.20
Modification to Unit L	Modification Cost	1	\$9,971.43	\$9,971.43
CA Transport Delivery Fee		2	\$100.00	\$200.00
Essentials Material Handling		1	\$470.75	\$470.75
State Approved Building Plans		1	\$3,750.00	\$3,750.00
Foundation / Tiedown Plans		1	\$875.00	\$875.00
Ramp - Delivery & Installation		1	\$1,714.29	\$1,714.29
Delivery Freight		2	\$695.00	\$1,390.00
Block and Level		1	\$3,571.43	\$3,571.43
Tiedowns into dirt		12	\$93.76	\$1,125.12
Vinyl skirting		128	\$15.71	\$2,010.88
			<b>Total Delivery &amp; Installation Charges:</b>	\$25,329.10

**Final Return Charges\***

Fuel Surcharge Return		1	\$250.20	\$250.20
CA Transport Return Fee		2	\$100.00	\$200.00
Tiedown-Dirt Removal		12	\$36.24	\$434.88
Skirting Removal - Vinyl LF		128	\$4.29	\$549.12
Ramp - Knockdown & Return		1	\$1,571.43	\$1,571.43
Teardown		1	\$2,285.71	\$2,285.71
Return Freight		2	\$695.00	\$1,390.00
			<b>Due On Final Invoice*:</b>	\$6,681.34
<b>Total Including Recurring Billing Charges, Delivery, Installation &amp; Return**:</b>				\$59,526.44

**Summary of Charges**

Model: SM4424	Quantity: 1	Total Charges for(1) Building(s): \$59,526.44
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**Additional Services:** For your convenience, we also recommend the following items (not included in this Agreement)

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Initial	Recommended Items	Billing Frequency	Qty	Price	Extended
	Modification to Unit M	Initial	1	\$1.43	\$1.43



**Williams Scotsman, Inc.**  
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 Santa Fe  
 Springs CA 90670-4734

**Your WillScot Representative**  
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**Phone:** +1 5622017894  
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**Toll Free:** 800-782-1500

**Contract Number:** 1616810  
**Revision:** 2  
**Date:** March 15, 2022

**Lease Agreement**

<b>Lessee:</b> Magnolia Public School 250 E. 1st. Street, Suite 1500 Los angeles, California 90012	<b>Contact:</b> Mustafa Sahin 250 E. 1st. Street, Suite 1500 Los angeles, CA 90012 Phone: (760) 587-6031 Email: msahin@magnoliapublicschools.org	<b>Ship To Address:</b> 18238 Sherman Way RESEDA, CA 91335 US <b>Delivery Date (on or about): 08/01/2022</b>
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Rental Pricing Per Billing Cycle	Quantity	Price	Extended
44x24 Modular (40x24 Box)	Open Floor Plan Request	1	\$1,196.00
Folding Table 6 ft		1	\$15.00
White Board 48x72		2	\$21.00
Prof. Entrance-Canopy T2	OSHA Compliant Steps	1	\$105.00
Property Damage Waiver (11/12)		2	\$89.00
ADA/IBC Ramp -w/ switchback		1	\$460.00
General Liability - Allen Insurance		1	\$22.00
Data Hub Rental T2		1	\$168.00
Prof. Workstation Package T2	Teacher Package	1	\$107.00
Minimum Lease Billing Period: 12			Total Recurring Building Charges:
Billing Cycle: 28 Days			Subtotal of Other Recurring Charges:
			<b>Total Recurring Charges Per Billing Cycle:</b>

**Delivery & Installation**

Fuel Surcharge Delivery		1	\$250.20	\$250.20
Modification to Unit L	Modification Cost	1	\$9,971.43	\$9,971.43
CA Transport Delivery Fee		2	\$100.00	\$200.00
Essentials Material Handling		1	\$470.75	\$470.75
State Approved Building Plans		1	\$3,750.00	\$3,750.00
Foundation / Tiedown Plans		1	\$875.00	\$875.00
Ramp - Delivery & Installation		1	\$1,714.29	\$1,714.29
Delivery Freight		2	\$695.00	\$1,390.00
Block and Level		1	\$3,571.43	\$3,571.43
Tiedowns into dirt		12	\$93.76	\$1,125.12
Vinyl skirting		128	\$15.71	\$2,010.88
			<b>Total Delivery &amp; Installation Charges:</b>	\$25,329.10

**Final Return Charges\***

Fuel Surcharge Return		1	\$250.20	\$250.20
CA Transport Return Fee		2	\$100.00	\$200.00
Tiedown-Dirt Removal		12	\$36.24	\$434.88
Skirting Removal - Vinyl LF		128	\$4.29	\$549.12
Ramp - Knockdown & Return		1	\$1,571.43	\$1,571.43
Teardown		1	\$2,285.71	\$2,285.71
Return Freight		2	\$695.00	\$1,390.00
			<b>Due On Final Invoice*:</b>	\$6,681.34
			<b>Total Including Recurring Billing Charges, Delivery, Installation &amp; Return**:</b>	\$59,526.44

**Summary of Charges**

Model: SM4424	Quantity: 1	Total Charges for(1) Building(s): \$59,526.44
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**Additional Services:** For your convenience, we also recommend the following items (not included in this Agreement)

**BY INITIALING BELOW, BUYER/LESSEE/CUSTOMER HEREBY ACKNOWLEDGES AND CONFIRMS THAT IT HAS SELECTED THE INITIALED RECOMMENDED ITEMS TO BE ADDED TO THIS CONTRACT AND AGREES TO PAY THE ADDITIONAL SPECIFIED AMOUNT(S) IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THIS CONTRACT.**

Initial	Recommended Items	Billing Frequency	Qty	Price	Extended
	Modification to Unit M	Initial	1	\$1.43	\$1.43



**Williams Scotsman, Inc.**  
11811 Greenstone Avenue  
Santa Fe  
Springs CA 90670-4734

**Your WillScot Representative**  
Arna Bontemps, Territory Sales Manager  
**Phone:** +1 5622017894  
**Email:** arna.bontemps@willscot.com  
**Toll Free:** 800-782-1500

**Contract Number:** 1616810

**Revision:** 2

**Date:** March 15, 2022

## Lease Agreement

**Lessee:**  
Magnolia Public School  
250 E. 1st. Street, Suite 1500  
Los angeles, California 90012

**Contact:**  
Mustafa Sahin  
250 E. 1st. Street, Suite 1500  
Los angeles, CA 90012  
Phone: (760) 587-6031  
Email: msahin@magnoliapublicschools.org

**Ship To Address:**  
18238 Sherman Way  
RESEDA, CA 91335 US  
**Delivery Date (on or about): 08/01/2022**

Rental Pricing Per Billing Cycle	Quantity	Price	Extended
44x24 Modular (40x24 Box)	Open Floor Plan Request	1	\$1,196.00
Folding Table 6 ft		1	\$15.00
White Board 48x72		2	\$21.00
Prof. Entrance-Canopy T2	OSHA Compliant Steps	1	\$105.00
Property Damage Waiver (11/12)		2	\$89.00
ADA/IBC Ramp -w/ switchback		1	\$460.00
General Liability - Allen Insurance		1	\$22.00
Data Hub Rental T2		1	\$168.00
Prof. Workstation Package T2	Teacher Package	1	\$107.00
Minimum Lease Billing Period: 12			Total Recurring Building Charges:
Billing Cycle: 28 Days			Subtotal of Other Recurring Charges:
			<b>Total Recurring Charges Per Billing Cycle:</b>

## Delivery & Installation

Fuel Surcharge Delivery		1	\$250.20	\$250.20
Modification to Unit L	Modification Cost	1	\$9,971.43	\$9,971.43
CA Transport Delivery Fee		2	\$100.00	\$200.00
Essentials Material Handling		1	\$470.75	\$470.75
State Approved Building Plans		1	\$3,750.00	\$3,750.00
Foundation / Tiedown Plans		1	\$875.00	\$875.00
Ramp - Delivery & Installation		1	\$1,714.29	\$1,714.29
Delivery Freight		2	\$695.00	\$1,390.00
Block and Level		1	\$3,571.43	\$3,571.43
Tiedowns into dirt		12	\$93.76	\$1,125.12
Vinyl skirting		128	\$15.71	\$2,010.88
			<b>Total Delivery &amp; Installation Charges:</b>	\$25,329.10

## Final Return Charges\*

Fuel Surcharge Return		1	\$250.20	\$250.20
CA Transport Return Fee		2	\$100.00	\$200.00
Tiedown-Dirt Removal		12	\$36.24	\$434.88
Skirting Removal - Vinyl LF		128	\$4.29	\$549.12
Ramp - Knockdown & Return		1	\$1,571.43	\$1,571.43
Teardown		1	\$2,285.71	\$2,285.71
Return Freight		2	\$695.00	\$1,390.00
			<b>Due On Final Invoice*:</b>	\$6,681.34

**Total Including Recurring Billing Charges, Delivery, Installation & Return\*\*:** \$59,526.44

## Summary of Charges

Model: SM4424	Quantity: 1	Total Charges for(1) Building(s): \$59,526.44
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**Additional Services:** For your convenience, we also recommend the following items (not included in this Agreement)

**BY INITIALING BELOW, BUYER/LESSEE/CUSTOMER HEREBY ACKNOWLEDGES AND CONFIRMS THAT IT HAS SELECTED THE INITIALED RECOMMENDED ITEMS TO BE ADDED TO THIS CONTRACT AND AGREES TO PAY THE ADDITIONAL SPECIFIED AMOUNT(S) IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THIS CONTRACT.**

Initial	Recommended Items	Billing Frequency	Qty	Price	Extended
	Modification to Unit M	Initial	1	\$1.43	\$1.43



**Williams Scotsman, Inc.**  
 11811 Greenstone Avenue  
 Santa Fe  
 Springs CA 90670-4734

**Your WillScot Representative**  
 Arna Bontemps, Territory Sales Manager  
**Phone:** +1 5622017894  
**Email:** arna.bontemps@willscot.com  
**Toll Free:** 800-782-1500

**Contract Number:** 1616810  
**Revision:** 2  
**Date:** March 15, 2022

**Insurance Requirements Addendum**

QTY	PRODUCT	EQUIPMENT VALUE/BUILDING	DEDUCTIBLE PER UNIT
5	SM4424	\$62176.00	\$4000.00

**Lessee:** Magnolia Public Schools

Pursuant to the Williams Scotsman Lease Agreement and its Terms and Conditions ("Agreement"), a Lessee is obligated to provide insurance to Williams Scotsman, Inc. ("Lessor") with the following insurance coverage:

- Commercial General Liability Insurance:** policy of combined bodily injury and property damage insurance insuring Lessee and Lessor against any liability arising out of the use, maintenance, or possession of the Equipment. Such insurance shall be in an amount not less than \$1,000,000 per occurrence, naming the Lessor as Additional Insured and Loss Payee.
- Commercial Property Insurance:** covering all losses or damage, in an amount equal to 100% of the Equipment Value set forth in the Lease providing protection against perils included within the classification and special extended perils (all "risk" insurance), naming the Lessor as Additional Insured and Loss Payee.

By signing below, the Lessee agrees to the terms and conditions stated herein. All other general Terms and Conditions of the Agreement shall remain the same and in full force and effect. Each party is hereby authorized to accept and rely upon a facsimile or electronic signature of the other party on this Addendum. Any such signature shall be treated as an original signature for all purposes.

**Commercial General Liability Insurance**

Lessee elects to participate in the Commercial General Liability Insurance Program, whereby Lessee will receive insurance coverage through American Southern Insurance Company ("Insurer") and administered by Allen Insurance Group ("Agent"). The Lessee acknowledges and agrees that the policy issued by the Insurer is a third party liability policy that covers those amounts that Lessee is legally obligated to pay due to bodily insurance and property damage arising from the proper use and occupancy of Equipment leased from Williams Scotsman up to the policy limits. Coverage is subject to underwriting and specific terms and conditions set forth in the policy. An outline of cover is available upon request. By signing below, Lessee understands and agrees that the Lessor is not providing the insurance coverage and serves only as a billing agent for the Insurer and its Agent; and, accordingly, it assumes no liability therefore.

Signature of Lessee: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Damage Waiver Program**

Lessee elects to participate in the Lessor's Damage Waiver Program. Lessee understands and agrees that under this program, the Lessor waives, for a fee, Lessee's obligation to carry Commercial Property Insurance and Lessee's liability to Lessor for repair or replacement of the modular units leased from Williams Scotsman resulting from loss or damage as specified in the Lease Agreement. Lessee remains liable to Williams Scotsman for the amount of the damage deductible per unit of equipment noted above. Please refer to the Agreement for specific details on coverage, exclusions and restrictions on coverage. The Property Damage Waiver is not and shall not constitute a contract for insurance.

Signature of Lessee: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return this signed document with the signed lease agreement.**



**PROPOSAL DATE: April 22, 2022**

**Mustafa Sahin  
Magnolia Public Schools  
250 E. 1<sup>st</sup> Street  
Los Angeles, CA 90012**

Via E-Mail: [msahin@magnoliapublicschools.org](mailto:msahin@magnoliapublicschools.org)

Tele: (760) 587-6031

**PUCHASE AND LEASE PROPOSAL – (5) 24x40 DSA Approved Modular Classroom Buildings and (1) 12x40 HCD Approved Modular Office Preowned Fully Refurbished**

Dear Mr. Sahin,

Thank you for your interest in Global Modular, Inc. (“GMI”), and the opportunity to provide this Proposal. This Proposal is based upon the information described below.

#### **PROJECT DESCRIPTION**

- Provide (5) 24x40 DSA Classrooms and (1) 12x40 HCD Approved Modular Office Building as described herein;

#### **BASIS OF PROPOSAL**

Documents which form apart of this Proposal as listed:

- Industry standard features and finishes as outlined below
- Contract and Project Supervision
- Progress Payments for Purchase
- Annual in Advance Lease Payments
- Floor Plans
- Sample Photos
- DIR# 1000003715 License# 837357
- (1) Year Warranty

1860 Chicago Ave. Suite: I-7, Riverside, CA 92507  
Tele: (209) 676-8029 Cell: (951) 634-9590 e-mail [dperez@gdvi.net](mailto:dperez@gdvi.net)



**PURCHASE (5) 24'x40' CLASSROOMS PRE-OWNED FULLY REFURBISHED :**

24 X 40 DSA Approved Classrooms Includes Delivery/Installation/Decks/Ramps	\$ 82,500.00 Each
<b>Total Lump Sum</b>	<b>\$ 412,500.00</b>

**LEASE PRICING for (5) 24'X40' DSA CLASSROOMS:**

***CLASSROOMS – (5) 24X40 MODULAR CLASSROOMS***

Base Lease Per Month Per Building:	\$ 1,300.00
Total Per Month for (5) Buildings:	\$ 6,500.00
Total Lease for <b>24</b> Months:	\$156,000.00

**ONE TIME CHARGES**

Delivery and Installation Charge for Per Building :	\$ 15,000.00
Total Delivery and Installation Charge for (5) 24x40 Buildings:	\$ 75,000.00

Dismantle/Return Charge Per Building:	\$ 5,000.00
Total Dismantle/Return for (5) 24x40 Buildings:	\$ 25,000.00

**TOTAL COMMITMENT FOR (5) 24x40 CLASSROOMS** **\$256,000.00**

**PURCHASE (1) 12'x40' MODULAR OFFICE PRE-OWNED FULLY REFURBISHED :**

12 X 40 HCD Approved Office Includes Delivery/Installation/Decks/Ramp/Stair	\$ 65,800.00
<b>Total Lump Sum</b>	<b>\$ 65,800.00</b>

**LEASE PRICING for (1) 12'X40' HCD OFFICE:**

***MODULAR OFFICE – (1) 12X40 with (2) Interior Offices***

Base Lease Per Month Per Building:	\$ 950.00
Total Lease for <b>24</b> Months:	\$ 22,800.00

**ONE TIME CHARGES**

Delivery/Installation/Tenant Improvements/Ramp/Deck/Stair Charge:	\$ 15,000.00
Dismantle/Return Charge Per Building:	\$ 3,500.00
<b>TOTAL LEASE COMMITMENT</b>	<b>\$ 41,300.00</b>





## INCLUSIONS

### **Typical 24' x 40' Pre Owned Modular Classrooms with Industry Standard Specifications Includes;**

- Type V non-rated; E Occupancy DSA approved Pre-Owned Building – Fully Refurbished
- Architectural, Structural, Mechanical, Electrical and Plumbing plans for building by GMI
- Foundation: DSA Approved Built up wood foundation
- Structural system is a steel moment frame design
- Floor: Steel floor joists with 1-1/8" plywood subfloor
- Exterior Walls: 2x4 @ 16" o/c with 5/8" T-111 wood siding painted to standard colors
- 1/4" : 12 Pitch Clear Span Roof with Standing Seam metal roofing , 5' 0" overhang cantilevered Front & 2'6" in rear, w/gutters and downspouts
- Interior Wall Finish: 1/2" Vinyl Covered Tackboard over 1/2" gypsum board
- Insulation: Floors – R-11, Walls R-13, Roof – R-19
- Flooring: 26 oz. carpet with 4" rubber base cove
- 2' x 4' T-bar ceiling and fluorescent lighting
- (2) 8/0' x 4/0 xox' windows per classroom
- (1) 3/0' x 7/0 exterior steel doors with Frame and Hardware per classroom
- HVAC: Wall mounted heat pump unit sized per code, ducted supply and direct return
- Electrical sub-panels – 100 or 125 AMP Single Phase Sub Panels
- Light switches, duplex outlets, porch lights per drawings
- Empty conduit and empty boxes for low voltage
- Fire extinguishers per classroom
- (2) Marker Boards by GMI per classroom
- Transport Includes Trucking and Hauling Permits
- (1) 11' Ramp and Deck per classroom
- CA state sales tax



## INCLUSIONS

### Typical 12' x 40' Modular Office with Industry Standard Specifications Includes;

- Type V non-rated; B Occupancy HCD approved Pre-Owned Building – Fully Refurbished
- Architectural, Mechanical, Electrical plans for building by GMI
- State approved foundation, Blocked and Leveled/Piers/Pads, Raised with Anchor Tie downs with earthquake tie-down system.
- Plywood Floor over steel joists
- Exterior Walls: 2x4 @ 16" o/c with 5/8" T-111 wood siding painted to Owners colors
- 1/4" : 12 Pitch Clear Span Roof with Standing Seam metal roofing or single ply TPO, w/gutters and downspouts
- Interior Wall Finish: 1/2" Vinyl Covered gypsum board
- Insulation: Floors – R-11, Walls R-13, Roof – R-19
- Flooring: New VCT 12x12 Tile or 26 oz Carpet
- 2' x 4' T-bar ceiling with new panels, and fluorescent lighting
- (2) 3/0' x 4/0 xox' windows
- (2) 3/0' x 7/0 exterior steel doors, frame & hardware
- (2) Interior Offices
- HVAC: Wall mounted heat pump unit sized per code, ducted supply and direct return
- Electrical sub-panel – 100 or 125 AMP Single Phase
- Light switches, duplex outlets, porch lights per drawings
- Empty conduit and empty boxes for low voltage
- Fire extinguisher
- Transport; includes trucking/hauling permits
- Install buildings on site approved pad
- (1) 11' ramp & deck and (1) stair



## EXCLUSIONS

The following is expressly excluded from this project scope;

- APPROVALS: All local, city, health dept., DSA fees, licensing submittal, approval and permitting
- SITE INSPECTIONS FOR STATE OR LOCAL AUTHORITIES:
- ARCHITECT: Architectural services, civil, reports, processes/document management, DSA processing
- SITE PREPARATION: Site prep, demo of existing, work necessary to ready project area
- LEVEL SITE / GRADING / EXCAVATION FOR PIT: Engineered pad by Owner
- UTILITIES: All utilities and their final connections to the building; any service upgrades
- FIRE SPRINKLER SYSTEM: Not included
- FURNISHINGS: Casework, furniture
- FIRE ALARM / LOW VOLTAGE: Fire alarm and low voltage with ancillary equipment are excluded with the exception of empty boxes and conduits
- WARRANTY: Unless otherwise provided, ICSI includes a one-year (1-year) warranty on material and workmanship; also passes along all other new product warranties
- MAINTENANCE: Maintenance is excluded
- Forklift or Crane due to unforeseen site conditions
- DIG ALERT: To prevent damage to underground utilities and avoid service interruptions by calling 811 two (2) working days NOT including the date of notification (4216.2(b)) prior to starting your excavation.



**DELIVERY**

This Proposal is for modular units delivered to: Reseda, CA

Thank you once again for the opportunity to present this Proposal on behalf of this important project.

Please feel free to call with any questions or need further clarification.

Sincerely,

**Dora Perez**

**GLOBAL MODULAR, INC.**

**RE: Acceptance**

**PURCHASE OR LEASE PROPOSAL – (5) 24' x 40' Modular DSA Approved Classrooms and (1) 12' x 40' HCD Modular Office Building Preowned Fully Refurbished**

**OWNER: MAGNOLIA PUBLIC SCHOOLS**

**PROPOSAL DATE: April 22, 2022** The undersigned hereby  accepts,  accepts with comment, or  does not accept the GMI proposal (please  the applicable box).

**Comments (if any):** \_\_\_\_\_

**By:**

\_\_\_\_\_

**Signature**

\_\_\_\_\_

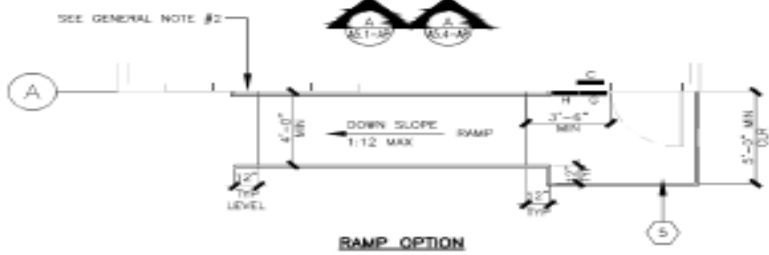
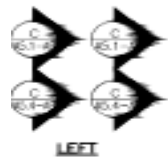
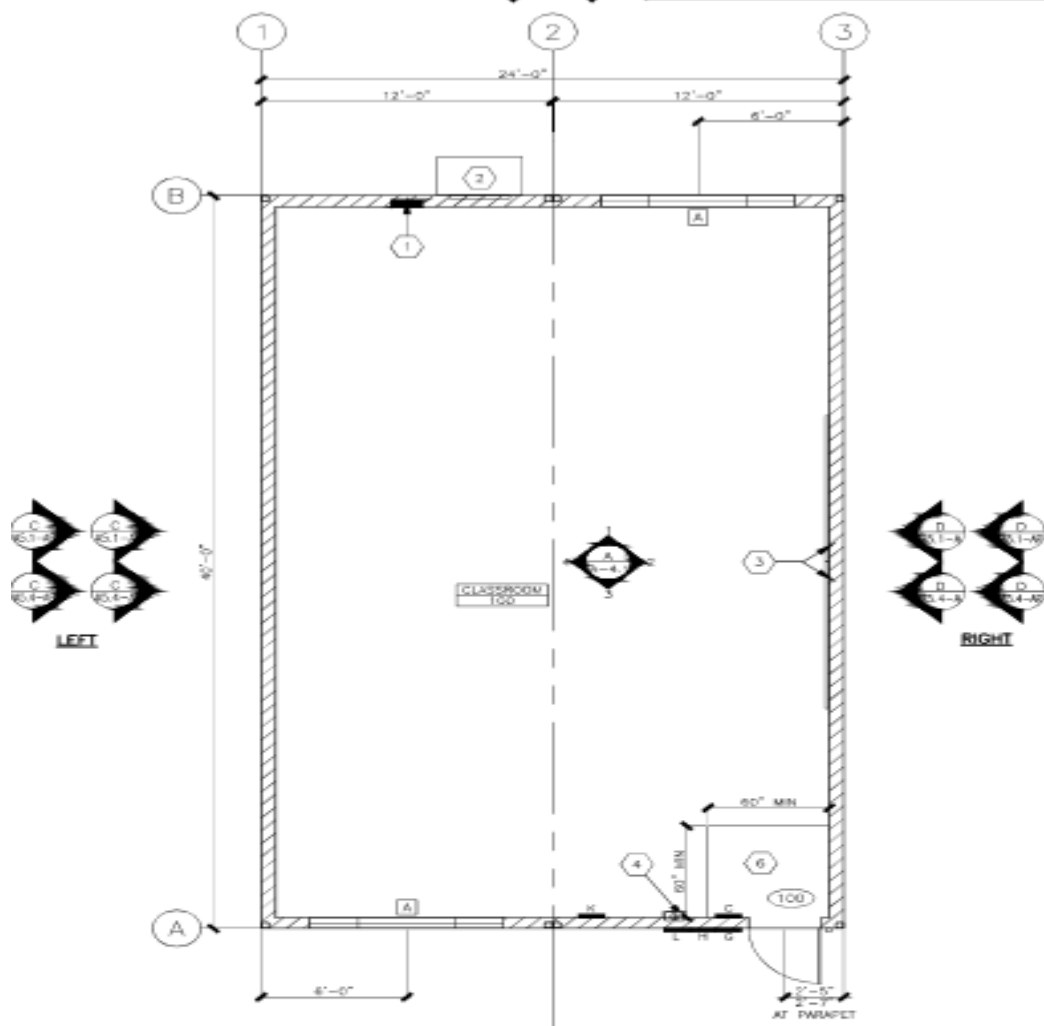
**Printed Name**

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**Title**

\_\_\_\_\_

**Date**



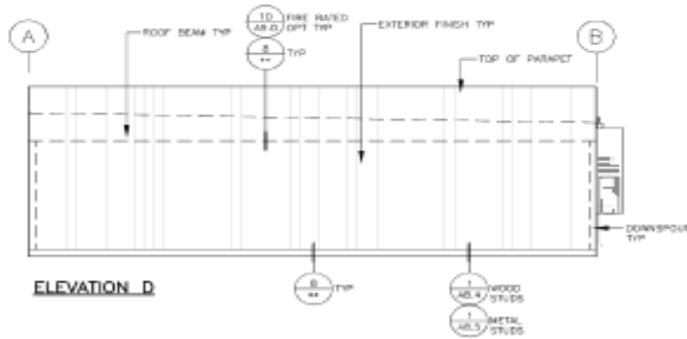
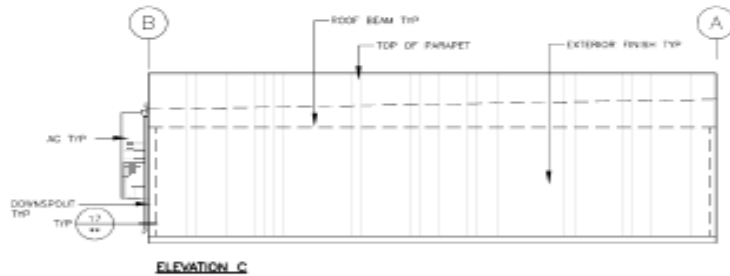
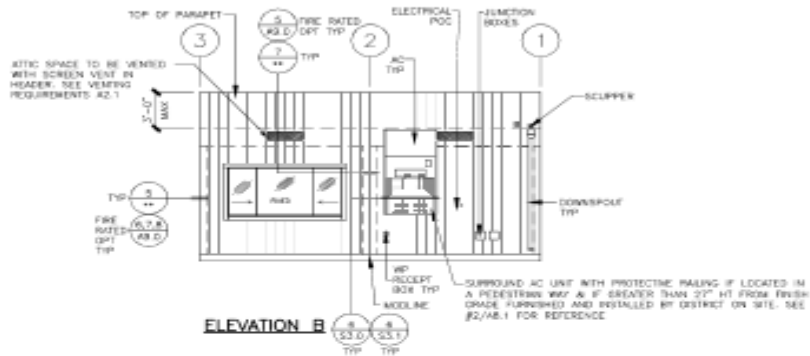
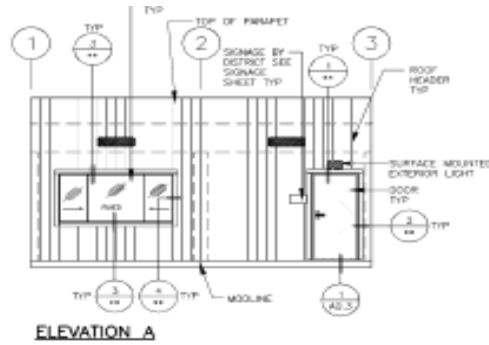
OPTION A (RIGHT HAND)

1860 Chicago Ave. Suite: I-7, Riverside, CA 92507  
 Tele: (209) 676-8029 Cell: (951) 634-9590 e-mail [dperez@gdvi.net](mailto:dperez@gdvi.net)



**BUILDING IDENTIFICATION SIGN**

- PER CPC SECTION 505.1, A BUILDING IDENTIFICATION SIGN SHALL BE PLACED ON A NEW OR EXISTING BUILDING SIGN SHALL BE PLACED AND DESIGNED PER SECTION 505.1 SIGN SHALL BE PROVIDED BY OWNER OR DISTRICT.
- FOR MODULAR BUILDING IDENTIFICATION TAG, REFER TO SHEET AD.1 UNDER GENERAL DESIGN REQUIREMENTS & #2/AD.4



**EXTERIOR ELEVATIONS (MONO SLOPE)**

- SCALE: 3/16" = 1'-0"
- PARAPET AND LANDING NOT SHOWN FOR CLARITY (SEE ELEVATIONS ON RAMP SHEETS)
  - SEE SHEET 50.1P FOR PARAPET FORMING AND DETAILS
  - SEE SHEET \*\* FOR ARCHITECTURAL DETAILS

- \*\* = OPTIONS: (CHECK ONE)
- WOOD STUDS AD.0
  - METAL STUDS AD.2

**GLOBAL MODULAR**  
*Incorporated*



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1860 Chicago Ave. Suite: I-7, Riverside, CA 92507  
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# BUREAU OF ENGINEERING DEPARTMENT OF PUBLIC WORKS CITY OF LOS ANGELES

## RESEDA SKATING FACILITY



VIEW FROM SHERMAN WAY

THE CITY OF LOS ANGELES OR ITS OFFICERS OR AGENTS SHALL NOT BE RESPONSIBLE FOR THE ACCURACY OR COMPLETENESS OF ELECTRONIC COPIES OF THIS PLAN SHEET.

REVISION DATES (DESIGN STAGE ONLY)



### VICINITY MAP

NOT TO SCALE

**BUREAU OF ENGINEERING**

ENGINEERING  
CITY OF LOS ANGELES

DATE: BY:	
NO. REVISIONS:	
WORK ACCEPTED	SERIAL NO.
INDEX NO.	STRUCTURE NO.

**DEPARTMENT OF PUBLIC WORKS**

GARY LEE MORE, P.E. ENV. SP. CITY ENGINEER

ACCEPTED BY: \_\_\_\_\_ DATE \_\_\_\_\_

DEPUTY CITY ENGINEER / PROGRAM MANAGER \_\_\_\_\_ DATE \_\_\_\_\_

CITY ENGINEER \_\_\_\_\_ DATE \_\_\_\_\_

**CITY OF LOS ANGELES**

VERTICAL CONTROL: (SAMPLE) 24-03875, 18-05830, NSV028, 1885 AD  
HORIZONTAL CONTROL: (SAMPLE) NAD83, EPOCH 1991.5

SHEET TITLE: COVER SHEET

PROJECT: RESEDA SKATE FACILITY

ADDRESS: 18210 SHERMAN WAY  
RESEDA, CA 91335

WORK ORDER NO. E170121B

DRAWING NO. A0.00

SHEET 01 OF 230 SHEETS

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

K  
J  
I  
H  
G  
F  
E  
D  
C  
B  
A



06



03



05



02



04



01

NOTE: SEE SHT. A1.00 FOR ALL LOCATIONS OF THESE 3D MODEL IMAGES. THESE IMAGES ARE FOR CLARIFYING PURPOSES ONLY, CONTRACTOR SHALL REFER TO A2.00 & A2.01 AND OTHER SHEETS FOR TECHNICAL INFORMATION.



**BUREAU OF ENGINEERING**  
VERTICAL CONTROL:  
HORIZONTAL CONTROL:  
SHEET TITLE: 3D VIEWS  
PROJECT: RESEDA SKATE FACILITY  
ADDRESS: 18210 SHERMAN WAY, RESEDA CA 91335

**DEPARTMENT OF PUBLIC WORKS**

NO.	REVISIONS	DATE	BY

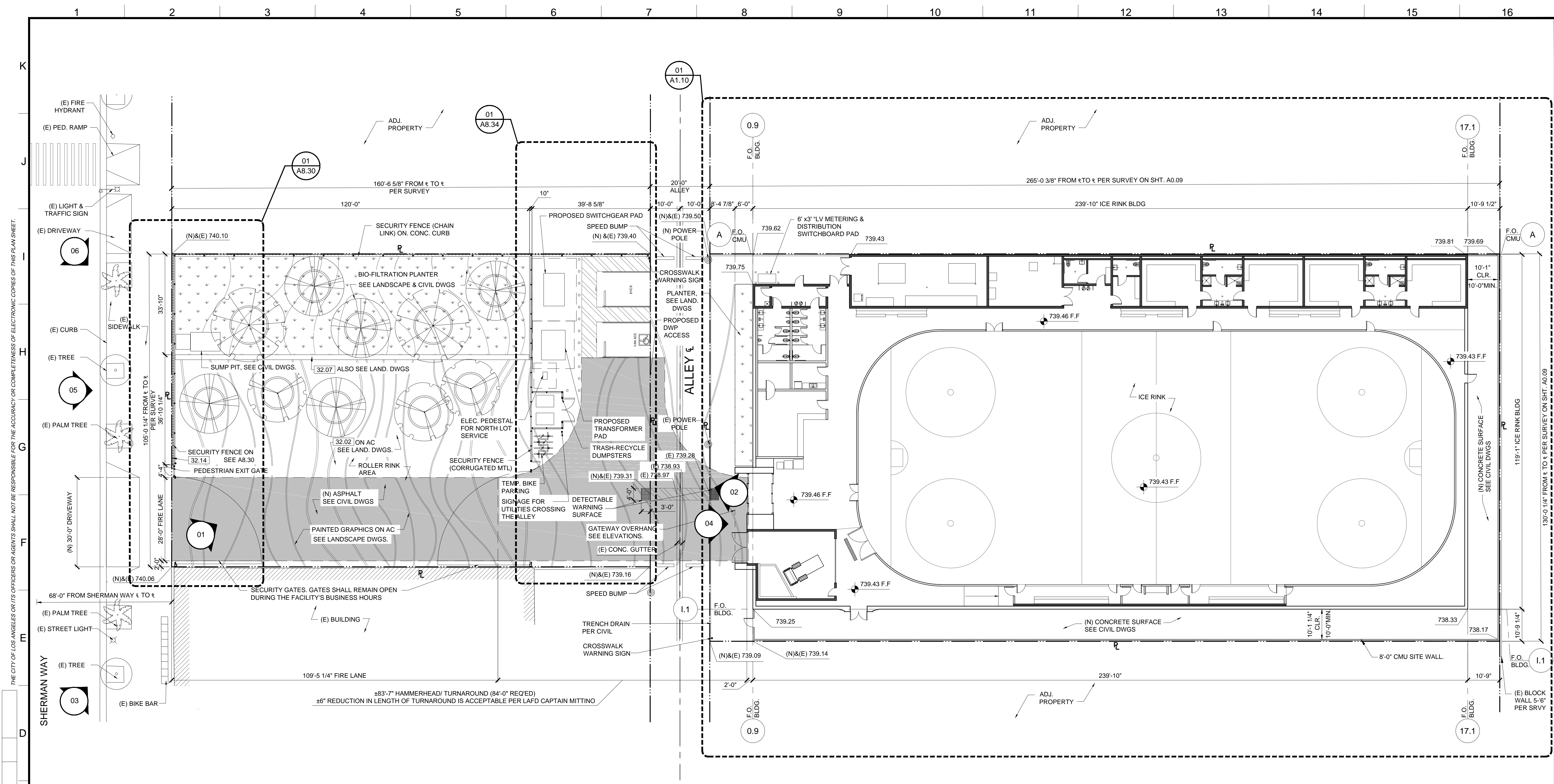
INDEX NO. CIP NO.

**CITY OF LOS ANGELES**  
ENGINEER: GARY LEE MOORE, P.E., ENV SP  
DESIGNED BY: DESIGN GROUP  
DRAWN BY:  
CHECKED BY:  
APPROVED BY:

WORK ORDER NO. E170121B

SHEET NAME: A0.02  
SHEET 04 OF 230 SHEETS

REVISION DATES (DESIGN STAGE ONLY)



NOTES:  
 1. ALL ELEVATION BUBBLES ON THIS SHEET REFER TO SHEET A0.02 3D MODEL IMAGES. SEE A2.00 & A2.01 FOR TECHNICAL ELEVATIONS THAT ARE CROSS-REFERENCED ON PLANS.  
 2. ELEVATIONS @ CORNER OF PROPERTY AND DIMENSIONS NOT SHOWN ON SURVEY ARE EXTRAPOLATED FROM SURVEY. CONTRACTOR SHALL VERIFY ALL PROPERTY DIMENSIONS, CORNERS AND ELEVATIONS W/ SURVEYING EQUIPMENT PRIOR TO BEGINNING CONSTRUCTION AND NOTIFY ARCHITECT OF ANY DISCREPANCY OF (E) ELEVATIONS OR (E) PROPERTY DIMENSIONS. ARCHITECT SHALL BE COMPENSATED BY OWNER FOR ANY CHANGES DUE TO INCOMPLETE SURVEY.

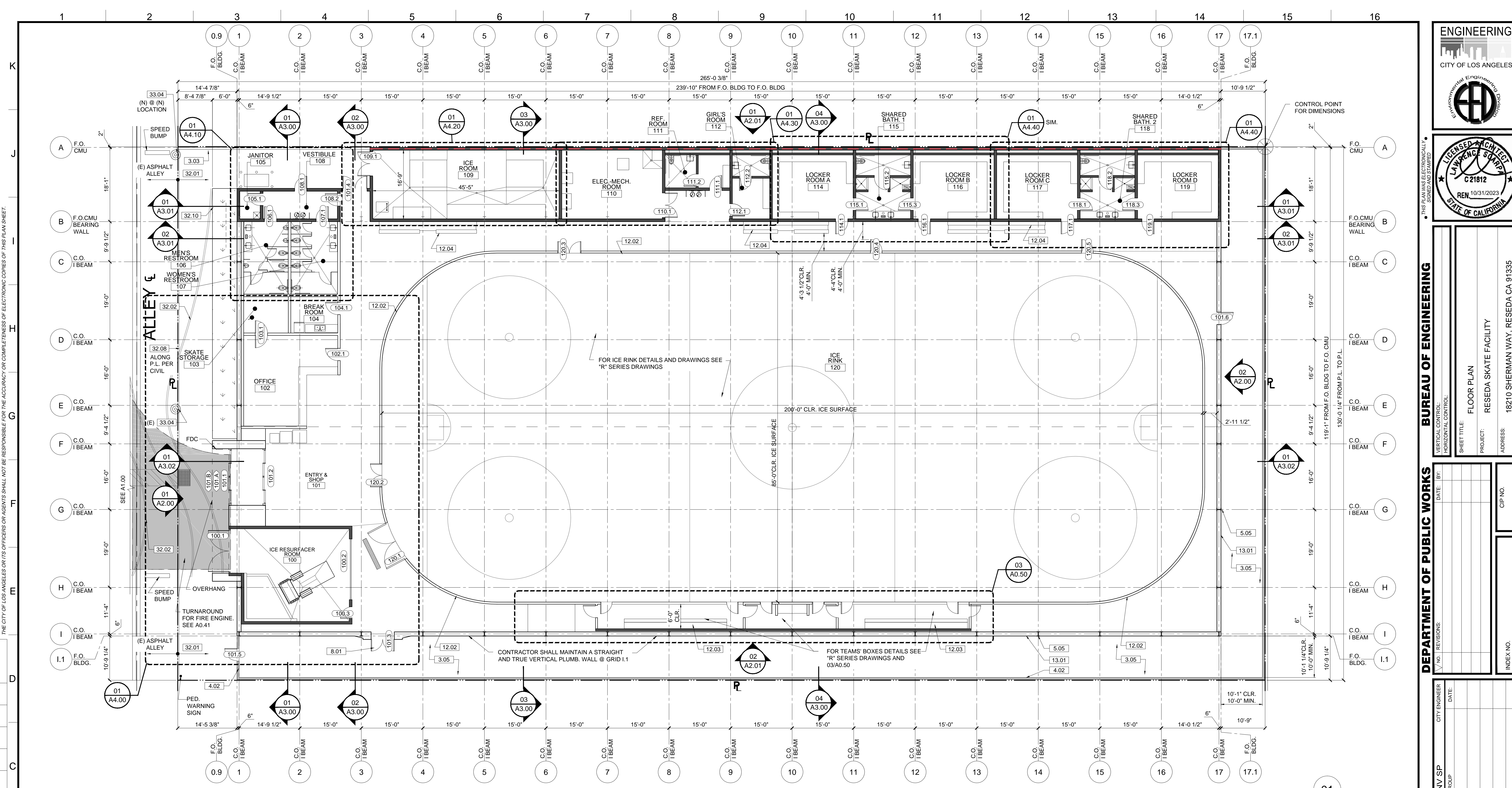
KEYNOTES  
 NOTE: ITEMS IDENTIFIED ARE TYPICAL TO ALL LIKE ITEMS UNLESS NOTED OTHERWISE.

- |  |   |   |  |  |   |  |  |  |  |
|--|---|---|--|--|---|--|--|--|--|
| <p><b>01 - GENERAL REQUIREMENTS</b><br/> <b>02 - NOT USED</b></p> <p><b>03 - CONCRETE</b><br/>       3.01 CONC. SLAB ON GRADE PER STRUCTL.<br/>       3.02 CONC. O/MTL. DECK PER STRUCTL.<br/>       3.03 CONC. CURB<br/>       3.04 CONC. FOOTING PER STRUCTL.<br/>       3.05 CONC. PAVING PER CIVIL DWGS.<br/>       3.06 CONC. SIDEWALK PER CIVIL DWGS.<br/>       3.07 CONC. PAD</p> <p><b>04 - MASONRY</b><br/>       4.01 CMU BLDG. WALL<br/>       4.02 CMU SITE WALL W/ 2" CMU CAP.</p> | <p><b>05 - METALS</b><br/>       5.01 STL. COLUMN PER STRUCTL. PTD.<br/>       5.02 STL. BEAM PER STRUCTL. PTD.<br/>       5.03 HSS POST PER STRUCTL. PTD.<br/>       5.04 HSS BEAM PER STRUCTL. PTD.<br/>       5.05 MEMBRANE STRUCTURE I BEAM.<br/>       5.06 MTL. DECK.<br/>       5.07 MTL. GUARD RAILING.<br/>       5.08 MTL. STUD WALL.</p> <p><b>06 - WOOD AND PLASTICS</b><br/>       6.01 W.P. MEMBRANE PER DETL. &amp; SPECS.<br/>       6.02 SINGLE PLY PVC ROOFING PER SPECS.<br/>       6.03 R-21 RIGID INSULATION @ WALLS.<br/>       6.04 UNDERSLAB MOISTURE VAPOR BARRIER.<br/>       6.05 ROOF DRAIN AND OVERFLOW.</p> | <p>7.06 CLEAR WATER-REPELLENT GRAFITTI COATING AT CMU WALL. (ALL EXPOSED SURFACES).<br/>       7.07 BATT INSULATION.</p> <p><b>08 - OPENINGS (SEE DOOR/WINDOW SCHED)</b><br/>       8.01 STL. DOOR &amp; FRAME, PAINTED.<br/>       8.02 CLR. ANODIZED ALUM. STOREFRONT DOOR.<br/>       8.03 CLR. ANODIZED ALUM. STOREFRONT WINDOW.<br/>       8.04 DOOR HARDWARE SET PER SCHED.<br/>       8.05 EXTERIOR WALL LOUVER.<br/>       8.06 EXTERIOR WALL VENT WITH CAP.<br/>       8.07 ROLLING STL. DOOR &amp; FRAME.<br/>       8.08 ICE RINK GATES.<br/>       8.09 OVERHEAD GLASS DOOR.<br/>       8.10 ACCESS PANEL, COLOR TO MATCH ADJACENT MATERIAL.<br/>       8.11 ROOF ACCESS HATCH.</p> | <p><b>09 - FINISHES (SEE FIN. SCHED)</b><br/>       9.01 5/8" TYPE 'X' GYP. BD., PROVIDE 'WET RATED' AT BATHROOMS, PAINT, CONC. FLR. SEAL PER FIN. SCHED.<br/>       9.02 RUBBER FLR. PER SPECS.<br/>       9.03 PAINT PER SPECS.<br/>       9.04 GRAFITTI COATING, TYP. @ ALL EXTERIOR SOLID WALLS.<br/>       9.05 GLAZED FINISH ON CMU.<br/>       9.06 CERAMIC TILE.</p> <p><b>10 - SPECIALTIES</b><br/>       10.01 MIRROR PER SPECS.<br/>       10.02 SIGNAGE.<br/>       10.03 TOILET PAPER ROLL HOLDER PER ACCESSORY SCHED.<br/>       10.04 GRAB BAR.<br/>       10.05 COAT HOOK.</p> | <p>10.06 WASTE RECEPTACLE.<br/>       10.07 FOLDING SHOWER SEAT.<br/>       10.08 SHOWER ROD.<br/>       10.09 SHELF.<br/>       10.10 NETTING, NIC<br/>       10.11 FIRE EXTINGUISHER, RECESSED CABINET.<br/>       10.12 TOILET SEAT COVER DISPENSER.<br/>       10.13 PAPER TOWEL DISPENSER.<br/>       10.14 BATHROOM PARTITION W/ ROBE HOOK @ EA. DOOR</p> <p><b>11 - EQUIPMENT/APPLIANCES (SEE EQMT. SCHED)</b><br/>       11.01 MIRROR PER SPECS.<br/>       11.02 SIGNAGE.<br/>       11.03 TOILET PAPER ROLL HOLDER PER ACCESSORY SCHED.<br/>       11.04 GRAB BAR.<br/>       11.05 COAT HOOK.</p> | <p>12.04 BLEACHERS, NIC<br/>       12.05 SCOREBOARD, NIC<br/>       12.06 SKATE RACKS, NIC</p> <p><b>13 - SPECIAL CONSTRUCTION</b><br/>       13.01 MEMBRANE STRUCTURE.</p> <p><b>14 - CONVEYING EQUIPMENT (NOT USED)</b></p> <p><b>21 - FIRE SUPPRESSION</b><br/>       21.01 FIRE EXTINGUISHER.<br/>       21.02 FIRE SPRINKLER HORIZ. MAIN (SEE DIAGRAM)<br/>       21.03 FIRE SPRINKLER VALVE ASSEMBLY<br/>       21.04 FIRE DEPT. MAIN CONNECTION @ FRONT OF PROJECT. LAFD SHALL APPROVE FINAL LOCATION.<br/>       21.05 FIRE SPRINKLER HEAD.</p> <p><b>22 - PLUMBING</b></p> | <p>22.01 WATER CLOSET PER PLUMBING LEGEND<br/>       22.02 LAV. SINK &amp; FAUCET, PER PLUMBING LEGEND<br/>       22.03 JANITOR MOP SINK.<br/>       22.04 PLUMBING VENT PIPE.<br/>       22.05 DRINKING FOUNTAIN.<br/>       22.06 ULTRA LOW-FLOW TOILET.<br/>       22.07 SHOWER HEAD/ CONTROLS.<br/>       22.08 SHOWER DRAIN.<br/>       22.09 AREA DRAIN.<br/>       22.10 HOSE BIB.</p> <p><b>23 - HEATING, VENTILATING, AND AIR-CONDITIONING</b><br/>       23.01 HVAC UNIT PER MECH.<br/>       23.02 AIR REGISTER WALL MOUNTED.<br/>       23.03 CEILING AIR REGISTER.<br/>       23.04 MAKE UP AIR LOUVER PER MECH. DWGS</p> | <p>23.05 BATHRM EXHAUST FAN PER SPECS.<br/>       23.06 BATHRM EXHAUST DUCT.<br/>       23.07 MECH. DUCT.<br/>       23.08 MECH. EQUIPMENT.</p> <p><b>26 - ELECTRICAL</b><br/>       26.01 ELEC. PANEL PER PLANS &amp; SCHED.<br/>       26.02 EXTERIOR LIGHT PER SCHED.<br/>       26.03 INTERIOR LIGHT PER SCHED.</p> <p><b>27 - COMMUNICATION</b></p> <p><b>28 - ELECTRONIC SAFETY AND SECURITY</b><br/>       28.01 SMOKE ALARM.<br/>       28.02 SECURITY CAMERA.<br/>       28.03 FIRE ALARM MAIN PANEL.</p> <p><b>31 - EARTHWORK</b><br/>       31.01 APPROVED COMPACT FILL PER GEO &amp; SOIL ENGINEER REPORT.</p> | <p><b>32 - EXTERIOR IMPROVEMENTS</b><br/>       32.01 ASPHALT PAVING PER CIVIL DWGS.<br/>       32.02 GRAPHICS/PAINT.SEE LAND. DWGS.<br/>       32.03 STORMWATER MANAGEMENT PER CIVIL DWGS.<br/>       32.04 STL. SECURITY GATE, PTD.<br/>       32.05 STL. SECURITY FENCE, PTD.<br/>       32.06 EXTERIOR AREA DRAINS.<br/>       32.07 BENCH.<br/>       32.08 TRENCH DRAIN.<br/>       32.09 TREE, SEE LANDSCAPE DWGS.<br/>       32.10 PLANTING, SEE LANDSCAPE DWGS.<br/>       32.11 (N) CONCRETE SIDEWALK, CURB.<br/>       32.12 (N) CONC. APRON &amp; DRIVEWAY CURB CUT PER CITY OF LA STANDARDS.<br/>       32.13 EQUIPMENT SCREEN.<br/>       32.14 CONC. WALL @ SITE FENCE.</p> | <p><b>33 - UTILITIES</b><br/>       33.01 WATER METER.<br/>       33.02 ELECTRICAL TRANSFORMER W/ BOLLARDS AS REQ'D.<br/>       33.03 ELECTRICAL METER.<br/>       33.04 POWER POLE.</p> |
|--|---|---|--|--|---|--|--|--|--|

**ENGINEERING**  
 CITY OF LOS ANGELES  
 Environmental Engineering Division  
 LICENSED ARCHITECT  
 LAWRENCE SOMPA  
 C21812  
 REN 10/31/2023  
 STATE OF CALIFORNIA

**DEPARTMENT OF PUBLIC WORKS**  
 BUREAU OF ENGINEERING  
 VERTICAL CONTROL:  
 HORIZONTAL CONTROL:  
 SHEET TITLE:  
 PROJECT:  
 ADDRESS:  
 CIP NO.  
 INDEX NO.

CITY ENGINEER: GARY LEE MOORE, P.E., ENV SP  
 DESIGN GROUP  
 DATE:  
 WORK ORDER NO.  
 E170121B  
 SHEET NAME:  
 A1.00  
 SHEET 38 OF 230 SHEETS



ICE RINK FLOOR PLAN

REF: A0.30, A0.50, A1.00, A1.10A, A1.11, A1.12 SCALE: 3/32" = 1'-0"

- KEYNOTES**  
NOTE: ITEMS IDENTIFIED ARE TYPICAL TO ALL LIKE ITEMS UNLESS NOTED OTHERWISE.
- 01 - GENERAL REQUIREMENTS**  
02 - NOT USED
  - 03 - CONCRETE**  
3.01 CONC. SLAB ON GRADE PER STRUCT'L.  
3.02 CONC. O/MTL. DECK PER STRUCT'L.  
3.03 CONC. CURB  
3.04 CONC. FOOTING PER STRUCT'L.  
3.05 CONC. PAVING PER CIVIL DWGS.  
3.06 CONC. SIDEWALK PER CIVIL DWGS.  
3.07 CONC. PAD
  - 04 - MASONRY**  
4.01 CMU BLDG. WALL  
4.02 CMU SITE WALL W/ 2" CMU CAP.
  - 05 - METALS**  
5.01 STL. COLUMN PER STRUCT'L. PTD.  
5.02 STL. BEAM PER STRUCT'L. PTD.  
5.03 HSS POST PER STRUCT'L. PTD.  
5.04 HSS BEAM PER STRUCT'L. PTD.  
5.05 MEMBRANE STRUCTURE I BEAM.  
5.06 MTL. DECK.  
5.07 MTL. GUARD RAILING.  
5.08 MTL. STUD WALL.
  - 06 - WOOD AND PLASTICS**  
6.01 W.P. MEMBRANE PER DETL. & SPECS.  
6.02 SINGLE PLY PVC ROOFING PER SPECS.  
6.03 R-21 RIGID INSULATION @ WALLS.  
6.04 UNDERSLAB MOISTURE VAPOR BARRIER.  
6.05 ROOF DRAIN AND OVERFLOW.
  - 07 - THERMAL & MOISTURE PROTECTION**  
7.01 W.P. MEMBRANE PER DETL. & SPECS.  
7.02 SINGLE PLY PVC ROOFING PER SPECS.  
7.03 R-21 RIGID INSULATION @ WALLS.  
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9.02 RUBBER FLR. PER SPECS.  
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  - 10 - SPECIALTIES**  
10.01 MIRROR PER SPECS.  
10.02 SIGNAGE.  
10.03 TOILET PAPER ROLL HOLDER PER ACCESSORY SCHED.  
10.04 GRAB BAR.  
10.05 COAT HOOK.
  - 11 - EQUIPMENT/APPLIANCES (SEE EQMT. SCHED)**  
11.01 BICYCLE RACKS FOR SHORT-TERM BIKE PARKING.  
11.02 DASHBOARD, NIC  
11.03 BENCH, NIC
  - 12 - FURNISHINGS**  
12.01 BICYCLE RACKS FOR SHORT-TERM BIKE PARKING.  
12.02 DASHBOARD, NIC  
12.03 BENCH, NIC
  - 13 - SPECIAL CONSTRUCTION**  
13.01 MEMBRANE STRUCTURE.
  - 14 - CONVEYING EQUIPMENT (NOT USED)**
  - 21 - FIRE SUPPRESSION**  
21.01 FIRE EXTINGUISHER.  
21.02 FIRE SPRINKLER HORIZ. MAIN (SEE DIAGRAM)  
21.03 FIRE SPRINKLER VALVE ASSEMBLY  
21.04 FIRE DEPT. MAIN CONNECTION @ FRONT OF PROJECT. LAFD SHALL APPROVE FINAL LOCATION.  
21.05 FIRE SPRINKLER HEAD.
  - 22 - PLUMBING**
  - 23 - HEATING, VENTILATING, AND AIR-CONDITIONING**  
23.01 HVAC UNIT PER MECH.  
23.02 AIR REGISTER WALL MOUNTED.  
23.03 CEILING AIR REGISTER.  
23.04 MAKE UP AIR LOUVER PER MECH. DWGS
  - 25 - ELECTRICAL**  
25.01 ELEC. PANEL PER PLANS & SCHED.  
25.02 EXTERIOR LIGHT PER SCHED.  
25.03 INTERIOR LIGHT PER SCHED.
  - 26 - ELECTRICAL**  
26.01 ELEC. PANEL PER PLANS & SCHED.  
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28.01 SMOKE ALARM.  
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33.04 POWER POLE.

**ENGINEERING**  
CITY OF LOS ANGELES

**BUREAU OF ENGINEERING**

**DEPARTMENT OF PUBLIC WORKS**

**CITY OF LOS ANGELES**

ENGINEER: GARY LEE MOORE, P.E., ENV SP  
DESIGNED BY:  
DRAWN BY:  
CHECKED BY:  
APPROVED BY:

DATE:  
DATE:  
DATE:  
DATE:

REVISIONS:  
NO. BY DATE

INDEX NO. CIP NO.

WORK ORDER NO. E170121B

SHEET NAME: A1.10  
SHEET 40 OF 230 SHEETS

PROJECT: RESEDA SKATE FACILITY  
ADDRESS: 18210 SHERMAN WAY, RESEDA CA 91335

THIS PLAN WAS ELECTRONICALLY SIGNED AND STAMPED

LICENSED ARCHITECT  
LAWRENCE S. MOORE  
C 21812  
REN 10/31/2023  
STATE OF CALIFORNIA

# Coversheet

## Approval of 2022-23 School Calendars for all MPS

<b>Section:</b>	IV. Action Items
<b>Item:</b>	D. Approval of 2022-23 School Calendars for all MPS
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	2022-23 School Calendars for all MPS.pdf



Board Agenda Item #	IV D: Action Item
Date:	May 12, 2022
To:	Magnolia Public Schools - Board of Directors
From:	Alfredo Rubalcava, CEO & Superintendent
Staff Lead:	David Yilmaz, Chief Accountability Officer
RE:	Approval of 2022-23 School Calendars for all MPS

### Proposed Board Recommendation

I move that the board approve the 2022-23 School Calendars for all Magnolia Public Schools.

### Background

#### *Instructional Minute Compliance*

Per the California Education Code, Charter schools have to offer at least 175 instructional days annually and also meet the required annual instructional minutes, which are 64,000 minutes for grades 9-12, 54,000 minutes for grades 4-8, 50,400 minutes for grades 1-3, and 36,000 minutes for kindergarten. MPS has always been in compliance with the required instructional days and minutes and our instructional minutes have always been well above the state-required minimums, especially in grades K-8. At MPS instructional minutes on a regular day range from 335 minutes per day in elementary to 390 minutes per day in high school. The following table shows the annual instructional minutes for our schools in 2021-22.

School	# of instructional days	# of instructional minutes offered annually	Minimum # of minutes required per Ed Code	# of minutes above the requirement
6-12 Schools				
MSA-1	185	65,869	64,800	69
MSA-2	184*	64,860	64,800	60
MSA-3	185	64,844	64,800	44
MSA-4	184*	65,120	64,800	320
MSA-5	185	65,088	64,800	288
MSA-Santa Ana	180	64,992	64,800	192

Middle Schools				
MSA-6	184*	57,405	54,000	3,405
MSA-Bell	185	61,165	54,000	7,165
MSA-San Diego	180	61,135	54,000	7,135
Elementary Schools				
MSA-7	185	57,810	54,000	3,810
MSA-Santa Ana Elem*-highest grade 6	180	56,400	54,000	2,400

\* MSA-2, 4, and 6 originally had 185 days. It went down to 184 due to school closure on 1/10/22.

### *180 vs. 185 school days*

Prior to 2021-22: Traditionally, MPS has offered about 180/181 days of instruction in alignment with the local districts. Depending on our PD days and other details of the specific year's calendar, such as start and end dates, school breaks and holidays, we chose between 180 and 181. In case of emergency school closures additional day(s) have helped our high schools meet their annual instructional minutes without having to go through the filing of a "Request for Allowance of Attendance Because of Emergency Conditions" with the CDE.

2021-22: In order to address unfinished learning and overcome trauma due to COVID-19, many charter schools and districts extended the 2021-2022 school year with the funds available to address the staffing, programs, and service needs. MPS also collected parent and staff feedback through surveys and presentations on several calendar options for the MPS 2021-2022 school calendar. In 2021-22, all MPS schools in Los Angeles offered 185 instructional days, whereas MSA-San Diego and Santa Ana offered 180.

2022-23: The main discussion for the 2022-23 has been about whether to continue to offer 185 days or revert to the 180/181-day calendar. What played a key factor in our decision is SB 328. A major change taking place in 2022-23 is the school start time for our high schools. SB 328 approved by the Governor requires the school day for middle schools and high schools, including those operated as charter schools, to begin no earlier than 8:00 a.m. and 8:30 a.m., respectively. Our schools have traditionally started at 8:00 and the shift of high school start time to 8:30 a.m. will push the school end time by half an hour, creating many drawbacks for our after-school program, parent pick-up, teacher prep time for the next day, and more. If our high schools reverted from the 185-day calendar to the 180/181-day calendar, the school end time would be pushed even further, adding to the drawbacks.

After discussions with the school staff and leadership and careful consideration, our high schools in Los Angeles chose to continue with the 185-day calendar. This helps tremendously with meeting annual instructional minutes without having long school days that have late end times. MSA-Santa Ana, however, chose to continue with 180 days since they are a TK-12 school. The remaining schools, MSA-6, 7, Bell, and San Diego, which are elementary or middle, also

chose the 180-day calendar over the 185-day calendar since they can still start their day at 8:00 a.m. and easily meet their annual minutes in a 180-day calendar.

For professional development, MPS will continue to have summer PD for admin, teachers, and new teachers in the summer as well as our staple teacher symposium days – two symposium days - during the year. In addition, we are adding January 9, 2023, the Monday after the winter break, as a PD/preparation day. We developed the calendars in collaboration with the school leadership teams who have sought feedback from their educational partners (staff and parents). LAUSD, SDUSD, and SAUSD calendars have been carefully considered while finalizing our calendars, making it more convenient for our families and mitigating the risk of reduced ADA.

School leadership teams have worked on their internal school calendar (number of regular, shortened, minimum days), bell schedules, and annual instructional minute calculations, which will all be shared with our authorizers and auditor after board approval of the calendars.

### 2022-23 School Calendars

Attached and below is the proposed 2022-23 academic calendar for MPS.

2022-23 MPS ACADEMIC CALENDAR							Holidays & Breaks
		MSA-1,2,3,4,5	MSA-6	MSA-7,8	MSA-Santa Ana	MSA-San Diego	Important Dates
JUL	Independence Day	7/4 (Mon)	7/4 (Mon)	7/4 (Mon)	7/4 (Mon)	7/4 (Mon)	
AUG	First Day of Instruction	8/15 (Mon)	8/11 (Thu)	8/16 (Tue)	8/15 (Mon)	8/29 (Mon)	
SEP	Labor Day	9/5 (Mon)	9/5 (Mon)	9/5 (Mon)	9/5 (Mon)	9/5 (Mon)	
SEP	Staff P.D. Day (Pupil Free Day)	9/16 (Fri)	9/16, 10/3	9/16 (Fri)	9/16 (Fri)	9/16 (Fri)	
NOV	Veterans Day	11/11 (Fri)	11/11 (Fri)	11/11 (Fri)	11/11 (Fri)	11/11 (Fri)	
NOV	Thanksgiving Break	11/21-11/25	11/21-11/25	11/21-11/25	11/21-11/25	11/21-11/25	
DEC	Last Day of First Semester	12/16 (Fri)	12/16 (Fri)	12/16 (Fri)	12/16 (Fri)	1/20 (Fri)	
DEC	Winter Break	12/19-1/6	12/19-1/6	12/19-1/6	12/19-1/6	12/19-1/2	
JAN	Staff P.D. Day (Pupil Free Day)	1/9 (Mon)	1/9 (Mon)	1/9 (Mon)	1/9 (Mon)	-	
JAN	First Day of Second Semester	1/10 (Tue)	1/10 (Tue)	1/10 (Tue)	1/10 (Tue)	1/23 (Mon)	
JAN	M. L. King Day	1/16 (Mon)	1/16 (Mon)	1/16 (Mon)	1/16 (Mon)	1/16 (Mon)	
FEB	Presidents' Day	2/20 (Mon)	2/20 (Mon)	2/20 (Mon)	2/17-2/20	2/17-2/20	
MAR	Staff P.D. Day (Pupil Free Day)	3/3 (Fri)	3/3, 3/13	3/3 (Fri)	3/3 (Fri)	3/3 (Fri)	
MAR	Cesar Chavez Day	3/31 (Fri)	3/31 (Fri)	3/31 (Fri)	3/31 (Fri)	-	
APR	Spring Break	4/3-4/7	4/3-4/7	4/3-4/7	4/3-4/7	3/27-3/31	
MAY	Memorial Day	5/29 (Mon)	5/29 (Mon)	5/29 (Mon)	5/29 (Mon)	5/26-5/29	
JUN	Last Day of Instruction	6/15 (Thu)	6/8 (Thu)	6/9 (Fri)	6/9 (Fri)	6/16 (Fri)	
	<b># of Instructional Days:</b>	185	180	180	180	180	
	<b># of Staff P.D. (Pupil Free) Days:</b>	3	5	3	3	2	



*MSA-1 thru 5*

MSA-1 thru 5 will follow the LAUSD calendar very closely in terms of start and end dates and holidays and breaks, with the exception of our two MPS-wide staff development days, one in the fall (September 16) and one in the spring (March 3). Different from MPS, LAUSD calendar has Admission Day (September 2) as a holiday, three unassigned days (September 26, October 5, and April 24), and for the first time in 2022-23, four acceleration days. The following table compares our school breaks and no-student days with those of the district.

	<u>LAUSD</u>	<u>MSA-1 thru 5</u>
First Day of Instruction	8/15	The same as LAUSD
Winter Break	3 weeks (12/19-1/6)	The same as LAUSD
Spring Break	1 week (4/3-4/7)	The same as LAUSD
Last Day of Instruction	6/15	The same as LAUSD
Other:	No-student days on 9/2, 9/26, 10/5, 4/24; Acceleration days on 10/19, 12/7, 3/15, 4/19	No-student days (PD days for staff) on 9/16, 1/9, 3/3
# of Instructional Days	180	185

*MSA-6 thru 8*

As explained above, MSA-6 thru 8 chose the 180-day calendar over the 185-day calendar since they can still start their day at 8:00 a.m. and easily meet their annual minutes in a 180-day calendar being an elementary/middle school. For MSA-7 and Bell, the 5-day difference from the MSA-1 thru 5 calendars will be the 1-day-late opening and 4-day-early closure. MSA-6 would normally follow this calendar, but they chose to start earlier than MSA-7 and Bell due to a few reasons. MSA-6 is moving to a new Prop-39 location next school year and desires to start the school earlier than LAUSD to establish the school culture at their co-located site. MSA-6 has also invested into two additional PD days as approved by the academic department. As a result, their calendar will be a few days off from the MSA-7 and Bell calendars.

*MSA-Santa Ana*

After careful consideration and feedback from their educational partners, MSA-Santa Ana has chosen to follow a very similar school calendar as SAUSD does. The differences from the SAUSD and MSA-Santa Ana calendars were discussed with the school administration, and they believe that the differences will not impact student attendance considering the grade span of the school is K-12 and that the school will communicate any differences closely with the parents. MSA-Santa Ana administration has also stated that having a 2-week winter break like SAUSD would negatively impact their ADA, so they would rather continue to have a 3-week winter break as they have been doing for

the last few years. MSA-Santa Ana school leadership team believes that this proposed calendar will be in the best interest of their community. The following table compares MSA-Santa Ana school breaks and no-student days with those of the SAUSD.

	<u>SAUSD</u>	<u>MSA-Santa Ana</u>
First Day of Instruction	8/15	The same as SAUSD
Winter Break	2 weeks (12/23-1/6)	3 weeks (12/19-1/6)
Spring Break	1 week (4/3-4/7)	The same as SAUSD
Last Day of Instruction	6/1	6/9
Other:	No-student days on 10/3, 11/4, 12/23, 2/17	No-student days (PD days for staff) on 9/16, 1/9, 3/3
# of Instructional Days	180	180

#### *MSA-San Diego*

After their educational partners' feedback, MSA-San Diego school leadership team has decided to follow the SDUSD calendar very closely except for two MPS symposium days and the last day of school. The school desired to be in sync with the SDUSD for winter and spring breaks. The following table compares MSA-San Diego school breaks and no-student days with those of the SDUSD.

	<u>SDUSD</u>	<u>MSA-San Diego</u>
First Day of Instruction	8/29	The same as SDUSD
Winter Break	2 weeks plus one day (12/19-1/2)	The same as SDUSD
Spring Break	1 week (3/27-3/31)	The same as SDUSD
Last Day of Instruction	6/14	6/16
Other:	No-student day on 5/26	No-student days: PD days for staff on 9/16, 3/3 and no-student day on 5/26
# of Instructional Days	180	180

#### *Next Steps*

After board approval of the school calendar, the schools will finalize other important dates on their school calendar (orientation, back to school night, parent conferences, lottery, etc.) MPS Home Office has created a calendar for all such important dates and some of those dates are flexible, to be decided by the sites, while other important dates are set MPS-wide. For example; summer PD, progress report dates and MAP test dates will be MPS-wide; back to school night and lottery dates will be site-specific within the windows determined by the Home Office.

School sites will also finalize their bell-schedules for 2022-23 and complete the “2022-23 Instructional Minutes Calculation” form to ensure they are compliant with the annual instructional minute requirements. The forms will be signed by the school leadership and submitted to the Chief Accountability Officer for compliance and audit purposes and to prepare well in advance for the 2022-23 school year. If the school leadership needs to make any changes to the school’s schedule after their submission of the instructional minute calculation form, the approval process will be repeated.

Budget Implications

N/A

How Does This Action Relate/Affect/Benefit All MSAs?

This action allows MPS to share 2022-23 school calendar with our educational partners, meet annual instructional minute requirements, and plan for the next school year as early as possible.

Name of Staff Originator:

David Yilmaz, Chief Accountability Officer

Exhibits (Attachments):

- 2022-23 MPS Academic Calendar
- 2022-23 LAUSD Calendar
- 2022-23 SAUSD Calendar
- 2022-23 SDUSD Calendar



**LOS ANGELES UNIFIED SCHOOL DISTRICT  
SINGLE-TRACK INSTRUCTIONAL SCHOOL CALENDAR 2022-2023**

**2022-2023 Final Draft  
ATTACHMENT A**

**JULY**

MO	TU	WE	TH	FR
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

**AUGUST**

MO	TU	WE	TH	FR
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

**SEPTEMBER**

MO	TU	WE	TH	FR
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

**OCTOBER**

MO	TU	WE	TH	FR
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

**NOVEMBER**

MO	TU	WE	TH	FR
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

**DECEMBER**

MO	TU	WE	TH	FR
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

**JANUARY**

MO	TU	WE	TH	FR
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

**FEBRUARY**

MO	TU	WE	TH	FR
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			

**MARCH**

MO	TU	WE	TH	FR
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

**APRIL**

MO	TU	WE	TH	FR
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

**MAY**

MO	TU	WE	TH	FR
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

**JUNE**

MO	TU	WE	TH	FR
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

07/04/22..... Independence Day	01/16/23..... Dr. Martin L. King Jr. Birthday
08/15/22..... First Day of Instruction	02/20/23..... Presidents' Day
09/02/22..... Admission Day	03/31/23..... Cesar E. Chavez Birthday Observed
09/05/22..... Labor Day	04/03 - 04/07/23..... Spring Recess
11/11/22..... Veterans Day	04/24/23..... Armenian Genocide Observed
11/24 - 11/25/22..... Thanksgiving Holiday	05/29/23..... Memorial Day
12/19/22 - 01/06/23.. Winter Recess	06/15/23..... Last Day of Instruction
01/09/23..... Second Semester Begins	06/19/23..... Juneteenth Holiday

**LEGEND:**

- First Day/Last Day of Instruction
- Legal/Local Holidays
- School Recess
- Unassigned Day (no school)
- Pupil Free Days \*
- Second Semester Begins
- Instructional Days
- Optional Professional Development Days (no school)
- Acceleration Days

**Instructional Days**

Fall Semester.....	78
Spring Semester.....	102
<b>Total.....</b>	<b>180</b>

\* Scheduled Pupil Free Days are Friday, August 12, 2022, and Friday, June 16, 2023.

\*\* If a school selects Monday, January 9, 2023, as a Pupil Free Day, then Friday, June 16, 2023, becomes an Instructional Day.

**1<sup>st</sup> Semester has:**  
 • 78 instructional days • 17 weeks  
**2<sup>nd</sup> Semester has:**  
 • 102 instructional days • 22 weeks  
**Total of 180 instructional days**

4/14/2022

Magnolia Public Schools - Regular Board Meeting - Agenda - Thursday May 12, 2022 at 6:00 PM  
**Santa Ana Unified School District 2022-2023 Academic School Calendar**

JULY 2022					AUGUST 2022					SEPTEMBER 2022					OCTOBER 2022				
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
				1	1	2	3	4	5				1	2	3	4	5	6	7
4	5	6	7	8	8	9	10	11	12	5	6	7	8	9	10	11	12	13	14
11	12	13	14	15	15	16	17	18	19	12	13	14	15	16	17	18	19	20	21
18	19	20	21	22	22	23	24	25	26	19	20	21	22	23	24	25	26	27	28
25	26	27	28	29	29	30	31			26	27	28	29	30	31				
4 Holiday - Independence Day					Duty Day - PD Days 8/10 - 8/11 12 Duty Day - Student Free Day 15 First Day of Fall Instruction Back to School Night: ES: 8/25 Modified Day: ES: 8/26					5 Holiday - Labor Day 23 Progress Reports: 6 Weeks (K-12) Back to School Night HS: 9/1, IS: 9/8 Modified Day HS: 9/2 IS: 9/9					3 Duty Day - Student Free Day: (IS) Parent Conference				
Instructional Days: 0					Instructional Days: 13					Instructional Days: 21					Instructional Days: IS: 20, ES/HS: 21				
NOVEMBER 2022					DECEMBER 2022					JANUARY 2023					FEBRUARY 2023				
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
	1	2	3	4				1	2	2	3	4	5	6			1	2	3
7	8	9	10	11	5	6	7	8	9	9	10	11	12	13	6	7	8	9	10
14	15	16	17	18	12	13	14	15	16	16	17	18	19	20	13	14	15	16	17
21	22	23	24	25	19	20	21	22	23	23	24	25	26	27	20	21	22	23	24
28	29	30			26	27	28	29	30	30	31				27	28			
3 End of Trimester: (ES-58 Days) Progress Reports: 12 Week (HS/IS) Duty Day - Student Free Day: K-12: 11/4, ES: 11/18 Holiday Modified Day/Parent Conferences: ES 11/14-11/17 Non-Instruction - Thanksgiving Recess					22 End of Semester (HS 86 Days)/Modified Days (IS/HS) Progress Reports: 6 Weeks (ES) 23 Duty Day - Student Free Day (HS)/End of Semester/Modified Day (IS) 86 Days/Full day (ES) Holiday Winter Break Modified Day: HS: 12/20, K-12: 12/21					9 First Day of Spring Instruction 16 Holiday - Martin Luther King, Jr. Day Holiday Winter Break					13 Holiday - Lincoln Day 16 Progress Reports: 6 Weeks (IS/HS) 17 Duty Day - Student Free Day (K-12) 20 Holiday - Washington Day 24 End of Trimester: (ES-59 Days) Modified Day/Parent Conferences: ES:2/28-3/3				
Instructional Days: ES: 14, IS/HS: 15					Instructional Days: HS: 16, ES/IS: 17					Instructional Days: 16					Instructional Days: 17				
MARCH 2023					APRIL 2023					MAY 2023					JUNE 2023				
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
		1	2	3	3	4	5	6	7	1	2	3	4	5				1	2
6	7	8	9	10	10	11	12	13	14	8	9	10	11	12	6	7	8	9	10
13	14	15	16	17	17	18	19	20	21	15	16	17	18	19	13	14	15	16	17
20	21	22	23	24	24	25	26	27	28	22	23	24	25	26	20	21	22	23	24
27	28	29	30	31						29	30	31			27	28	29	30	
30 Modified Day/Parent Conferences: ES:2/28-3/4 Open House: HS: 3/30 31 Progress Reports: K-12/Modified Day: HS					Non-Instruction - Spring Recess Open House: ES: 4/20 IS: 4/27 Modified Day: ES: 4/21, IS: 4/28					29 Holiday - Memorial Day Modified Day: IS/HS: 5/30, K-12: 5/31					1 Last Day of Instruction-End of Semester (IS/HS 94 Days)/ End of Trimester (ES- 63 Days) / Modified Day (K-12) 2 Duty Day - Student Free Day				
Instructional Days: 23					Instructional Days: 15					Instructional Days: 22					Instructional Days: 1				

IMPORTANT INFORMATION	DAYS OF INSTRUCTION	Duty DAYS
1. <b>First Day of Service:</b> August 8, 2022 2. <b>First Day of Instruction:</b> August 15, 2022 3. <b>Last Day of Service:</b> June 2, 2023 Modified Wednesday ES/IS Modified Day (see legend)	1. Students attend school <b>180</b> days 2. Parent Conferences: <b>Elementary School (ES):</b> November 14-18, 2022 <b>Elementary School (ES):</b> February 27, 2023 - March 3, 2023 <b>Intermediate School (IS):</b> October 3, 2022	<b>Teacher Duty Days: 187 (5 Student Free Duty Days + 2 PD Days)</b> <b>K-12:</b> November 4, 2022 & February 17, 2023 <b>Elementary:</b> November 18, 2022 <b>Intermediate:</b> October 3, 2022 <b>High School:</b> December 23, 2022

**SAN DIEGO UNIFIED SCHOOL DISTRICT  
PRE-LABOR DAY TRADITIONAL 2022-23 INSTRUCTIONAL CALENDAR**

**REVISED 11.12.2021**

*( ADOPTED BY THE BOARD OF EDUCATION 1-11-22 )*

	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F		TOTALS
JULY					1	4 H	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	Jul	0
AUGUST	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29 F	30	31			Aug	3
SEPTEMBER				1	2	5 H	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	Sep	21
OCTOBER	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31					Oct	21
NOVEMBER		1	2	3	4	7	8	9	10	11 H	14	15	16	17	18	21 NI	22 NI	23 NI	24 H	25 H	28	29	30			Nov	16
DECEMBER				1	2	5	6	7	8	9	12	13	14	15	16	19 NI	20 NI	21 NI	22 NI	23 H	26 H	27 NI	28 NI	29 NI	30 H	Dec	12
JANUARY	2 H	3	4	5	6	9	10	11	12	13	16 H	17	18	19	20	23	24	25	26	27	30	31				Jan	20
FEBRUARY			1	2	3	6	7	8	9	10	13	14	15	16	17 H	20 H	21	22	23	24	27	28				Feb	18
MARCH			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27 NI	28 NI	29 NI	30 NI	31 NI	Mar	18
APRIL	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28						Apr	20
MAY	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26 NI	29 H	30	31			May	21
JUNE				1	2	5	6	7	8	9	12	13	14 L	15	16	19	20	21	22	23	26	27	28	29	30	Jun	10
																										<b>Total</b>	<b>180</b>

<b>H</b>	Holiday	<b>Blue</b>
<b>F/L</b>	First/Last Day of School	<b>Orange</b>
<b>NI</b>	Non-Instructional Day (No School)	<b>Green</b>
<b>I</b>	Instruction Day	<b>Yellow</b>

**2022 - 2023**

# Coversheet

## Approval of MPS College Application Fee Policy

<b>Section:</b>	IV. Action Items
<b>Item:</b>	E. Approval of MPS College Application Fee Policy
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	MPS College Application Fee Policy.pdf



Board Agenda Item #	IV E: Action Item
Date:	May 12, 2022
To:	Magnolia Public Schools - Board of Directors
From:	Alfredo Rubalcava, CEO & Superintendent
Staff Lead:	Erdinc Acar, Chief Academic Officer William Gray, College & Career Readiness and TOSA Coordinator
RE:	Approval of MPS College Application Fee Policy

### **Proposed Board Recommendation**

Staff recommends that the Magnolia Public Schools Board approves the College Application Fee Policy for all schools.

### **Background**

Magnolia Public Schools (“MPS”) provides a college-preparatory educational program emphasizing science, technology, engineering, arts and math in a safe environment that cultivates respect for self and others. MPS believes that a student’s application for and acceptance into a variety of four-year college programs is the capstone of the MPS educational program.

### **Purpose:**

The purpose of the policy is to close the opportunity gap that exists between families that qualify for free college applications due to their Adjusted Gross Income and those that do not but still lack the financial resources to pay for college application fees. This policy will allow all MPS high school seniors to apply to up to three public, four-year universities in California.

**Scope:** The scope of the policy is to ensure that all MPS seniors have the opportunity to apply to four-year universities to continue their education at a four-year institution. The reimbursements are limited to the California State University and University of California system applications because these institutions are transparent with their fees and application fee waivers, allowing for school sites to more accurately prepare their site budgets based on their student enrollment and demographic data.



The MPS Board of Directors (“Board”) has determined that supporting these school initiatives serves a direct and substantial public purpose by encouraging students to continue their education beyond high school to earn college degrees. The Board, therefore, authorizes the expenditure of funds for these programs as described in this policy.

**Budget Impact:** Schools will use appropriate funding sources and pre-allocate amounts based on estimated needs. Eligible seniors may be reimbursed \$210 for up to 3 application fee instances to campuses within the California State University or University of California systems (“CSU”, “UC”). Each school will determine allowable funding sources and budget accordingly for the expenses. The total projected costs for this policy is projected not to exceed \$12,000 per year and will cover the costs for students attending MSA-1, 2, 3, 4, 5 & MSA Santa Ana

**Attachment:**

MPS College Application Fee Policy

**MAGNOLIA PUBLIC SCHOOLS COLLEGE APPLICATION FEE POLICY**

Magnolia Public Schools (“MPS”) provides a college-preparatory educational program emphasizing science, technology, engineering, arts and math in a safe environment that cultivates respect for self and others. MPS believes that a student’s application for and acceptance into a variety of four-year college programs is the capstone of the MPS educational program. Thus, the Board of Directors of MPS hereby declares that students’ college applications are an essential component of the MPS educational program and, as such, any fees associated with such applications, as deemed necessary by MPS, must be paid by MPS. However, MPS also recognizes its responsibilities as a fiduciary of the public purse and, as such, must put in place safeguards to ensure public funds are not spent to benefit solely private interests. As such, reimbursement of college application fees, in the manner dictated by this Policy, shall not be considered a gift of public funds in violation of Section 6 of Article 16 of the California State Constitution.

**Eligibility:**

- **Student Need:** All high school seniors that are currently enrolled at a Magnolia Science Academy campus are eligible to receive up to \$210 reimbursement for up to 3 application fee instances to campuses within the California State University or University of California systems (“CSU”, “UC”).
  - **Note:** Students whose family Adjusted Gross Income makes them eligible for existing fee waivers provided by the CSU and UC system shall not be eligible for reimbursement as their application fees are already waived for up to 4 CSU and 4 UC campuses, per extant CSU & UC policy. MPS College Counselors shall support these students in receiving these fee waivers.
- **GPA:** Students shall have earned the Minimum Cumulative GPA and credits required to demonstrate eligibility to apply to the CSU or UC system, as outlined by those respective systems.
- **Deadlines:** The student and guardian(s) are responsible for submitting college applications and paying associated fees by the deadlines outlined by the CSU and UC systems.
- **Documentation:** The student and guardian(s) are responsible for obtaining the evidence required for verification of application fees paid on the “College Application Fee Reimbursement Form” in order to receive reimbursement.
  - Principals shall determine the documentation that is necessary for reimbursement in line with any applicable MPS fiscal policies. Documentation will need to include: evidence of application confirmation(s) and copies of detailed payment receipt will be required (ex: credit card receipt, check images from bank statements, etc)

**Procedures:**

- **Readiness:** The student must be on track to graduate from MPS and have demonstrated eligibility to apply to the CSU/UC campuses of their choosing.
- **Applications:** The student shall follow the instructions of their College Counselor to ensure the accuracy of their applications. Guardians shall pay for the application fees via CSU/UC procedures by the deadlines outlined by those institutions. Reimbursement shall only be issued after the student applies for admission and fees are paid.
- **Amount of Reimbursement:**
  - Students and guardians that are eligible may apply for reimbursement for up to \$210 to cover the costs of three CSU or UC applications.
  - Principals shall make the determination of the amount to be reimbursed based upon site availability of funds.
- **Source of Funds:** Principals shall make the determination as to the source of funds used for reimbursement. Possible funding sources include: ESSA funds, LCFF Funds, Title Funds, One-time grants, Gifts, Donations, etc.

**Signatures and Dates:**

I have read and I understand the terms of this policy and agree to all provisions set forth.

Student	Date	Parent/Guardian/Caregiver	Date

**MAGNOLIA PUBLIC SCHOOLS**  
**College Application Fee Reimbursement Form**

**Student Information:**

Last Name: \_\_\_\_\_ First Name/MI: \_\_\_\_\_

Grade: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_

**Application Number 1 Information:**

College Name: \_\_\_\_\_ Date Applied: \_\_\_\_\_

Evidence of Application Attached? Circle: Yes No Verification Signature: \_\_\_\_\_

**Application Number 2 Information:**

College Name: \_\_\_\_\_ Date Applied: \_\_\_\_\_

Evidence of Application Attached? Circle: Yes No Verification Signature: \_\_\_\_\_

**Application Number 3 Information:**

College Name: \_\_\_\_\_ Date Applied: \_\_\_\_\_

Evidence of Application Attached? Circle: Yes No Verification Signature: \_\_\_\_\_

**Notes:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signatures:**

\_\_\_\_\_  
\_\_\_\_\_

Student Signature Date

\_\_\_\_\_  
\_\_\_\_\_

Parent/Guardian/Caregiver Signature Date

**Principal Approval:**

**Amount to be reimbursed:** \_\_\_\_\_

**Notes:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Principal Signature Date

## Coversheet

### Approval of Findings to Conduct Virtual Meetings Pursuant to AB 361/Government Code Section 54953

**Section:** IV. Action Items  
**Item:** F. Approval of Findings to Conduct Virtual Meetings Pursuant  
to AB 361/Government Code Section 54953  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** AB 361 Findings (Magnolia Public Schools) (May 12).pdf



Board Agenda Item #	IV F: Action Item
Date:	May 12, 2022
To:	Magnolia Public Schools – Board of Directors
From:	Alfredo Rubalcava, CEO & Superintendent
Staff Lead:	Alfredo Rubalcava, CEO & Superintendent
RE:	Approval of Findings to Conduct Virtual Meetings Pursuant to AB 361/Government Code Section 54953

### **Proposed Board Recommendation**

I move for the Magnolia Public Schools Board of Directors to adopt the findings relating to the ability of the MPS Board and all MPS Committees to conduct meetings due to teleconference during the State of Emergency, in reference to AB 361/Government Code Section 54953.

### **Introduction**

In September 16, 2021, Governor Newsom signed executive order Assembly Bill (AB) 361 into law which gives local agencies, included local educational agencies (LEA) governing boards, flexibility in conducting public meetings virtually during a declared state of emergency. While AB 361 offers flexibilities similar to the expiring Executive Order N-29-20, there are some key difference in regards to public comment and meeting operations.

In order for Magnolia Public Schools (MPS) Board Meetings to trigger the AB 361 teleconferencing provisions, any of the following circumstances must follow:

- The legislative body holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing
- The legislative body holds a meeting during a proclaimed state of emergency for the purpose of determining by majority vote whether, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees
- The legislative body holds a meeting during a proclaimed state of emergency and has determined by majority vote that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees

Requirements under this new law include; notice of the meeting and post agendas as the Brown Act requires on our MPS websites and school sites; allow public to access the meeting and give notice for how the public can access the

meeting; include in the agenda an opportunity for all persons to attend via call-in or internet-based service; provides opportunity for the public to offer comment in the real time; provide public comment period; conduct meetings in a manner that protects the statutory and constitutional rights of the parties and the public appearing before the board; in an event of a disruption that prevents MPS from broadcasting the meeting or prevents members of the public from offering public comment, the meeting must stop and no action can be taken until access is restored.

MPS Board of Directors must make the following findings every 30 days by majority vote in order to continue utilizing the bills teleconferencing provisions which include:

- The legislative body has reconsidered the circumstances of the state of emergency
- Any of the following circumstances exist:
  - The state of emergency continues to directly impact the ability of the members to meet safely in person
  - State or local officials continue to impose or recommend measures to promote social distancing

### **Background**

In March 2021, Governor Newsom issued Executive Order N-29-20, which, among other things, temporarily suspended certain Brown Act teleconference meeting requirements for as long as public health agencies have imposed or recommended social distancing measures, as the COVID-19 pandemic has made them unsafe. This law will sunset through September 30, 2021.

### **Budget Implications**

N/A

### **Exhibits (Attachments):**

- Board Findings pursuant of Government Code 54953(e)(3)



**EACH THIRTY DAYS THEREAFTER FOR BOARD OF DIRECTORS & COMMITTEES**

Magnolia Public Schools

**Magnolia Public Schools findings pursuant to Government Code Section 54953(e)(3)**

The Magnolia Public Schools Board of Directors has reconsidered the circumstances of the State of Emergency declared by the Governor on March 4, 2020, and finds the State of Emergency continues to directly impact the ability of the Directors to meet safely in person and/or that State or local officials continue to impose or recommend measures to promote social distancing.

DATE: May 12, 2022

**VOTE**

AYE:

NOES:

ABSENT:

BOARD SECRETARY: \_\_\_\_\_

## Coversheet

### Approval of Updated MPS Health and Safety Policy and Injury and Illness Prevention Program (“IIPP”) COVID-19 Addendum

**Section:** IV. Action Items  
**Item:** G. Approval of Updated MPS Health and Safety Policy and  
Injury and Illness Prevention Program (“IIPP”) COVID-19 Addendum  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:**  
Updated MPS Health and Safety Policy and Injury and Illness Prevention Program  
(“IIPP”) COVID-19 Addendum.pdf





Board Agenda Item #	IV G: Action Item
Date:	May 12, 2022
To:	Magnolia Public Schools - Board of Directors
From:	Alfredo Rubalcava, CEO & Superintendent
Staff Lead:	Derya Hajmeirza, MPS HR Director
RE:	Updated MPS Health and Safety Policy and Injury and Illness Prevention Program (“IIPP”) COVID-19 Addendum

### Proposed Board Motion

I move that the board approve the updated MPS Health & Safety Policy alongside the Injury and Illness Prevention Program (“IIPP”) COVID-19 addendum.

### Introduction

- The policy has been updated based on the guidance provided by the Centers for Disease Control and Prevention (“CDC”), the California Department of Public Health (“CDPH”), and several county public health officials. The policy is intended for organization-wide implementation at each facility that will be operated by MPS.

### Background

- The board had approved the IIPP COVID-19 addendum and the MPS health and safety policy during the August 2020, and September 2020, February, March, April, May, July, August, September, November, December 2021, January, February, March, and April 2022 board meetings. In accordance with the most updated health orders, the Home Office COVID-19 Response Team updated the policy.

### Analysis (If applicable)

- This policy is provided and updated by Young, Minney & Corr, LLP and conform to the standards and practices in the latest guidance (i.e., CDPH and Cal-OSHA, local county, and authorizing agency).

**MPS Health and Safety Policy for COVID-19** updates are as follows:

- The definition of close contacts: sharing the same indoor space with an infected person a cumulative total of 15 minutes or more over a 24-hour period during the positive case’s infectious period.
- Exposure Management Policy: Close contacts, tracing, and quarantine:
  - Close Contacts:
    - Persons with an outdoor exposure at school are not considered close contacts.
    - In some circumstances, individuals are required to wear “highly protective mask” which are masks that are well-fitting, non-cloth masks of multiple layers with a nose wire, or cloth masks that meet American Society for Testing and Materials standards for high filtration efficiency.
    - The schools have the option to use “group tracing” for individuals who spent more than a cumulative total of 15 minutes in a shared indoor airspace.
  - Quarantine procedures:
    - MSA-1, 5, 7, Santa Ana employees:
      - Unvaccinated employees must quarantine for at least 5 days after their last close contact with a person who has COVID-19 Quarantine can end after a test taken on Day 5 to return to work on Day 6.
      - Fully vaccinated, but not boosted employees are not required to quarantine if they are asymptomatic, wears a highly protective mask around others indoors for 10 days, and tests negative on Day 3-5 from exposure
      - Fully vaccinated and boosted employees are not required to quarantine if they are asymptomatic, wears a highly protective mask around others indoors for 10 days, and tests negative on Day 3-5 from exposure

- MSA-2, 3, 4, 6, and 8 employees:
  - Regardless of booster status, they can remain at work as long as they remain asymptomatic, wear a highly-protective mask at all times for ten days, and continue to participate in weekly testing.
- MSA-San Diego employees: Regardless of vaccination status, they can remain at work as long as they remain asymptomatic, test negative on Day 3-5 from their last exposure, and wear a well-fitting mask indoors around others for at least 10 days.
- All MSA students can remain on campus regardless of vaccination status as long as they are asymptomatic.
  - Students in LA county must mask for 10 days from the last day of exposure and they must be tested within 3-5 days after last exposure. LAUSD students will continue with their weekly testing.
  - MSA-SA students are highly recommended to test within 3-5 days after last exposure. Masks are highly recommended.
  - MSA-SD students must test between Day 3-5 from last exposure. Masks are highly recommended.
- Vaccination policy for MSA-7 employees:
  - Under LAUSD's policy, all employees of LAUSD-authorized schools, as well as all other adults who provide services for the school, must become fully vaccinated against COVID-19 by June 30, 2022.
  - Unlike LAUSD's employee vaccine mandate for charter schools located on district-owned campuses, the policy permits the school to grant reasonable accommodations from vaccination to employees and other adults providing services at the school.

Budget Implications: There are no budget implications.

Exhibits (attachments):

- Updated MPS Health and Safety Policy (with redline)
- Updated MPS Health and Safety Policy (without redline)



Updated on 05/03/2022

### HEALTH AND SAFETY POLICY FOR COVID-19

It is the policy of Magnolia Public Schools (“Charter School”) to take all reasonable measures to prevent the spread of the novel coronavirus disease (“COVID-19”) among students and staff. In accordance with this policy, the Charter School is temporarily implementing health and safety measures to mitigate the spread of COVID-19 as the Charter School resumes in-person instruction. This policy recognizes that these measures are each designed to provide some protection against COVID-19. While there may be times when one measure may not be feasible, implementing alternative measures can provide additional layers of safety. This Policy includes both mandatory measures (using terms “shall” or “will”) as well as recommended measures intended to guide decisions in light of practical limitations.

This Policy is based on guidance provided by the Centers for Disease Control (“CDC”), the California Department of Education (“CDE”), the California Department of Public Health (“CDPH”), and relevant county public health officials. The Governor and each county public health official is vested with the authority to impose health and safety standards, which may vary by locality in response to different local conditions. The Charter School will, as necessary, consult with their county health officer, or designated staff, who are best positioned to monitor and provide advice on local conditions to individually determine whether more or less stringent measures are necessary to align with the applicable public health orders. The Charter School will fully cooperate with county public health officials regarding the screening, monitoring and documentation that will be required to permit careful scrutiny of health outcomes associated with the return to in-person instruction on Charter School campuses.

This Policy constitutes the COVID-19 Infection Control Plan for each Charter School worksite. Prior to resuming in-person instruction, the Home Office COVID-19 Response Team shall perform a comprehensive risk assessment of all work areas and work tasks in accordance with guidance from CDPH and this Policy. The following staff member(s) is (are) responsible for implementing this Policy at each campus:

250 E. 1<sup>st</sup> Street Suite 1500, Los Angeles, CA 90012 | [www.magnoliapublicschools.org](http://www.magnoliapublicschools.org)

<b>School Name</b>	<b>Staff Members</b>	<b>Phone Number</b>
Magnolia Science Academy-1	Home Office COVID-19 Response Team	213-628-3634
	MSA-1 Compliance Task Force Team	818-609-0507
Magnolia Science Academy-2	Home Office COVID-19 Response Team	213-628-3634
	MSA-2 Compliance Task Force Team	818-758-0300
Magnolia Science Academy-3	Home Office COVID-19 Response Team	213-628-3634
	MSA-3 Compliance Task Force Team	310-637-3806
Magnolia Science Academy-4	Home Office COVID-19 Response Team	213-628-3634
	MSA-4 Compliance Task Force Team	310-473-2464
Magnolia Science Academy-5	Home Office COVID-19 Response Team	213-628-3634
	MSA-5 Compliance Task Force Team	818-705-5676
Magnolia Science Academy-6	Home Office COVID-19 Response Team	213-628-3634
	MSA-6 Compliance Task Force Team	310-842-8555
Magnolia Science Academy-7	Home Office COVID-19 Response Team	213-628-3634
	MSA-7 Compliance Task Force Team	818-886-0585
Magnolia Science Academy-8	Home Office COVID-19 Response Team	213-628-3634
	MSA-8 Compliance Task Force Team	323-826-3925
Magnolia Science Academy-Santa Ana	Home Office COVID-19 Response Team	213-628-3634

	MSA-SA Compliance Task Force Team	714-479-0115
Magnolia Science Academy-San Diego	Home Office COVID-19 Response Team	213-628-3634
	MSA-SD Compliance Task Force Team	619-644-1300
MPS Home Office	Home Office COVID-19 Response Team	213-628-3634

In addition to in-person instruction, the Charter School will also offer optional independent study as an alternative to in-person instruction in the 2021-22 school year. Independent study will also be made available for students for whom in-person instruction poses a heightened risk of infection.

**1. Limited Access to Campus.** As school campuses open for fully in-person instruction in the 2021-22 school year, California public health authorities have relaxed restrictions on access to school campuses; however, the ongoing threat of COVID-19 and the public health orders in effect necessitate that the following precautions be maintained:

- The Charter School may limit nonessential visitors' access to the Charter School campus and may limit the number of students and staff with whom they come into contact, based on, among other factors, the current levels of community transmission, the vaccination status of any such visitor, and the relative importance of the visit's purpose.
- The Charter School will exclude from the campus any employee, student, parent, caregiver or visitor who refuses to take or does not pass a Wellness and Temperature Screening.
- All visitors to a Charter School Campus are strongly encouraged to wear a face mask while inside any Charter School building, vehicle, or other enclosed space.
- Any parent or guardian picking up a student who has been placed on isolation or quarantine must stay outside campus and the student will be brought to them for dismissal.
- Signage shall be posted at all public entrances to the Charter School warning visitors not to enter if they have COVID-19 symptoms.
- Students excluded from campus on the basis of an elevated temperature or other COVID-19 related symptoms may be provided with Independent Study opportunities to support their academic success to the greatest extent possible during exclusion.
- Students and employees who are well but who have a household member that has been diagnosed with COVID-19 are directed to notify the COVID-19 Compliance Officer, who will consult with other Charter School staff to determine whether the student or staff member can

continue coming to school with a modified quarantine in light of current guidance and this Policy.

- Per Cal/OSHA requirements, the Charter School shall exclude staff members who have symptoms consistent with COVID-19 or who have had a close contact with a positive COVID-19 case and are not vaccinated.
- Health and safety standards and procedures shall be applied equally to all users of a public school campus that is subject to a co-location arrangement.
- Implement health screenings of students and staff upon arrival at school (see Section 2).
- To the extent that non-parent visitors are required to enter the Charter School Campus, the School will take the following precautions:
  - Non-parental visitors will be allowed on campus via appointment only.
  - Non-parental visitors must pre-register in a visitor's log, which includes the visitor's name, email address, and phone number.
  - Non-parental visitors will only be allowed to enter specific areas to conduct their business.
  - Visitors to MSA-2, 3, 4, 6, and 8 must complete daily screening questions using LAUSD's Daily Pass or at the entrance to the school.

## 2. Wellness Checks and Temperature Screenings:

- *COVID-19 Symptoms.* Currently, the CDC has identified the following as potential symptoms of COVID-19:
  - Fever or chills
  - Cough
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Muscle or body aches
  - Headache
  - New loss of taste or smell
  - Sore throat
  - Congestion or runny nose
  - Nausea or vomiting
  - Diarrhea
- In-person wellness checks administered under this Policy shall:
  - Confirm that the subject has not experienced COVID-19 symptoms in the prior 48 hours or potentially been exposed to COVID-19, by soliciting the following

information:

- Have you had any one or more of these symptoms today or within the past 48 hours? Are these symptoms new or not explained by another reason?
  - Fever or chills
  - Cough
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Muscle or body aches
  - Headache
  - New loss of taste or smell
  - Sore throat
  - Congestion or runny nose
  - Nausea or vomiting
  - Diarrhea
- Do you live in the same household with, or have you had close contact with, someone who in the past 14 days has been in isolation for COVID-19 or had a test confirming they have the virus? Close contact means sharing the same indoor airspace with an infected person for a cumulative total of 15 minutes or more over a 24-hour period during the positive case's infectious period: 2 days before onset of symptoms or, for asymptomatic patients, 2 days prior to first positive test specimen collection and until the time the person is cleared from isolation.
  - If the student, staff, parent, or visitor answers “no” to all questions, he or she may enter the school.
  - If the student, staff, parent, or visitor answers “yes” to any of the questions, he or she may not enter the school. Employees, parents, and visitors answering “yes” must leave immediately and will be instructed to self-isolate until further instructions are given by the COVID-19 Compliance Officer. Students answering “yes” will be isolated and must leave as soon as pickup can be arranged and then will be instructed likewise.
  - Students, staff, parents, or, visitors have had close contact with an individual who has tested positive shall return home to self-quarantine as per CDPH and local guidance.
    - However, the Charter School will not exclude such individuals with close contact exposure and not require them to return home or self-isolate if they are both asymptomatic and fully-vaccinated against COVID-19. Should an asymptomatic and fully-vaccinated individual be exposed to COVID-19, the Charter School reserves the right to request proof of vaccination for

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COVID-19 before allowing the individual on campus.

- Students and staff are encouraged to screen themselves for symptoms at home before coming to campus.
- Students and staff of MSA-2, 3, 4, 6, and 8 may be subject to further health check procedures as required by LAUSD.
- A check in area should be established on campus for health screenings to be performed privately and with enough space to allow physical distancing.
- *Campus Screening Logistics:*
  - Each employee and visitor to the school site shall be screened for COVID-19 symptoms before entering the school site.
  - Temperature and wellness screenings will be performed by a trained school employee at all Charter School Campuses to the extent feasible.

**3. COVID-19 Compliance Task Force and Compliance Officer.** State and local health orders require that schools designate a task force and liaison to be responsible for receiving and sharing information on COVID-19 policies, positive cases, and exposures. The Charter School shall comply with these requirements by implementing the following measures:

- The Charter School will comply with and implement the “COVID-19 Exposure Management Plan Guidance in TK-12 Schools,” promulgated by the Los Angeles County Department of Public Health (“LAC DPH”). If the LAC DPH Exposure Management Plan is updated such that this Policy becomes materially inconsistent with it, the Charter School will follow the current Exposure Management Plan.
- The Charter School will establish a Compliance Task Force. The Compliance Task Force is responsible for establishing and enforcing all COVID-19 safety protocols, as well as ensuring all Charter School students and staff receive appropriate COVID-19 education. The names and contact information for all Compliance Task Force members are referenced above on pages one and two of this policy
- The Charter School will designate a “COVID-19 Compliance Officer,” to act as a liaison between the local county public health department and the Charter School, in the event of a COVID-19 cluster or outbreak at the Charter School. The name and contact information for the Charter School’s COVID-19 Compliance Officer is referenced above on pages one and two of this policy.
- The COVID-19 Compliance Officer shall monitor trends in absences and the prevalence of symptoms and illnesses among students and staff on campus to help isolate them promptly, as needed.



- The COVID-19 Compliance Officer shall be the point of contact responsible for sharing information on positive cases and exposures to relevant state and local health departments, as detailed in the Exposure Management Plan section of this Policy.
- The COVID-19 Compliance Officer shall conduct COVID-19 Task Force meetings no less than twice per month to identify areas for improving the enforcement and results of this Policy.

**4. COVID-19 Testing and Reporting.** Testing, in conjunction with vaccination, face masking, and other safety protocols, is a key factor in preventing COVID-19 infection. In keeping with the recommendations and requirements of state and local health departments, the Charter School shall implement the following testing and reporting procedures:

- When testing students or employees for COVID-19, the Charter School will use FDA-Authorized viral COVID-19 tests, including a Nucleic Acid Amplification Test (NAAT, such as a Polymerase Chain Reaction test or an Antigen test. An FDA-authorized over-the-counter test is acceptable for student screening so long as the results can be verified, but may not be used for the periodic testing of school employees required by the CDPH in lieu of vaccination.
- Testing will be applied on symptomatic<sup>1</sup>, response<sup>2</sup>, and asymptomatic<sup>3</sup> bases.
- The Charter School's COVID-19 Compliance Officer must be made aware of all positive student and staff test results and shall report those results to local public health officials as required by law.
- Per Cal/OSHA Emergency Temporary Standards, the Charter School will provide testing at no cost to employees during paid time for:
  - Symptomatic unvaccinated employees, regardless of whether there is a known exposure,
  - Unvaccinated employees after an exposure,
  - Vaccinated employees after an exposure if they develop symptoms,

<sup>1</sup> Symptomatic testing "is used for individuals with symptoms of COVID-19, either at home or at school."

<sup>2</sup> Response testing "is used to identify positive individuals once a case has been identified in a given stable group. Response-based testing can be provided for symptomatic individuals or for asymptomatic individuals with known or suspected exposure to an individual infected with SARS-CoV-2."

<sup>3</sup> Asymptomatic testing is "used for surveillance, usually at a cadence of every 2 weeks or less frequently, to understand whether schools have higher or lower rates of COVID19 rates than the community, to guide decisions about safety for schools and school administrators, and to inform LHDs about district level in-school rates. Asymptomatic testing can also be used for screening, usually at a higher cadence (weekly or twice weekly) than surveillance testing, to identify asymptomatic or pre-symptomatic cases, in order to exclude cases that might otherwise contribute to in-school transmission."

- Unvaccinated employees in an outbreak (three or more employee cases), or
- All employees in a major outbreak (20 or more employee cases).
- Testing Required in San Diego County:
  - No student testing will be required at MSA-SD at this time due to local transmission rates. However, the Charter School reserves the right to exclude MSA-SD students from campus who are either symptomatic for COVID-19 or who have been exposed to COVID-19, until all time and symptom criteria have been reached, consistent with public health guidance and as stated in this Policy. The Charter School will also continue to monitor local case rates to determine whether any further COVID-19 testing of students is necessary.
  - Consistent with California’s “State Public Health Officer Order of August 11, 2021,” all MSA-SD employees, volunteers, contractors, vendors or any other adult supporting Charter School functions on campus must either provide the School with proof of COVID-19 vaccination or test for COVID-19 at least once per week, consistent with applicable law and the Charter School’s COVID-19 employee vaccination policy.
- Testing Required at Magnolia Science Academy MSA- 2, 3, 4, 6, and 8:
  - All students and employees will undergo asymptomatic COVID-19 testing weekly, regardless of COVID-19 vaccination status.
  - Individuals who have recovered from laboratory-confirmed COVID-19 within the last 90 days are not required to test for COVID-19 unless they develop new onset symptoms.
  - Individuals vaccinated as part of the vaccination program carried out by the Los Angeles Unified School District do not need to provide proof of vaccination to the District.
  - All students and employees must undergo symptomatic and response testing for COVID-19, as needed.
  - Individuals new to LAUSD are required to baseline test upon their start of school or work. All individuals will be required to comply with all District requirements for baseline testing upon return from school breaks, such as Spring Break.
  - Employees may not use self-administered and self-read at-home rapid antigen tests unless observed by the employer or authorized telehealth proctor for purposes of clearing isolation or for establishing a positive case for purposes of being excused from weekly testing for 90 days following recovery from COVID-19.
- Testing Required at MSA-1, 5, 7 and MSA-SA:
  - All unvaccinated students must test for COVID-19 at least once per week.

- Consistent with California’s “State Public Health Officer Order of August 11, 2021,” all MSA-1, 5, 7, and MSA-SA employees, volunteers, contractors, vendors or any other adult supporting Charter School functions on campus must either provide the School with proof of COVID-19 vaccination or test for COVID-19 (PCR test only) at least once per week, consistent with applicable law and the Charter School’s COVID-19 employee vaccination policy.
- Testing Required at MSA-SD and Home Office:
  - Consistent with California’s “State Public Health Officer Order of August 11, 2021,” all MSA-San Diego and Home Office employees, volunteers, contractors, vendors or any other adult supporting Charter School functions on campus must either provide the School with proof of COVID-19 vaccination or test for COVID-19 (PCR test only) at least once per week, consistent with applicable law and the Charter School’s COVID-19 employee vaccination policy.
- Additional levels of employee and student COVID-19 testing may be implemented in response to local disease trends, an outbreak, as determined by the Home Office COVID-19 Response Team, where required by Cal/OSHA regulations, or where otherwise required by law or public health guidance. The Charter School reserves the right to require employees undergo additional frequencies of COVID-19 testing, consistent with applicable authority, and directives from public health authorities as well as the School’s authorizer, regardless of an employee’s COVID-19 vaccination status.
- Consistent with Cal/OSHA regulations and applicable law, the School must impose different health and safety requirements depending on an employee’s COVID-19 vaccination status. Cal/OSHA defines an individual as fully vaccinated when “the employer has documented that the person received, at least 14 days prior, either the second dose in a two-dose COVID-19 vaccine series or a single-dose COVID-19 vaccine. Vaccines must be FDA approved; have an emergency use authorization from the FDA; or, for persons fully vaccinated outside the United States, be listed for emergency use by the World Health Organization (WHO).” As a result, to forego any potential COVID-19 health and safety restrictions, such as exclusion/quarantine periods, some COVID-19 testing and other directives, employees must provide the Charter School with proof of COVID-19 vaccination or complete a COVID-19 vaccination status attestation. Employees who are either unvaccinated or who decline to provide the Charter School with proof of COVID-19 vaccination or attest to their COVID-19 vaccination status will be considered unvaccinated, and must comply with all health and safety directives, as stated in this Policy.
- For staff and student-wide testing, all staff and students shall be tested, except any staff and students who have no contact with others and do not report to campus.

- The Charter School can cause tests to be provided at any one of its campuses, or have staff get tested at any local testing site or by their health insurance provider, which must cover the cost.
  - If county-provided testing is not available, then private labs and health insurance providers may be used, and the cost of testing must be covered by the health insurance provider under an emergency state regulation.
- The Charter School's liaison must be made aware of the student and staff test results and report those results to local public health officials.
- Student consent for testing:
  - For Charter School Students aged 12 and under, the Charter School will require parental consent for COVID-19 testing.
  - Pursuant to California Family Code Section §6926 and CDPH guidance, Charter School Students aged 13 to 17 may consent to COVID-19 testing on their own.
  - Charter School students aged 18 and older do not need parental consent for COVID-19 testing.
- Students who refuse to participate in the COVID-19 testing program or to report the test results to the Charter School, where such testing is required, will not be allowed to return to in-person instruction or otherwise enter the Charter School Campus. Both the testing and the reporting are required under applicable public health guidance and legal authority.
- For staff who refuse to participate in the COVID-19 testing program or to report the test results to the Charter School, where such testing is required, the Charter School reserves the right to discipline an employee for such non-compliance, up to and including termination from at-will employment.
- Consistent with applicable law, the Charter School will consider accommodations from mandatory testing for medical reasons and any other lawfully recognized reason. Employees or students and/or parents/guardians who wish to request an accommodation for themselves or their child can contact the Charter School. The Charter School cannot guarantee the availability of particular accommodation and will process all requests for accommodation consistent with MPS policies and applicable law.
- The Charter School must maintain confidentiality of test results, other than reporting the results to local public health officials. All medical information about any employee must be stored separately from the employee's personnel file in order to limit access to this confidential information. The Charter School should have a separate confidential medical file for each employee where the Charter School can store all of that employee's medical information. Medical information includes COVID-19 test results, an employee's statement via any symptom screening that they have symptoms or COVID-19, medical certifications showing the employee needs time off due to COVID-19, etc. For students, the Charter School

will take similar precautions to safeguard the students' privacy and confidentiality, consistent with FERPA and all relevant legal requirements.

- All volunteers, contractors, vendors and other adults supporting Charter School functions on any MPS campus must comply with applicable COVID-19 testing requirements, as stated in the COVID-19 Vaccination Policy.
- In the event of a positive test result of a student or family member:
  - The Charter School requires that parents/guardians notify school administration immediately if the student tested positive for COVID-19 or if one of their household members or non-household close contacts tested positive for COVID-19.
  - Upon receiving notification that staff or a student has tested positive for COVID-19 or been in close contact with a COVID-19 case, the Charter School will take actions as required in Section 5 below.

**5. Exposure Management Policy: Suspected/Confirmed Cases and Isolation.** Preventing and minimizing the spread of COVID-19 within the Charter School Community requires a sound policy for managing exposure to infected individuals. The Charter School will follow the exposure management provisions of the "COVID-19 Exposure Management Plan Guidance in TK-12 Schools," promulgated by the LAC DPH as well as "COVID-19 Public Health Guidance for K-12 Schools in California, 2021-22 School Year" promulgated by the CDPH, and other local counties. In the event that this protocol is updated so that it materially conflicts with the measures laid out in this Policy, the Charter School will follow the updated protocol; otherwise, the following measures shall be followed:

- **Reporting Obligation.** Per AB 86 and California Code Title 17, section 2500, schools are required to report COVID-19 cases to the local public health department. The COVID-19 Compliance Officer shall report every positive COVID-19 case to the appropriate county authority.
- **Suspected Cases.** In the event of a suspected COVID-19 case:
  - The Charter School will identify an isolation room and quarantine room and/or outdoor areas to separate anyone who exhibits COVID-19 symptoms or who is determined to have come into close contact with a confirmed case. The isolation and quarantine rooms shall be separate rooms.
  - Isolation of students, employees, and visitors exhibiting symptoms of COVID-19 will occur without regard to vaccination and/or recent testing status.
  - Any students, staff, or visitors exhibiting symptoms should immediately be provided with and required to wear a surgical-grade or better face covering and should be

directed to wait in the separate isolation area until they can be transported home or to a healthcare facility, as soon as practicable. For serious illness, call 9-1-1 without delay.

- Students in the isolation and quarantine areas will be monitored by a staff member.
- Parents/guardians will be required to pick up their students within one hour. Parents/guardians should take the student to get a COVID-19 test immediately and, if a student of MSA- 2, 3, 4, 6, or 8, should upload the test result to the LAUSD Daily Pass system or otherwise provide a copy to the school.
- A log will be kept of all persons entering the isolation and quarantine areas.
- Students will be grouped by stable group or class when possible in the quarantine area.
- Physical distancing of six feet or greater will be maintained in the isolation and quarantine areas and masking shall be required for any individual entering these areas.
- **Symptomatic but negative.** Symptomatic individuals who test negative for COVID-19 can return 24 hours after resolution of fever (if any) and improvement in symptoms.
  - Documentation of a negative test result should be provided to school administrators.
  - In lieu of a negative test result, students and staff may return to work with a medical note by a physician that provides alternative explanation for symptoms and reason for not ordering COVID-19 testing.
  - Symptomatic individuals who neither test for COVID-19 nor consult with a medical professional must isolate at home until fever free for 24 hours, improved symptoms, and 10 days from symptom onset.
- **Isolation.** Persons who test positive or are otherwise diagnosed with COVID-19 must isolate until they have satisfied the following conditions:
  - At least 5 days have passed since symptom onset or, if asymptomatic, since their positive test; AND
  - At least 24 hours have passed since resolution of fever without the use of fever-reducing medications; AND
  - Other symptoms have resolved or are improving; AND
  - An FDA authorized COVID-19 viral test (antigen preferred) test taken on or after Day 5 from symptom onset is negative.
  - NOTE: If fever reduction, improvement of other symptoms, or a negative test are not all achieved, isolation may not end until after Day 10 from symptom onset or, if asymptomatic, their positive test, so long as 24 hours have passed since resolution of fever and all other symptoms are not present or are improving.
  - Note: For staff, per CAL/OSHA COVID-19 Prevention ETS, testing that is required for employees must be provided by the employer free of charge and during work

hours; these tests may not be self-administered or self-read unless they are observed by the employer or an authorized telehealth proctor.

- No matter when isolation ends, all students and staff recovering from COVID-19 are strongly recommended to wear a highly protective non-cloth mask when around others for a full 10 days from testing positive or onset of symptoms.
- The School will comply with Cal/OSHA regulations regarding when employees may return to work after exposure, as detailed in the Charter School's IIPP addendum.
- **School Response to Confirmed Case.** In the event of one or more confirmed COVID-19 case(s) the Charter School will follow the CDPH and local public health guidance, including implementation of the following practices:
  - The Charter School will provide notifications to the local public health department of any known case of COVID-19 among any student, employee, or visitor or other school-associated person who was present on a Charter School campus within the 14 days preceding COVID-19 symptoms, or 10 days before a positive test result.
  - MSA Los Angeles COVID-19 Compliance Officers will notify the Los Angeles County Department of Public Health of any COVID-19 hospitalizations or deaths among students or staff by sending a notification to ACDC-Education@ph.lacounty.gov.
  - Notifications will be provided by the Home Office COVID-19 Response Team depending on the county where the school is located.
  - For Los Angeles campuses: The COVID-19 Compliance Officer will instruct the individual who tested positive to follow the LACDPH COVID-19 Home Isolation instructions and will inform the positive case that LACDPH will contact them directly to collect additional information and to issue a Health Officer Order to **isolate**.
  - All students and staff of MSA- 2, 3, 4, 6, and 8 campuses **who are determined to be a confirmed case** will be contacted by the LAUSD Community Engagement team to be instructed on isolation and to provide further information.
  - Site administrators of MSA- 2, 3, 4, 6, and 8 will report to LAUSD using the Initial Exposure Management (IEM) Reporter App, as detailed in the latest LAUSD IOC guidance on exposure management reporting.
  - The notification to the local public health department must include:
    - 1) The full name, address, telephone number, and date of birth of the individual who tested positive;
    - 2) The date the individual tested positive, the school(s) at which the individual was present on-site within the 10 days preceding the positive test, and the date the individual was last on-site at any relevant school(s); and

- 3) The full name, address, and telephone number of the person making the report.
- For San Diego Charter School locations, the public health department should be notified either via phone at (888) 950-9905, or online at [www.coronavirus-sd.com](http://www.coronavirus-sd.com). The notification should list the following information: 1) The name of the person reporting, 2) the Charter School name and district, 3) the Charter School address, 4) your position at the Charter School. For the individual diagnosed with COVID-19, the notification should list the individual's: 1) Name, 2) date of birth, 3) contact information (phone number and email), 4) the individual's last date on the Charter School campus, and 5) any additionally relevant comments.
- For Los Angeles County Charter School locations: The Charter School will contact the LAC DPH as consistent with its "Protocol for COVID-19 Exposure Management Plan in K-12 Schools,"<sup>4</sup> and either by:
  - 1) Using the LACDPH reporting portal, or:
    - <http://www.redcap.link/lacdph.educationsector.covidreport>
  - 2) Downloading and completing the COVID-19 Case and Contact Line List for the Education Sector and sending it to [ACDC-Education@ph.lacounty.gov](mailto:ACDC-Education@ph.lacounty.gov).
  - 3) Schools having difficulty reporting COVID-19 cases to LACDPH can call (833) 707-0319, Monday through Friday from 8 a.m. to 5 p.m.
- For Orange County Charter School locations: Contact the Orange County Public Health Department via phone at 714-834-8180, or via email at [epi@ochca.com](mailto:epi@ochca.com).
- Notify all staff and families in the school community of any positive COVID-19 case while maintaining confidentiality as required by state and federal laws.
- Close off areas used by any sick person and do not use before cleaning and disinfection.
- Investigate the COVID-19 illness and exposures and determine if any work-related factors could have contributed to risk of infection.
- Update protocols as needed to prevent further cases in accordance with CDPH Guidelines ("Responding to COVID-19 in the Workplace").

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<sup>4</sup>This document may be found at:

[http://publichealth.lacounty.gov/media/Coronavirus/docs/protocols/ExposureManagementPlan\\_K12Schools.pdf](http://publichealth.lacounty.gov/media/Coronavirus/docs/protocols/ExposureManagementPlan_K12Schools.pdf)



- Implement communication plans for exposure at school and potential school closures in the event of an outbreak or other necessary circumstances, to include outreach to students, parents, teachers, staff and the community.
- Include information for staff regarding labor laws, California Supplemental Paid Sick Leave, emergency paid sick leave and extended family and medical leave pursuant to the FFCRA, information regarding Disability Insurance, Paid Family Leave and Unemployment Insurance, as applicable to schools.
- Maintain regular communications with the local public health department.
- If the school site must be closed for in-person instruction, develop a contingency plan for continuity of education using independent study. Independent study shall include all of the following:
  - Confirmation or provision of access for all students to connectivity and devices adequate to participate in the educational program and complete assigned work;
  - Content aligned to grade level standards that is provided at a level of quality and intellectual challenge substantially equivalent to in-person instruction;
  - Academic and other supports designed to address the needs of students who are not performing at grade level, or need support in other areas, such as English learners, students with exceptional needs, students in foster care or experiencing homelessness, and students requiring mental health supports;
  - Special education, related services, and any other services required by a student's individualized education program, with accommodations necessary to ensure that individualized education program can be executed in an independent study learning environment;
  - Designated and integrated instruction in English language development for English learners, including assessment of English language proficiency, support to access curriculum, the ability to reclassify as fully English proficient, and, as applicable, support for dual language learning;
  - Providing synchronous instruction as required by law.
    - "Synchronous instruction" means classroom-style instruction or designated small group or one-on-one instruction delivered in person, or in the form of internet or telephonic communications, and involving live two-way communication between the teacher and pupil. Synchronous instruction shall be provided by the teacher of record for that pupil pursuant to Section 51747.5.
      - For TK/K-3 opportunities must occur daily.

- o For 4-8 opportunities must occur weekly along with daily live interaction.
    - o For 9-12 opportunities must occur weekly.
    - o Can be classroom style, designated small group, or one-on-one.
  - o The “teacher of record for that pupil” pursuant to Section 51747.5 is the assigned supervising teacher who must be an employee. There is not more than one supervising teacher.
    - Charter School will document each pupil’s participation in synchronous instruction.
    - Continuing to provide school meals.
  - o Provide guidance to parents, teachers and staff reminding them of the importance of community physical distancing measures while a school is closed, including discouraging students or staff from gathering elsewhere.
  - o If the COVID-19 case was present on the Charter School campus, the individual must be excluded from campus for at least 5 days from COVID-19 symptom onset, or if asymptomatic, 5 days from the date the specimen was collected for the positive COVID-19 test, as detailed below.
- **Outbreak.** In the event of an outbreak or cluster at a Charter School:
  - o The Charter School CTF and COVID-19 Compliance Officer will work closely with local county public health officials, timely provide all required information, and otherwise comply with all CDPH and local guidance regarding outbreaks.<sup>5</sup>
  - o The COVID-19 Compliance Officer for MSA Los Angeles campuses will immediately call the LACDPH at (833) 707-0319 or submit an online report at <http://www.redcap.link/lacdph.educationsector.covidreport>.
  - o The Charter School will notify students, families, employees, and stakeholders that the Charter School and local public health department are investigating a cluster and/or outbreak. The notice will encourage all stakeholders to follow public health recommendations.

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<sup>5</sup> In the event of an outbreak, all Charter School locations will comply with guidance titled “Management of Outbreaks of COVID-19,” issued by the LAC DPH. This protocol can be found at: [http://publichealth.lacounty.gov/media/Coronavirus/docs/education/EMPSupplement\\_K12Schools.pdf](http://publichealth.lacounty.gov/media/Coronavirus/docs/education/EMPSupplement_K12Schools.pdf). In the event that other state or local guidance provides more stringent outbreak protocol, the Charter School will comply with such protocol.

- The Charter School will additionally notify all stakeholders if the school is to be closed for 14 days due to widespread and/or ongoing transmission of COVID-19 at the school or in the general community.
- The Charter School will identify absenteeism among those in affected classes and coordinate with the LHD to contact these absentees to screen for symptoms of COVID-19 if they were exposed to a case during the case's infectious period.
- Limit visitors to the affected Charter School campus, except for those that are essential to the Charter School's mission. Law Enforcement Personnel (Sheriff and Police), Fire, Medical, Emergency, or government employees who are responding to, working at, or inspecting the facility will be allowed to access the Charter School campus.
- Discontinue all non-essential in-person group activities at the Charter School Campus during the outbreak.
- Identify absenteeism among affected classes and contact those absentees to screen for COVID-19 symptoms.

**6. Exposure Management Policy: Close Contacts, Tracing, and Quarantine.** Preventing and minimizing the spread of COVID-19 within the Charter School Community requires a sound policy for managing exposure to infected individuals. The Charter School will follow the exposure management provisions of the "COVID-19 Exposure Management Plan Guidance in TK-12 Schools," promulgated by the LAC DPH as well as "COVID-19 Public Health Guidance for K-12 Schools in California, 2021-22 School Year" promulgated by the CDPH, and other local counties. In the event that this protocol is updated so that it materially conflicts with the measures laid out in this Policy, the Charter School will follow the updated protocol; otherwise, the following measures shall be followed:

- **Contact Tracing.** Upon discovery of a confirmed case on campus, the COVID-19 Compliance Task Force will conduct contact tracing by utilizing either Group Tracing or Individual Contact Tracing to identify individuals who had "Close Contacts" with the confirmed case during his or her infectious period.
- **"Close Contact"** is defined as spending a total of fifteen minutes or more over a 24-hour period in the same indoor airspace as a confirmed case during the confirmed case's infectious period (two days before symptom onset until clearance from isolation, or, for asymptomatic cases, from two days before their first positive test until clearance from isolation).
  - In Los Angeles County, close contacts occurring in "large indoor airspaces," may be limited to 1) those in a pre-defined or identifiable group (e.g. teammates, club members, cohort, etc.) or 2) those within 6 feet of the infected person for 15 minutes or more over a 24-hour period.

- Persons with an outdoor exposure at school are not considered close contacts.
- For Los Angeles Campuses: when notifying any individual that they are a close contact of a positive case, the COVID-19 Compliance Officer will provide that individual with a copy of the LACDPH Public Health Emergency Quarantine Order. Notifications that an individual is a close contact will also contain all messages required to be included pursuant to the LACDPH K-12 Exposure Management Plan guidance.
- All MSA campuses will maintain classroom seating charts to facilitate future identification of close contacts.
- In the event of notice of potential exposure,<sup>6</sup> with regards to its employees, the Charter School will follow all steps set forth in its Injury and Illness Prevention Program COVID-19 Addendum.
- **“Highly Protective Mask.”** In some circumstances, masking is required in response to exposure to a confirmed case or following isolation. LAUSD defines this to mean masks that are well-fitting, non-cloth masks of multiple layers with a nose wire, or cloth masks that meet American Society for Testing and Materials (ASTM) standards for high filtration efficiency (ASTM F3502-Level 2) or have a particle filtration efficiency of at least 95%. More information can be found on the Los Angeles County Department of Public Health’s website: <http://publichealth.lacounty.gov/acd/ncorona2019/masks/>.
- **Individual Tracing.** Schools will notify students who spent more than a cumulative total of 15 minutes (within a 24-hour time period) within 6 feet of a confirmed case during their period of infectiousness. The COVID-19 Compliance Task Force for each campus shall conduct contact tracing investigation by conducting interviews, reviewing seating charts and class schedules, and other means necessary to fully investigate possible exposures.
  - Pursuant to LAUSD exposure protocols, Individual Tracing shall be used for investigating employee close contacts.
- **Group Tracing.** Pursuant to LAUSD exposure management protocols, MSA 2, 3, 4, 6, and 8 will use the “group tracing” approach to contact tracing for students. MSA SD shall use Group Tracing for student exposures in the school setting and individual notification for employee exposures and student exposures outside of the school setting. All other MSA campuses shall

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<sup>6</sup> Notice of potential exposure means any of the following: (a) notification from a public health official or licensed medical provider that an employee was exposed to a qualifying individual at the worksite; (b) notification from an employee, or their emergency contact, that the employee is a qualifying individual; (c) notification through the Charter School’s testing protocol that the employee is a qualifying individual; or (d) notification from a subcontracted employer that a qualifying individual was on the school site. (Labor Code § 6409.6, subd. (d)(3).)

have the option to utilize either group tracing or individual contact tracing to track exposures among students or employees, as follows:

- Schools will notify students who spent more than a cumulative total of 15 minutes (within a 24-hour time period) in a shared indoor airspace (e.g., classroom) with someone with COVID-19 during their period of infectiousness.
  - Notification should occur to “groups” of exposed students (e.g., classmates, teammates, cohorts, etc.) rather than contact tracing to identify individual “close contacts” (e.g., those within 6 feet).
  - Notifications should be provided to all individuals considered exposed, including those who are vaccinated and/or recently infected.
- Exposed students, regardless of COVID-19 vaccination status or prior infection, are strongly encouraged to be tested for COVID-19 with at least one diagnostic test obtained within 3-5 days after last exposure. Any FDA-approved antigen diagnostic test, PCR diagnostic test, or pooled PCR test is acceptable for evaluation of an individual’s COVID-19 status. Individuals who have been recently infected should use antigen testing.
- Exposed Students who participate in testing may continue to take part in all aspects of K-12 schooling, including sports and extracurricular activities, unless they develop symptoms or test positive for COVID-19.
- All exposed students, regardless of vaccination status or previous infection, are strongly recommended to remain fully masked indoors and outdoors, unless actively eating or drinking, when around other through day 10 from their last exposure date. Eating and drinking should occur distanced from others. Exposed students will also need to remain masked at all times during sports and extracurricular activities.
  - Students are strongly encouraged but not required to mask following an exposure.

- **Exposure Notification.**

- Notification can be done using an individual notification or group notification method where individuals are notified of their exposure and advised of actions to take, such as testing requirements to remain on campus, in keeping with public health guidance on exposure and quarantine responses.
- School will strongly recommend testing for all students, employees, and visitors in close contact with the confirmed COVID-19 case.

- **Quarantine Procedures.**

- **MSA 1, 5, and 7 Employees** who are fully vaccinated and boosted if eligible are not required to quarantine provided they remain asymptomatic, and 1) monitor for

symptoms, 2) wears a highly protective mask around others indoors for 10 days from exposure, except when eating or drinking; 3), and tests negative using an FDA-authorized viral COVID-19 test on Day 3-5 from exposure. Asymptomatic employees who were previously infected with COVID-19 in the last 90 days are not required to quarantine and are exempt from testing but must mask around others indoors for 10 days after last exposure. Asymptomatic fully vaccinated staff who are not boosted but required to quarantine may remain on site at the school workplace during the quarantine period, however they are required to test once within 3-5 days after the last exposure date. These employees must quarantine from all other non-school settings. All other asymptomatic employee close contacts are required to follow the LACDPH's quarantine instructions as detailed in the LACDPH guidance entitled, "Quarantine and Other Instructions for Close Contacts."<sup>7</sup>

- o **MSA 2, 3, 4, 6, and 8 Employees**, regardless of booster status, can remain at work following exposure to a positive case as long as they monitor for symptoms and remain asymptomatic, wear a highly-protective mask at all times indoors (except when eating or drinking) for ten days following the last date of exposure, and continue to participate in weekly testing. Employees who have had a positive COVID-19 test in the past 90 days are exempt from testing.
- o **MSA SA Employees** who are unvaccinated must be excluded for at least five days after their last close contact with a person who has COVID-19. Quarantine can end after a test taken on Day 5 from exposure is negative, provided that the employee wears a face covering around others for a total of 10 days from last exposure and remains asymptomatic. Employees who are vaccinated but not up to date on boosters may come to work during their quarantine period so long as they remain asymptomatic, wear a face covering when around others for 10 days from last exposure, and receive a negative test result within 3-5 days after last exposure.
- o **MSA SD Employees**, regardless of vaccination status, may remain at work so long as they do not have symptoms, test negative on Day 3-5 from their last exposure, and wear a well-fitting mask indoors around others for at least 10 days following the date of last exposure. Employees who are a close contact with a household member can also remain at work if they do not have symptoms, with testing immediately upon learning that they are a close contact, and on Day 3-5 after the COVID-positive household member completes their isolation period.

**Deleted:** who are fully vaccinated but not boosted, if eligible, are subject to quarantine protocols if they are confirmed as an individual close contact of a confirmed case, unless they have been infected with COVID-19 in the last 90 days. These employees can remain at school or work during the quarantine period, as long as they are asymptomatic and complete weekly COVID-19 testing. These individuals must quarantine at home when not at work, for 10 days following the date of last known exposure, or for 5 days following the date of last known exposure with a negative test result from a test taken on or after Day 5. These individuals shall be required to monitor for symptoms, continue participating in weekly COVID-19 testing, and wear a highly protective mask at all times, except when eating or drinking, for 10 days after last exposure.

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<sup>7</sup> Available at <http://publichealth.lacounty.gov/acd/ncorona2019/covidquarantine/>

- MSA 1, 5, and 7 Students, regardless of vaccination status, may remain on campus following exposure so long as they 1) remain asymptomatic and monitor for symptoms, 2) wear a highly protective mask around others indoors, except when eating or drinking, for 10 days from exposure, and 3) test with an FDA-authorized viral COVID-19 test within 3-5 days after last exposure.
- MSA 2, 3, 4, 6, and 8 Students, regardless of vaccination status, can remain at school following exposure to a positive case as long as they monitor for symptoms and remain asymptomatic, wear a highly protective mask at all times indoors (except when eating or drinking) for ten days following the last date of exposure, and continue to participate in weekly testing. Students who have had a positive COVID-19 test within the last 90 days are exempt from testing.
- MSA SA Students, regardless of vaccination status, may remain on campus following exposure so long as they 1) remain asymptomatic and monitor for symptoms. It is strongly recommended that student close contacts test within 3-5 days after last exposure, unless they have had COVID-19 within the last 90 days.
- MSA SD Students, regardless of vaccination status, may remain on campus so long as they 1) remain asymptomatic and monitor for symptoms, and 2) test negative for COVID-19 between Day 3-5 from last exposure. Students who have had COVID-19 within the last 90 days do not need to test.
- MSA 2, 3, 4, 6, and 8 Quarantine Guidelines for Household Close Contacts  
Individuals who are continuously exposed at home to a household member who has tested positive can remain at school or work as long as they monitor for symptoms and remain asymptomatic, wear a highly protective mask at all times indoors (except when eating or drinking) for ten days after the last date of exposure to the positive household member while infectious, and continue to participate in weekly testing. Individuals are exempt from testing if they have recovered from a confirmed positive COVID-19 test in the past 90 days.

**7. Sanitizing/hygiene materials and practices:**

- The Charter School will develop plans and routines to ensure that students and staff wash or sanitize hands frequently, including upon arrival to campus, after using the restroom, after playing outside and returning to the classroom, before and after eating, and after coughing or sneezing.
- Staff will teach and reinforce proper handwashing technique, avoiding contact with one's eyes, nose, and mouth, using a tissue to wipe the nose, and covering coughs and sneezes.
- The Charter School shall make soap, tissues, no-touch trashcans, face coverings, water and paper towels or dryers for hand washing available. Students and staff should wash their hands

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Deleted: <#>who are identified as close contacts are subject to quarantine protocols unless they are both asymptomatic and have recovered from a previous COVID-19 infection within the last 90 days. These students can remain at school during the quarantine period as long as they are asymptomatic and complete weekly COVID-19 testing. These individuals must quarantine at home when not at school, for 10 days from the date of last exposure, or for 5 days from last exposure if a test taken on or after Day 5 from exposure is negative. All such students shall be required to monitor for symptoms and continue participating in weekly COVID-19 testing.

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Household close contacts with continuous exposure to a household positive must stay at home for a minimum of 10-days following the date of the ... [1]

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for 20 seconds with soap, rubbing thoroughly after application. Soap products marketed as “antimicrobial” are not necessary or recommended.

- Trash cans will be placed near restroom doors and students and staff will be instructed to use a paper towel to prevent touching the handle with their hands.
- A restroom will need to be dedicated for individuals in the isolation area. This restroom must be cleaned and sanitized before other occupants may use it.
- If handwashing stations near classrooms are not practicable, and to facilitate use by students and staff as needed, the Charter School shall make available fragrance-free alcohol-based hand sanitizer that is at least sixty percent (60%) ethyl alcohol. (Note: frequent handwashing is more effective than the use of hand sanitizers). This hand sanitizer will be made available to both students and staff at all strategic locations throughout the Charter School Campus.
- The Charter School will not use hand sanitizer with isopropyl alcohol as the main ingredient.
- Children under age 9 should only use hand sanitizer under adult supervision. Call Poison Control if consumed: 1-800-222-1222.
- Children under age 9 should only use hand sanitizer under adult supervision. Hand sanitizer will also not be left out in the open in classrooms for students under the age of 9.
- The Charter School shall place posters conspicuously that encourage hand hygiene to help stop the spread of COVID-19.
- Employees should visit the CDC’s coughing and sneezing etiquette and clean hands webpage for more information.

**8. Routine cleaning and disinfecting:** The Charter School will maintain a high level of cleanliness throughout the year to help reduce the risk of exposure to and spread of COVID-19 at the school site. In general, cleaning once a day is usually enough to sufficiently remove potential virus that may be on surfaces. Disinfecting (using disinfectants on the [U.S. Environmental Protection Agency COVID-19](#) list) removes any remaining germs on surfaces, which further reduces any risk of spreading infection.

- Custodial staff will perform routine and thorough cleaning once per day, and when students are not present. When cleaning, the space will be aired out before children arrive.
- Routine cleaning practices include, but are not limited to:
  - Using everyday janitorial cleaning supplies and disinfectants for surfaces as floors, tables, desks, counters, sinks, toilets, and other hard-surfaced furniture and equipment;
  - Dusting hard surfaces;
  - Damp wiping of hard surfaces to ensure they are free of debris;
  - Wet mopping of floors;
  - Vacuuming carpets and mats.

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- Health Office areas, including the general health office, isolation area, and quarantine area, may require more frequent cleaning and rapid response, as needed.
- Student restrooms will be serviced at least twice a day and will be fully cleaned and disinfected using electrostatic equipment by the night cleaning crew once per day.
- The Charter School will clean and disinfect areas commonly visited by staff no less than once per day during operating hours and implement a schedule for such cleaning and disinfecting. These areas include, but are not limited to: Break rooms, restrooms, lobbies, classrooms, laboratories, nurse's office, counseling and student support areas, staff offices, and cafeterias.
- The Charter School will clean high touch areas in staff breakrooms at least once per day.
- Cleaning and Disinfection after a Confirmed Case on Campus:
  - If an individual confirmed to have COVID-19 was on campus, the Charter School will complete enhanced cleaning and disinfection procedures in the spaces occupied by the confirmed COVID-19 case.
  - Employees completing this cleaning must wear a mask and gloves at all times and will refer to Material Safety Data Sheets or follow the instructions on the chemical labels.
  - When disinfecting, the Charter School will use an EPA-registered disinfectant that is approved for emerging pathogens.
  - Custodians will focus on immediate areas occupied by the confirmed COVID-19 case.
  - Custodians will clean and disinfect:
    - All non-porous surfaces in the ill occupant's space/office, as well as on shared equipment (like tablets, touch screens, keyboards, remote controls) in bathrooms and shared spaces used by the ill person. Cleaning and disinfection will also focus on high-touch surfaces (e.g. desk, table, hardbacked chair, doorknob, light switch, handle, computer, keyboard, mouse, telephones).
    - On porous surfaces (e.g., carpets, chairs) in the confirmed COVID-19 case's space or office, custodians will remove visible contamination, clean with appropriate cleaners, and disinfect with a liquid/spray indicated for use on the material.
  - The space(s) where the confirmed COVID-19 case was present may be reoccupied once these cleaning and disinfection procedures have been completed.
- The Charter School will ensure proper ventilation during all cleaning and disinfecting. Staff are encouraged to introduce fresh outdoor air as much as possible, by opening windows where practicable.
- The Charter School will comply with [CDPH Guidance on Ventilation of Indoor Environments and Ventilation and Filtration to Reduce Long-Range Airborne Transmission of COVID-19](#)

[and Other Respiratory Infections: Considerations for Reopened Schools](#) to the greatest extent practicable for each facility.

- All frequently touched surfaces in the workplace, such as chairs, desks, tables, keyboards, telephones, handrails, light switches, sink handles, restroom surfaces and door handles, will be routinely cleaned.
- Staff will be trained as appropriate in the chemical hazards, manufacturer's directions, and Cal/OSHA requirements for safe and correct application of cleaning and disinfectant agents in accordance with the Healthy Schools Act guidance from the California Department of Pesticide Regulation and Cal/OSHA.
- When choosing disinfecting products, the Charter School will use those approved for use against COVID-19 on the Environmental Protection Agency (EPA)- approved list "N" and require staff to follow product instructions. MSA-2, 3, 4, 6, and 8 will use disinfectants from the LAUSD's List of Approved Hand Sanitizers and Disinfectants.
  - To reduce the risk of asthma and other health effects related to disinfecting, the Charter School will select disinfectant products on list N with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid) as recommended by the US EPA Design for Environment program.
  - The Charter School will avoid products that contain peroxyacetic (peracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can cause asthma.
  - Staff shall follow label directions for appropriate dilution rates and contact times.
  - The Charter School will establish a cleaning and disinfecting schedule in order to avoid both under- and over-use of cleaning products.

Subject to available resources, disposable disinfecting wipes shall be made available so that employees can wipe down commonly used surfaces (e.g., doorknobs, keyboards, remote controls, desks, other work tools and equipment) before each use. Disinfectant wipes and sprays will be kept away from students.

**2. Facility measures:** The Charter School will incorporate CDE guidance measures for maintaining a healthy facility, to include some or all of the following:

- Maintenance staff will regularly inspect and test ventilation systems and fans to confirm they operate properly and will increase circulation of outdoor air as much as possible by opening windows and doors and other methods.
- Windows and doors should not be opened if doing so poses a safety or health risk by exacerbating seasonal allergies or asthma symptoms.

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- The Charter School will consider alternatives, such as increased central air filtration (targeted filter rating of at least MERV 13) if opening windows poses a safety or health risk to persons using the facility.
- HVAC systems will be set to maximize indoor/outdoor air exchanges unless outdoor conditions (recent fire, high outdoor temperature, humidity, and pollen levels) make this inappropriate.
- If an HVAC system becomes nonoperational, additional ventilation should be provided with the use of fans or relocating classes until repairs are completed.
- The COVID-19 isolation and quarantine areas should be outdoors when feasible to maximize ventilation and minimize exposures to COVID-19 infection. Under no circumstances should an isolation or quarantine area be in a room without a functioning HVAC system.
- Maintenance staff will ensure that all water systems and features (e.g., drinking fountains) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.
- Consider installing additional temporary handwashing stations at all school entrances and near classrooms to minimize movement and congregation in bathrooms.
- Consider installing privacy boards or clear screens to increase and enforce separation between staff and students.

#### 10. Extracurricular Activities:

- All extracurricular activities operated by or supervised by school personnel or occurring on a school site, whether or not occurring during school hours, will be undertaken in compliance with this policy and all required public health measures applicable to K-12 schools. This applies to sports, band, chorus, clubs, and other similar activities and organizations. All MSA campuses will operate and supervise extracurricular activities in compliance with the latest California Department of Public Health K-12 guidance and any other relevant state or county guidance on sports and extracurricular activities.
- MSA Los Angeles sports programs will observe all required elements of the most updated version of the Los Angeles County Department of Public Health's "COVID-19 Exposure Management Plan Guidance, Youth Recreational Sports Programs" and the Los Angeles County Department of Public Health's "Protocol for Organized Youth Sports: Appendix S" in addition to any future binding guidance applicable to K-12 youth sports programs.
  - Each Los Angeles campus's COVID-19 Compliance Officer shall fulfill the duties of the COVID-19 Organized Youth Sports Program Compliance Officer, as those duties are described in LACDPH's sports-related COVID-19 guidance.

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**9. Physical distancing:** The Charter School will incorporate CDPH and CDE guidance with respect to physical distancing between students on campus as much as is feasible, including maximizing physical distance as much as possible while eating (especially indoors), using additional spaces outside of the cafeteria for mealtime seating such as classrooms or the gymnasium can help facilitate distancing, and arrange for eating outdoors as much as feasible. ¶

In areas where physical distancing is not feasible, clear plastic or solid surface barriers that can be cleaned often may be used. ¶

Employees will be encouraged to eat outdoors. They may also eat at their desk or cubicle if these areas are enclosed as a separate room, provide more distance, or include barriers. ¶

- Each Los Angeles campus's COVID-19 Compliance Officer shall ensure that the required LACDPH youth sports exposure management protocols are followed in accordance with current guidance.
- Each Los Angeles campus's COVID-19 Compliance Officer shall ensure that all mandatory testing required by the LACDPH's youth sports guidance is conducted in accordance with current guidance.
- All MSA extracurricular programs will keep updated rosters of all participating students and staff to facilitate identification of close contacts.
- Students of MSA 2, 3, 4, 6 and 8 will not be permitted to participate in extracurricular activities starting October 31, 2021, unless they provide proof of COVID-19 vaccination through the Daily Pass system.
- Indoor mask use remains an effective layer in protecting against COVID-19 infection and transmission, including during sports, music, and related activities, especially activities with increased exertion and/or voice projection, or prolonged close face-face contact.

Accordingly:

- Masks are strongly recommended indoors at all times for teachers, referees, officials, coaches, and other support staff.
- Masks are strongly recommended indoors for all spectators and observers.
- Masks are strongly recommended indoors at all times when participants are not actively practicing, conditioning, competing, or performing. Masks are also strongly recommended indoors while on the sidelines, in team meetings, and within locker rooms and weight rooms.
- When actively practicing, conditioning, performing, or competing indoors, masks are strongly recommended by participants even during heavy exertion, as practicable. Individuals using instruments indoors that cannot be played with a mask (e.g., wind instruments) are strongly recommended to use bell coverings and maintain a minimum of 3 feet of physical distancing between participants. If masks are not worn (or bell covers are not used) due to heavy exertion, it is strongly recommended that individuals undergo screening testing at least once weekly, unless they had COVID-19 in the past 90 days. An FDA-authorized antigen test, PCR test, or pooled PCR test is acceptable for evaluation of an individual's COVID-19 status.

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**11. Use of Face Coverings:** The Charter School will follow CDPH, CDE and CDC guidance and state and local health orders on the use of face coverings. All staff are encouraged to review the

CDPH and CDC guidance on cloth face coverings; face coverings must be used in accordance with CDPH Guidance and this Policy unless a person is subject to exemption.

- All MSA students are strongly recommended but no longer required to wear a face mask when indoors at any Charter School Campus building, bus, or other enclosed space. Individuals must still wear masks when entering a Nurse's office, COVID-19 testing site, symptom and wellness check area, isolation or quarantine area, or other medically sensitive area.
- No person at any MSA campus can be prevented from wearing a mask as a condition of participation in an activity or entry into the school site unless wearing a mask would pose a safety hazard.
- Charter School employees at the Home Office—which is not a school site—are permitted to forego indoor masking so long as the Charter School performs all verifications required under Section 4(c) of the current LACDPH Order of the Health Officer (2/23/2022).
- Face masks—to the extent they are required—are required without regard to vaccination status.
- Face masks and face shields, if required, may be removed for meals, snacks, naptime, showers, or outdoor recreation, or when needing to be replaced. When any type of face covering is temporarily removed, it should be placed in a clean paper bag (marked with the student's name and date) until it needs to be put on again.
- The Charter School will provide face coverings for students and staff who lose their face coverings or forget to bring them to school.
- Employees should wear a clean face mask to work every day if still required to wear one.
- Employees are expected to teach and reinforce proper use of face coverings, and in limited circumstances, face shields.
- The Charter School will post signs regarding the need for, proper use, removal, and washing of face coverings and shall educate students, particularly younger elementary school students, on the rationale and proper use of face coverings.
- When pedagogically necessary, Teachers still subject to an indoor face mask requirement may use clear plastic face shields with an appropriate seal (cloth covering extending from the bottom edge of the shield and tucked into the shirt collar) or transparent masks in certain limited situations in the classroom to enable students to see their faces and avoid potential barriers to phonological instruction as long as the wearer maintains physical distance from others to the extent practicable. Staff must return to wearing their normal surgical-grade face covering at all other times, unless otherwise exempted.
- The Charter School will evaluate any employee's request for accommodation from the Charter School's facial covering policy/requirement pursuant to the MPS Employee

Handbook and applicable law for all lawfully recognized accommodations. Employees requesting an accommodation from the facial covering policy/requirement must provide appropriate documentation and contact human resources.

- Per Los Angeles County Department of Health Guidance, employees based in Los Angeles County who are granted exemptions from wearing a mask while indoors must undergo COVID-19 testing at least twice per week, unless the employee provides proof of full vaccination against COVID-19 and proof of receipt of any vaccine booster to which the employee is eligible.
- Accommodations for students:
  - Pursuant to CDPH Guidance on the use of face masks, individuals with a medical condition, mental health condition, or disability that prevents wearing a mask are to be accommodated with an exemption from mask wearing. This includes those who are hearing impaired as well as those who communicate with the hearing impaired.
  - If a student cannot wear a mask due to a medical condition, mental health condition, or disability, he or she should wear the next most effective alternative that can be tolerated, such as a transparent face shield with a cloth draping sealing the bottom.
  - Parents/guardians who believe their student may need an accommodation from the Charter School's facial covering policy and requirement should contact the Charter School principal.
  - Upon receipt of appropriate documentation, the Charter School will evaluate requests for accommodation and determine what, if any accommodations the Charter School can provide.
  - Assessment of whether a medical condition, mental health condition, or disability warrants a mask accommodation is a medical determination that must be made by a physician, nurse practitioner, physician assistant. Self-attestation and parental attestation for mask exemptions due to the aforementioned conditions do not constitute medical determinations.
  - Students exempted from wearing a mask or face shield, where they are still required, are strongly encouraged to be vaccinated against COVID-19 and to receive boosters when eligible and to be tested for COVID-19 at least twice a week. If a student is exempt from wearing any type of face covering and is not vaccinated, the Charter School shall implement physical distancing and other isolation measures to the greatest degree feasible.

**12. Use of Gloves and Personal Protective Equipment:** The Charter School is no longer required by emergency public health orders to require the use of gloves and personal protective equipment. Any employee or student who wishes to wear gloves and/or personal protective equipment beyond the required facial coverings may do so, provided that they dispose of them safely and appropriately and do not wear gloves or personal protective equipment of a type or in a manner that interferes with their ability to perform their duties. Upon request, the Charter School will provide gloves, a protective gown, and/or a well-fitting medical grade mask to any employee dealing with sick children, performing cleaning or disinfection, or when, otherwise working indoors in close contact with others or when there is heightened likelihood of contact with respiratory secretions or other bodily fluid.

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**13. Support for Students at Increased Risk of Becoming Infected or Unrecognized Illness.** Pursuant to state and local health guidance, the Charter School has developed the following measures to mitigate the risk of COVID-19 to vulnerable student groups:

- The Home Office COVID-19 Response Team or designee will review student health plans, including 504 Plans, to identify students who may need additional accommodations to minimize potential exposure.
- The Home Office COVID-19 Response Team or designee will develop a process for engaging families for potentially unknown concerns that may need to be accommodated.
- The Charter School will identify additional preparations for classroom and non-classroom environments as needed to ensure the safety of students at increased risk of becoming infected or having unrecognized illness. Persons who might be at increased risk of becoming infected or having unrecognized illness include the following:
  - Individuals who have limited mobility or require prolonged and close contact with others, such as direct support providers and family members;
  - Individuals who have trouble understanding information or practicing preventive measures, such as hand washing and physical distancing; and
  - Individuals who may not be able to communicate symptoms of illness.
- The Charter School is prepared for opening to provide Free Access to Public Education (“FAPE”) in the least restrictive environment (“LRE”) for each student. All students with disabilities will receive services according to their IEP. In accordance with IDEA, it is critical to reinforce the understanding that students receiving special education services, or 504 accommodations are general education students first. Balancing the educational needs with the health and well-being of students and staff is our top priority.
- Every child and adolescent with a disability is entitled to FAPE and is entitled to special education services based on their individualized education program (IEP). The Charter School

continuously review and problem solve to balance safety and service needs. In order to provide the required level of safety, systems, processes and service delivery models have been reviewed. Adherence to social distancing guidelines will be followed as feasible except for instances when the services outlined in a specific IEP call for closer proximity. This will be evaluated on a case-by-case basis. For example, additional provision of PPE supplies to staff (gloves, gowns, face shields and Plexiglas dividers) who are required to deliver hand-over-hand instruction or hygiene service needs for students.

- Evaluations and Timelines:
  - All IDEA/ADA compliance timelines will be followed on schedule and in accordance with IDEA/ADA regulations. IEP Team meetings and 504 meetings that were missed due to the March school facility closures will be rescheduled and conducted as soon as possible, if not already conducted. All IEP team meetings and 504 meetings will be conducted virtually until the use of school facilities return to normal operations.
- Services:
  - The IDEA allows for flexibility in determining how to meet the individualized needs of students receiving special education services. State guidelines for the delivery of special education and related services will be implemented while protecting the health and safety of students as well as the individuals providing the services.
  - If a student is unable to access their education in person due to medical or other circumstances, including the inability to wear a face covering, alternative means of delivering these services will be provided.
  - The Charter School will provide appropriate protective equipment relative to the responsibilities of all Support Service Staff and disability needs.
  - All Staff and students will receive training on the appropriate use of PPE and healthy hygiene practices that are proven to mitigate the spread of COVID-19.
- The Charter School will identify additional preparations for classroom and non-classroom environments as needed to ensure the safety of students at increased risk of becoming infected or having unrecognized illness. Persons who might be at increased risk of becoming infected or having unrecognized illness include the following:
  - Individuals who have limited mobility or require prolonged and close contact with others, such as direct support providers and family members;
  - Individuals who have trouble understanding information or practicing preventive measures, such as hand washing and physical distancing; and
  - Individuals who may not be able to communicate symptoms of illness.



**14. COVID-19 Vaccination Policy for Employees.** The Charter School has adopted the following COVID-19 employee vaccination policy (“Employee Vaccination Policy”). The purpose of this Employee Vaccination Policy is to protect the health, safety, and well-being of all Charter School employees, students, families, and stakeholders to the maximum extent possible, and to facilitate a safe and meaningful return to in-person instruction. The Charter School drafted this policy in compliance with all applicable federal and state laws, including guidance from the Equal Employment Opportunity Commission (“EEOC”), Centers for Disease Control and Prevention (“CDC”), the California Department of Public Health (“CDPH”), and local health authorities.

- Pursuant to the California “State Public Health Officer Order of August 11, 2021,” (“Order”) all employees, volunteers, contractors, vendors or any other adult supporting Charter School functions on any MSA -1, 5, Santa Ana, and San Diego campuses must either provide the School with proof of COVID-19 vaccination status or test for COVID-19 at least once per week. For employees, this directive is a condition of both employment and continued employment.
- Pursuant to the LAUSD’s August 13, 2021 communication entitled “COVID-19 Vaccination Requirement for Employees and Other Adults Working at District Facilities.”, all employees, contractors, and other adults providing services at any District-owned school site, must be fully vaccinated against COVID-19 no later than October 15, 2021. This directive is a condition of both employment and continued employment. **This policy applies to MSA-2, 3, 4, 6, and 8.**
- Pursuant to the LAUSD’s December 16, 2021 communication entitled “Charter School COVID-19 Vaccination Compliance Certification Regarding Employees and/or Other Adults Providing Services to or for the Charter School on Any Site Including Non-District Property Occupied by Any District Authorized Charter School,” the LAUSD employee vaccine mandate will apply to all LAUSD-authorized charter schools, whether on District-property or not. **This policy applies to MSA-7.**
  - Under this policy, all employees of LAUSD-authorized schools, as well as all other adults who provide services to or for the Charter School, must become fully vaccinated against COVID-19 by June 30, 2022.
  - Unlike LAUSD’s employee vaccine mandate for charter schools located on District-owned campuses, this policy permits the school to grant reasonable accommodations from vaccination to employees and other adults providing services at the school.
  - No employee or other adult providing services to MSA 7 will be permitted on campus if they have not either become fully vaccinated against COVID-19 or received an accommodation from MSA-7 by June 30, 2022.

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- MSA-7 shall prepare and carry a process for fielding requests for exemptions and shall establish in writing how its reasonable accommodation process is aligned with the goal of protecting the health and safety of all students, staff, and the school community against the threat of COVID-19.
- Employees and adults providing services at MSA-7 who need an exemption from vaccination must contact the MSA-7 Compliance Task Force as soon as possible if they need an exemption from vaccination.
- Furthermore, pursuant to this policy, MSA 7 must be prepared to provide LAUSD with any and all documents/records demonstrating that it is monitoring its employees and other adults who provide services to or for the Charter School and otherwise relating to the Charter School's compliance with LAUSD requirements.

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- **Proof of COVID-19 Vaccination:**

- Consistent with applicable law, the Charter School will only accept the following forms of proof of COVID-19 vaccination:
  - COVID-19 Vaccination Record Card (issued by the Department of Health and Human Services Centers for Disease Control & Prevention or WHO Yellow Card) which includes name of person vaccinated, type of vaccine provided and date last dose administered); OR
  - A photo of a Vaccination Record Card as a separate document; OR
  - A photo of the client's Vaccination Record Card stored on a phone or electronic device; OR
  - Documentation of COVID-19 vaccination from a health care provider; OR
  - Digital record that includes a QR code that when scanned by a SMART Health Card reader displays to the reader client name, date of birth, vaccine dates and vaccine type; OR
  - Documentation of vaccination from other contracted employers who follow these vaccination records guidelines and standards.
- Any MPS employees, volunteers, contractors, vendors or any other adult supporting Charter School functions on any MPS campus who either fails to provide proof of COVID-19 or provides proof of vaccination that is not consistent with the above-referenced acceptable forms of proof will be deemed unvaccinated.
- Employees may their submit proof of COVID-19 vaccination to the MPS Human Resources Department.
- The Charter School will securely maintain the confidentiality of employee COVID-19 vaccination data in strict compliance with all applicable legal authority.

- **COVID-19 Employee Testing:**

- Pursuant to the Order, all MPS employees, volunteers, contractors, vendors or any other adult supporting Charter School functions on any MSA-1, 5, 7, Santa Ana, and San Diego campuses who are either unvaccinated or incompletely vaccinated must undergo COVID-19 testing (PCR only) at least once per week.
- Previous history of COVID-19 from which the individual recovered more than ninety (90) days earlier, or a previous positive antibody test for COVID-19, do not waive this requirement for testing.
- As outlined above, all employees at any MSA-2, 3, 4, 6, and 8 campuses must test for COVID-19 at least once per week, regardless of COVID-19 vaccination status, as directed by the LAUSD.
- **Accommodations:** Employees may request an accommodation from COVID-19 vaccinations and/or COVID-19 testing due to a medical issue or sincerely held religious belief, practice or observance that may prevent an employee from vaccinating or testing for COVID-19. Upon receiving a request for accommodation from COVID-19 testing and/or vaccinations, the Charter School will engage in the interactive process and determine what, if any accommodations can be provided. However, the Charter School may not be required to provide an employee with an accommodation, should it result in a direct threat to health and safety at the School or to the employee or if the accommodation will cause an undue hardship for the School, among other reasons.
- **Compliance Period:**
  - Employees at the MSA -1, 5, Santa Ana, and San Diego campuses must submit proof of COVID-19 vaccination to the Charter School before October 15, 2021. Such employees who fail to submit proof of COVID-19 vaccination before this date will be deemed unvaccinated and must be required to test for COVID-19 at least once per week. On or after October 15, 2021, employees to fail to test for COVID-19 will be deemed in non-compliance with this policy, absent an approved, legally recognized accommodation from such testing.
  - Employees at MSA-2, 3, 4, 6, and 8 campuses must submit proof of COVID-19 vaccination to the Charter School before October 15, 2021. Such employees who fail to submit proof of COVID-19 vaccination before this date will be deemed in non-compliance with this policy, absent an approved, legally recognized accommodation from such testing.
  - Employees at MSA-7 must submit proof of vaccination to the Charter School at a time to be determined by the LAUSD.
- **Non-Compliance:**

- Any employee deemed to be in non-compliance with this policy may be subject to disciplinary action, up to and including termination from at-will employment.
- The Charter School reserves the right to refuse entry to campus to any volunteer, vendor, contractor other adult supporting Charter School functions, should they fail to comply with the proof of vaccination and testing directives as stated in this Policy.
- All employees who have not yet vaccinated should do so outside of working hours. Employees who demonstrate they are unable to get vaccinated outside working hours may use either COVID-19 Supplemental Paid Sick Leave or accrued sick leave for time spent attending a COVID-19 vaccination appointment. In such cases, employees must consult with their supervisors regarding the best time to be excused to receive the vaccine and are responsible for arranging coverage during their absence to get vaccinated, if applicable.
- Employees who experience symptoms related to a COVID-19 vaccine that prevent the employee from being able to work or telework may be entitled to COVID-19 Supplemental Paid Sick Leave, if available and upon request.
- The Charter School will not discriminate, harass, or retaliate against any employee for receiving the COVID-19 vaccine or for electing not to receive the COVID-19 vaccine. However, the School reserves the right to appropriately discipline an employee for non-compliance with this policy, consistent with applicable law.
- As public health and legal guidance regarding COVID-19 vaccinations evolves, the Charter School reserves the right to revise this Employee Vaccination Policy. Upon any revision to this Employee Vaccination Policy, the Charter School will provide immediate notice in writing to all employees.
- Employee with any questions regarding the Charter School's Employee Vaccination Policy may contact Human Resources Department at [hr@magnoliapublicschools.org](mailto:hr@magnoliapublicschools.org).

**15. COVID-19 Vaccination Policy for Students.** The Charter School has adopted the following COVID-19 student vaccination policy ("Student Vaccination Policy"). The purpose of this Student Vaccination Policy is to protect the health, safety, and well-being of all Charter School employees, students, families, and stakeholders to the maximum extent possible, and to facilitate a safe and meaningful return to in-person instruction. The Charter School drafted this policy in compliance with all applicable federal and state laws, including guidance from the Equal Employment Opportunity Commission ("EEOC"), Centers for Disease Control and Prevention ("CDC"), the California Department of Public Health ("CDPH"), and local health authorities.

- Pursuant to the directive of the Los Angeles Unified School District, all students of MSA-2, 3, 4, 6, 7, and 8 who are eligible to receive COVID-19 vaccination must be vaccinated against COVID-19 by the first day of the 2022-2023 school year, unless medically

exempted, or they will not be permitted on campus. At this time, the Student Vaccination Policy applies only to students at MSA-2, 3, 4, 6, 7, and 8.

- **Proof of Vaccination.**

- Vaccination status can only be proven by one of the following methods acknowledged by the California Department of Public Health:
  - COVID-19 Vaccination Record Card (issued by the Department of Health and Human Services Centers for Disease Control and Prevention or WHO Yellow Card) which includes the name of the person vaccinated, type of vaccine provided and date last dose administered; OR
  - A photo of a Vaccination Record Card as a separate document; OR
  - A photo of the client's Vaccination Record Card stored on a phone or electronic device; OR
  - Documentation of COVID-19 vaccination from a health care provider; OR
  - Digital record that includes a QR code that when scanned by a SMART Health Card reader display to the reader client name, date of birth, vaccine dates and vaccine type.

- **Parental Consent.**

- Parent/guardian consent is required for vaccination of students 12-17 years of age.
- A student consent form is available at the Daily Pass Portal at <https://DailyPass.lausd.net> and is included to be filled out as part of the process of making an appointment to receive COVID-19 vaccination from the Los Angeles Unified School District.
- Parents/guardians may be present at, but will not be required to attend, their child's appointment to receive a COVID-19 vaccination from the Los Angeles Unified School District.

- **Compliance Requirements.**

- To provide proof of vaccination, parents/guardians must upload adequate documentary proof of vaccination to the Daily Pass system and ensure that the information appears in the "Vaccinations" tab of their student's Daily Pass. Students vaccinated by the Los Angeles Unified School District do not need to submit their vaccination record, as it will be automatically updated following receipt of the vaccine.
- At this time, the Pfizer-BioNTech COVID-19 vaccine is the only vaccine approved for individuals aged 12 to 17. Students who are 18 or older may also use the Johnson & Johnson or Moderna vaccine to satisfy the vaccination requirement.

- To meet the deadlines imposed by the Los Angeles Unified School District for student vaccination, students aged 12+ should receive their first dose of the Pfizer-BioNTech vaccine no later than 5 weeks prior, and second shot no later than two weeks prior, to the vaccination requirement deadline. To meet the vaccination deadline, students aged 18+ should receive the single dose of the Johnson & Johnson vaccine no later than two weeks prior to the vaccination deadline. And, to meet the deadline using the Moderna vaccine, students should receive their first shot no later than 6 weeks prior to their deadline with their second shot coming no later than two weeks prior to the vaccination requirement deadline.
- Students of MSA 2, 3, 4, 6 and 8 who are 12 and older will not be permitted to participate in extracurricular activities starting October 31, 2021, unless they provide proof of COVID-19 vaccination through the Daily Pass system.
- **Exemptions and Conditional Admissions.**
  - Parents/guardians may apply for exemptions from the COVID-19 vaccine requirements only for medical reasons. The medical exemption process must be followed with the completion of the *Student Medical Exemption to the COVID-19 Vaccine* form and its submission via the Daily Pass portal.
  - Students who are not in compliance by the deadline may be conditionally admitted if they are in one of the following groups: 1) foster youth, 2) experiencing homelessness, 3) migrant, 4) military family, or 5) has an IEP.
  - There are no religious or personal belief exemptions to the Student Vaccination Policy. Because this Student Vaccination Policy is implemented at the directive of the Los Angeles Unified School District, the Charter School cannot grant exemptions outside of those granted through the District's Daily Pass process.
- MSA 2, 3, 4, 6, 7, and 8 students who fail to comply with the Student Vaccination Policy by the first day of Fall Semester 2022, will be excluded from physically entering campus.
- MSA 2, 3, 4, 6, and 8 students will still be required to comply with all COVID-19 testing frequencies mandated by the Los Angeles Unified School District without regard to vaccination status.

**16. Communications to the Charter School Community:** The Charter School will keep families, staff, and the community informed, engaged, and in touch as the new school year begins, by implementing the following communications measures:

- The Charter School will engage with families and staff to develop strategies to prepare and respond to the COVID-19 emergency, including guidelines for families about when to keep students home from school and other topics.

- Communications will include a process for engaging families for potentially unknown concerns that may need to be accommodated.
- Prior to the start of the school year, the Charter School will communicate to staff, students, and parents about new, COVID-19-related protocols, including:
  - Proper use, removal and washing of face coverings.
  - Screening practice.
  - How COVID-19 is spread.
  - COVID-19 specific symptom identification.
  - Preventing the spread of COVID-19 if you are sick, including the importance of not coming to work if staff members have symptoms, or if they or someone they live with has been diagnosed with COVID-19, including pertinent isolation and quarantine policies.
  - Local community testing sites and options for obtaining COVID-19 testing from private medical providers, including any testing arranged by the Charter School.
  - Guidelines for employees regarding COVID-19 specific symptom identification and when to seek medical attention.
  - Guidelines for families about when to keep students home from school.
  - Systems for self-reporting symptoms.
  - Criteria and plan to close schools again for physical attendance of students.
  - Changes in Charter School extracurricular, academic, and meal programs to help prevent the spread of COVID-19.
  - Contact information at the Charter School for students who may have been exposed to COVID-19.
  - Charter School contact information if a student has COVID-19 symptoms or may have been exposed to COVID-19.
- The Charter School will provide information to parents and guardians regarding this Policy and related guidance, along with the safety measures that will be in place in indoor and outdoor settings with which parents and guardians must comply.
- This Policy will be posted at all public entrances to the Charter School campus.
- The Charter School will develop a communications plan for implementation if the school has a positive COVID-19 case in accordance with CDPH and CDE guidelines.

The MPS CEO/Superintendent is authorized to implement changes or additions to this policy in order to ensure compliance or consistency with new or revised orders or guidance from local, county, state or federal authorities (“Agencies”), to take any and all actions consistent with orders and guidance from the Agencies that is not specifically addressed by this policy, and to

ensure compliance with the Charter School’s charter petition. The MPS CEO/Superintendent shall provide the Board with regular updates as to actions taken pursuant to this section.

**Appendix**

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**Site Specific Planning Form**

This document has been included to align with the Los Angeles Unified School District’s (“LAUSD”)’s COVID-19 Containment, Response and Control Plan (“Containment Plan”). Pursuant to the LAUSD’s Containment Plan, the LAUSD is requiring all Los Angeles Unified



schools complete this form, along with the pre-filled versions of the Los Angeles County Department of Public Health COVID-19 Reopening Protocols for K-12 Schools: Appendices T1 and T2 documents.

School Name: \_\_\_\_\_

Date Last Revised: \_\_\_\_\_

**School Address:** \_\_\_\_\_

**Location Code:** \_\_\_\_\_

School Phone Number: \_\_\_\_\_

**Campus Density**

- Approximate Square Footage open: \_\_\_\_\_
- Maximum Student Capacity: \_\_\_\_\_
- Maximum Number of Staff with physical distancing: \_\_\_\_\_
- Total Number of Students Enrolled: \_\_\_\_\_
- 25% of Total Number of Students Enrolled: \_\_\_\_\_
- In-person class size is limited to: \_\_\_\_\_
- The **maximum** number of students & staff permitted on campus at any one time to ensure no more than 25% of total student body and to maximize physical distancing is:

Specialized Services for defined subgroups of children (T1)			
Enter the estimated total number of students that will return per grade (if none, enter 0)			
TK:	3:	5:	9:
K:	4:	6:	10:
1:	5:	7:	11:
2:	6:	8:	12:
Estimated total number of administrators, teachers, and other employees on campus supporting resumption of all permitted in-person services for students: _____			

Services

The [Grab & Go Food Center](#) located closest to this school is at:

- School Name: \_\_\_\_\_
- Address: \_\_\_\_\_

The [COVID-19 Test Center](#) located closest to this school is at:

- School Name: \_\_\_\_\_
- Address: \_\_\_\_\_

[School COVID-19 Compliance Task Force](#)

Name	Job Title	Role
	(Principal)	Leader
		COVID-19 Compliance Officer
	(School Administrative Assistant)	Attendance Monitor
	(Plant Manager)	Cleaning/Disinfecting Operations
	(School Nurse)	Exposure Management Advisor
		Health Office Manager
		Data Collection Manager

**Health Office Set-up and Staff**

Type of Health Office	Indoor vs. Outdoor	Location	Staff Person(s)	Alternate	Runner
General Health Office (Non-COVID)					
Isolation Area (Recommended Outdoors)					
Quarantine Area					

[School Communications](#)

The following information was sent to parents/students prior to the start of in-person services: (check all that apply)	
<input type="checkbox"/> Isolation and quarantine policies as they apply to students who have symptoms or may have been exposed	<input type="checkbox"/> Options for COVID-19 testing if the student or a family member has symptoms or exposure to COVID-19
<input type="checkbox"/> Changes in school meals to avert risk	<input type="checkbox"/> Required use of face coverings
<input type="checkbox"/> How to conduct a symptom check before students leave home for school	<input type="checkbox"/> Changes in academic and extracurricular programs to avert risk

<input type="checkbox"/> Importance of student compliance with physical distancing and infection control policies	<input type="checkbox"/> Who to contact at the school if students have symptoms or may have been exposed
<input type="checkbox"/> School policies concerning parent visits to school and advisability of contact the school remotely	<input type="checkbox"/> Importance of providing up-to-date emergency contact information, including multiple parent contact options

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Updated on 05/05/2022

### HEALTH AND SAFETY POLICY FOR COVID-19

It is the policy of Magnolia Public Schools (“Charter School”) to take all reasonable measures to prevent the spread of the novel coronavirus disease (“COVID-19”) among students and staff. In accordance with this policy, the Charter School is temporarily implementing health and safety measures to mitigate the spread of COVID-19 as the Charter School resumes in-person instruction. This policy recognizes that these measures are each designed to provide some protection against COVID-19. While there may be times when one measure may not be feasible, implementing alternative measures can provide additional layers of safety. This Policy includes both mandatory measures (using terms “shall” or “will”) as well as recommended measures intended to guide decisions in light of practical limitations.

This Policy is based on guidance provided by the Centers for Disease Control (“CDC”), the California Department of Education (“CDE”), the California Department of Public Health (“CDPH”), and relevant county public health officials. The Governor and each county public health official is vested with the authority to impose health and safety standards, which may vary by locality in response to different local conditions. The Charter School will, as necessary, consult with their county health officer, or designated staff, who are best positioned to monitor and provide advice on local conditions to individually determine whether more or less stringent measures are necessary to align with the applicable public health orders. The Charter School will fully cooperate with county public health officials regarding the screening, monitoring and documentation that will be required to permit careful scrutiny of health outcomes associated with the return to in-person instruction on Charter School campuses.

This Policy constitutes the COVID-19 Infection Control Plan for each Charter School worksite. Prior to resuming in-person instruction, the Home Office COVID-19 Response Team shall perform a comprehensive risk assessment of all work areas and work tasks in accordance with guidance from CDPH and this Policy. The following staff member(s) is (are) responsible for implementing this Policy at each campus:

<b>School Name</b>	<b>Staff Members</b>	<b>Phone Number</b>
Magnolia Science Academy-1	Home Office COVID-19 Response Team	213-628-3634
	MSA-1 Compliance Task Force Team	818-609-0507
Magnolia Science Academy-2	Home Office COVID-19 Response Team	213-628-3634
	MSA-2 Compliance Task Force Team	818-758-0300
Magnolia Science Academy-3	Home Office COVID-19 Response Team	213-628-3634
	MSA-3 Compliance Task Force Team	310-637-3806
Magnolia Science Academy-4	Home Office COVID-19 Response Team	213-628-3634
	MSA-4 Compliance Task Force Team	310-473-2464
Magnolia Science Academy-5	Home Office COVID-19 Response Team	213-628-3634
	MSA-5 Compliance Task Force Team	818-705-5676
Magnolia Science Academy-6	Home Office COVID-19 Response Team	213-628-3634
	MSA-6 Compliance Task Force Team	310-842-8555
Magnolia Science Academy-7	Home Office COVID-19 Response Team	213-628-3634
	MSA-7 Compliance Task Force Team	818-886-0585
Magnolia Science Academy-8	Home Office COVID-19 Response Team	213-628-3634
	MSA-8 Compliance Task Force Team	323-826-3925
Magnolia Science Academy-Santa Ana	Home Office COVID-19 Response Team	213-628-3634

	MSA-SA Compliance Task Force Team	714-479-0115
Magnolia Science Academy-San Diego	Home Office COVID-19 Response Team	213-628-3634
	MSA-SD Compliance Task Force Team	619-644-1300
MPS Home Office	Home Office COVID-19 Response Team	213-628-3634

In addition to in-person instruction, the Charter School will also offer optional independent study as an alternative to in-person instruction in the 2021-22 school year. Independent study will also be made available for students for whom in-person instruction poses a heightened risk of infection.

**1. Limited Access to Campus.** As school campuses open for fully in-person instruction in the 2021-22 school year, California public health authorities have relaxed restrictions on access to school campuses; however, the ongoing threat of COVID-19 and the public health orders in effect necessitate that the following precautions be maintained:

- The Charter School may limit nonessential visitors' access to the Charter School campus and may limit the number of students and staff with whom they come into contact, based on, among other factors, the current levels of community transmission, the vaccination status of any such visitor, and the relative importance of the visit's purpose.
- The Charter School will exclude from the campus any employee, student, parent, caregiver or visitor who refuses to take or does not pass a Wellness and Temperature Screening.
- All visitors to a Charter School Campus are strongly encouraged to wear a face mask while inside any Charter School building, vehicle, or other enclosed space.
- Any parent or guardian picking up a student who has been placed on isolation or quarantine must stay outside campus and the student will be brought to them for dismissal.
- Signage shall be posted at all public entrances to the Charter School warning visitors not to enter if they have COVID-19 symptoms.
- Students excluded from campus on the basis of an elevated temperature or other COVID-19 related symptoms may be provided with Independent Study opportunities to support their academic success to the greatest extent possible during exclusion.
- Students and employees who are well but who have a household member that has been diagnosed with COVID-19 are directed to notify the COVID-19 Compliance Officer, who will consult with other Charter School staff to determine whether the student or staff member can

continue coming to school with a modified quarantine in light of current guidance and this Policy.

- Per Cal/OSHA requirements, the Charter School shall exclude staff members who have symptoms consistent with COVID-19 or who have had a close contact with a positive COVID-19 case and are not vaccinated.
- Health and safety standards and procedures shall be applied equally to all users of a public school campus that is subject to a co-location arrangement.
- Implement health screenings of students and staff upon arrival at school (see Section 2).
- To the extent that non-parent visitors are required to enter the Charter School Campus, the School will take the following precautions:
  - Non-parental visitors will be allowed on campus via appointment only.
  - Non-parental visitors must pre-register in a visitor's log, which includes the visitor's name, email address, and phone number.
  - Non-parental visitors will only be allowed to enter specific areas to conduct their business.
  - Visitors to MSA-2, 3, 4, 6, and 8 must complete daily screening questions using LAUSD's Daily Pass or at the entrance to the school.

## **2. Wellness Checks and Temperature Screenings:**

- *COVID-19 Symptoms.* Currently, the CDC has identified the following as potential symptoms of COVID-19:
  - Fever or chills
  - Cough
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Muscle or body aches
  - Headache
  - New loss of taste or smell
  - Sore throat
  - Congestion or runny nose
  - Nausea or vomiting
  - Diarrhea
- In-person wellness checks administered under this Policy shall:
  - Confirm that the subject has not experienced COVID-19 symptoms in the prior 48 hours or potentially been exposed to COVID-19, by soliciting the following



information:

- Have you had any one or more of these symptoms today or within the past 48 hours? Are these symptoms new or not explained by another reason?
      - Fever or chills
      - Cough
      - Shortness of breath or difficulty breathing
      - Fatigue
      - Muscle or body aches
      - Headache
      - New loss of taste or smell
      - Sore throat
      - Congestion or runny nose
      - Nausea or vomiting
      - Diarrhea
    - Do you live in the same household with, or have you had close contact with, someone who in the past 14 days has been in isolation for COVID-19 or had a test confirming they have the virus? Close contact means **sharing the same indoor airspace with** an infected person for a cumulative total of 15 minutes or more over a 24-hour period **during the positive case's infectious period:** 2 days before onset **of symptoms** or, for asymptomatic patients, 2 days prior to **first positive** test specimen collection **and** until the time the person is **cleared from isolation**.
- If the student, staff, parent, or, visitor answers “no” to all questions, he or she may enter the school.
- If the student, staff, parent, or visitor answers “yes” to any of the questions, he or she may not enter the school. Employees, parents, and visitors answering “yes” must leave immediately and will be instructed to self-isolate until further instructions are given by the COVID-19 Compliance Officer. Students answering “yes” will be isolated and must leave as soon as pickup can be arranged and then will be instructed likewise.
- Students, staff, parents, or, visitors have had close contact with an individual who has tested positive shall return home to self-quarantine as per CDPH and local guidance.
  - However, the Charter School will not exclude such individuals with close contact exposure and not require them to return home or self-isolate if they are both asymptomatic and fully-vaccinated against COVID-19. Should an asymptomatic and fully-vaccinated individual be exposed to COVID-19, the Charter School reserves the right to request proof of vaccination for

COVID-19 before allowing the individual on campus.

- Students and staff are encouraged to screen themselves for symptoms at home before coming to campus.
- Students and staff of MSA-2, 3, 4, 6, and 8 may be subject to further health check procedures as required by LAUSD.
- A check in area should be established on campus for health screenings to be performed privately and with enough space to allow physical distancing.
- *Campus Screening Logistics:*
  - Each employee and visitor to the school site shall be screened for COVID-19 symptoms before entering the school site.
  - Temperature and wellness screenings will be performed by a trained school employee at all Charter School Campuses to the extent feasible.

**3. COVID-19 Compliance Task Force and Compliance Officer.** State and local health orders require that schools designate a task force and liaison to be responsible for receiving and sharing information on COVID-19 policies, positive cases, and exposures. The Charter School shall comply with these requirements by implementing the following measures:

- The Charter School will comply with and implement the “COVID-19 Exposure Management Plan Guidance in TK-12 Schools,” promulgated by the Los Angeles County Department of Public Health (“LAC DPH”). If the LAC DPH Exposure Management Plan is updated such that this Policy becomes materially inconsistent with it, the Charter School will follow the current Exposure Management Plan.
- The Charter School will establish a Compliance Task Force. The Compliance Task Force is responsible for establishing and enforcing all COVID-19 safety protocols, as well as ensuring all Charter School students and staff receive appropriate COVID-19 education. The names and contact information for all Compliance Task Force members are referenced above on pages one and two of this policy
- The Charter School will designate a “COVID-19 Compliance Officer,” to act as a liaison between the local county public health department and the Charter School, in the event of a COVID-19 cluster or outbreak at the Charter School. The name and contact information for the Charter School’s COVID-19 Compliance Officer is referenced above on pages one and two of this policy.
- The COVID-19 Compliance Officer shall monitor trends in absences and the prevalence of symptoms and illnesses among students and staff on campus to help isolate them promptly, as needed.

- The COVID-19 Compliance Officer shall be the point of contact responsible for sharing information on positive cases and exposures to relevant state and local health departments, as detailed in the Exposure Management Plan section of this Policy.
- The COVID-19 Compliance Officer shall conduct COVID-19 Task Force meetings no less than twice per month to identify areas for improving the enforcement and results of this Policy.

**4. COVID-19 Testing and Reporting.** Testing, in conjunction with vaccination, face masking, and other safety protocols, is a key factor in preventing COVID-19 infection. In keeping with the recommendations and requirements of state and local health departments, the Charter School shall implement the following testing and reporting procedures:

- When testing students or employees for COVID-19, the Charter School will use FDA-Authorized viral COVID-19 tests, including a Nucleic Acid Amplification Test (NAAT, such as a Polymerase Chain Reaction test or an Antigen test. An FDA-authorized over-the-counter test is acceptable for student screening so long as the results can be verified, but may not be used for the periodic testing of school employees required by the CDPH in lieu of vaccination.
- Testing will be applied on symptomatic<sup>1</sup>, response<sup>2</sup>, and asymptomatic<sup>3</sup> bases.
- The Charter School’s COVID-19 Compliance Officer must be made aware of all positive student and staff test results and shall report those results to local public health officials as required by law.
- Per Cal/OSHA Emergency Temporary Standards, the Charter School will provide testing at no cost to employees during paid time for:
  - Symptomatic unvaccinated employees, regardless of whether there is a known exposure,
  - Unvaccinated employees after an exposure,
  - Vaccinated employees after an exposure if they develop symptoms,

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<sup>1</sup> Symptomatic testing “is used for individuals with symptoms of COVID-19, either at home or at school.”

<sup>2</sup> Response testing “is used to identify positive individuals once a case has been identified in a given stable group. Response-based testing can be provided for symptomatic individuals or for asymptomatic individuals with known or suspected exposure to an individual infected with SARS-CoV-2.”

<sup>3</sup> Asymptomatic testing is "used for surveillance, usually at a cadence of every 2 weeks or less frequently, to understand whether schools have higher or lower rates of COVID19 rates than the community, to guide decisions about safety for schools and school administrators, and to inform LHDs about district level in-school rates. Asymptomatic testing can also be used for screening, usually at a higher cadence (weekly or twice weekly) than surveillance testing, to identify asymptomatic or pre-symptomatic cases, in order to exclude cases that might otherwise contribute to in-school transmission.”

- Unvaccinated employees in an outbreak (three or more employee cases), or
- All employees in a major outbreak (20 or more employee cases).
- Testing Required in San Diego County:
  - No student testing will be required at MSA-SD at this time due to local transmission rates. However, the Charter School reserves the right to exclude MSA-SD students from campus who are either symptomatic for COVID-19 or who have been exposed to COVID-19, until all time and symptom criteria have been reached, consistent with public health guidance and as stated in this Policy. The Charter School will also continue to monitor local case rates to determine whether any further COVID-19 testing of students is necessary.
  - Consistent with California’s “State Public Health Officer Order of August 11, 2021,” all MSA-SD employees, volunteers, contractors, vendors or any other adult supporting Charter School functions on campus must either provide the School with proof of COVID-19 vaccination or test for COVID-19 at least once per week, consistent with applicable law and the Charter School’s COVID-19 employee vaccination policy.
- Testing Required at Magnolia Science Academy MSA- 2, 3, 4, 6, and 8:
  - All students and employees will undergo asymptomatic COVID-19 testing weekly, regardless of COVID-19 vaccination status.
  - Individuals who have recovered from laboratory-confirmed COVID-19 within the last 90 days are not required to test for COVID-19 unless they develop new onset symptoms.
  - Individuals vaccinated as part of the vaccination program carried out by the Los Angeles Unified School District do not need to provide proof of vaccination to the District.
  - All students and employees must undergo symptomatic and response testing for COVID-19, as needed.
  - Individuals new to LAUSD are required to baseline test upon their start of school or work. All individuals will be required to comply with all District requirements for baseline testing upon return from school breaks, such as Spring Break.
  - Employees may not use self-administered and self-read at-home rapid antigen tests unless observed by the employer or authorized telehealth proctor for purposes of clearing isolation or for establishing a positive case for purposes of being excused from weekly testing for 90 days following recovery from COVID-19.
- Testing Required at MSA-1, 5, 7 and MSA-SA:
  - All unvaccinated students must test for COVID-19 at least once per week.

- Consistent with California’s “State Public Health Officer Order of August 11, 2021,” all MSA-1, 5, 7, and MSA-SA employees, volunteers, contractors, vendors or any other adult supporting Charter School functions on campus must either provide the School with proof of COVID-19 vaccination or test for COVID-19 (PCR test only) at least once per week, consistent with applicable law and the Charter School’s COVID-19 employee vaccination policy.
- Testing Required at MSA-SD and Home Office:
  - Consistent with California’s “State Public Health Officer Order of August 11, 2021,” all MSA-San Diego and Home Office employees, volunteers, contractors, vendors or any other adult supporting Charter School functions on campus must either provide the School with proof of COVID-19 vaccination or test for COVID-19 (PCR test only) at least once per week, consistent with applicable law and the Charter School’s COVID-19 employee vaccination policy.
- Additional levels of employee and student COVID-19 testing may be implemented in response to local disease trends, an outbreak, as determined by the Home Office COVID-19 Response Team, where required by Cal/OSHA regulations, or where otherwise required by law or public health guidance. The Charter School reserves the right to require employees undergo additional frequencies of COVID-19 testing, consistent with applicable authority, and directives from public health authorities as well as the School’s authorizer, regardless of an employee’s COVID-19 vaccination status.
- Consistent with Cal/OSHA regulations and applicable law, the School must impose different health and safety requirements depending on an employee’s COVID-19 vaccination status. Cal/OSHA defines an individual as fully vaccinated when “the employer has documented that the person received, at least 14 days prior, either the second dose in a two-dose COVID-19 vaccine series or a single-dose COVID-19 vaccine. Vaccines must be FDA approved; have an emergency use authorization from the FDA; or, for persons fully vaccinated outside the United States, be listed for emergency use by the World Health Organization (WHO).” As a result, to forego any potential COVID-19 health and safety restrictions, such as exclusion/quarantine periods, some COVID-19 testing and other directives, employees must provide the Charter School with proof of COVID-19 vaccination or complete a COVID-19 vaccination status attestation. Employees who are either unvaccinated or who decline to provide the Charter School with proof of COVID-19 vaccination or attest to their COVID-19 vaccination status will be considered unvaccinated, and must comply with all health and safety directives, as stated in this Policy.
- For staff and student-wide testing, all staff and students shall be tested, except any staff and students who have no contact with others and do not report to campus.

- The Charter School can cause tests to be provided at any one of its campuses, or have staff get tested at any local testing site or by their health insurance provider, which must cover the cost.
  - If county-provided testing is not available, then private labs and health insurance providers may be used, and the cost of testing must be covered by the health insurance provider under an emergency state regulation.
- The Charter School's liaison must be made aware of the student and staff test results and report those results to local public health officials.
- Student consent for testing:
  - For Charter School Students aged 12 and under, the Charter School will require parental consent for COVID-19 testing.
  - Pursuant to California Family Code Section §6926 and CDPH guidance, Charter School Students aged 13 to 17 may consent to COVID-19 testing on their own.
  - Charter School students aged 18 and older do not need parental consent for COVID-19 testing.
- Students who refuse to participate in the COVID-19 testing program or to report the test results to the Charter School, where such testing is required, will not be allowed to return to in-person instruction or otherwise enter the Charter School Campus. Both the testing and the reporting are required under applicable public health guidance and legal authority.
- For staff who refuse to participate in the COVID-19 testing program or to report the test results to the Charter School, where such testing is required, the Charter School reserves the right to discipline an employee for such non-compliance, up to and including termination from at-will employment.
- Consistent with applicable law, the Charter School will consider accommodations from mandatory testing for medical reasons and any other lawfully recognized reason. Employees or students and/or parents/guardians who wish to request an accommodation for themselves or their child can contact the Charter School. The Charter School cannot guarantee the availability of particular accommodation and will process all requests for accommodation consistent with MPS policies and applicable law.
- The Charter School must maintain confidentiality of test results, other than reporting the results to local public health officials. All medical information about any employee must be stored separately from the employee's personnel file in order to limit access to this confidential information. The Charter School should have a separate confidential medical file for each employee where the Charter School can store all of that employee's medical information. Medical information includes COVID-19 test results, an employee's statement via any symptom screening that they have symptoms or COVID-19, medical certifications showing the employee needs time off due to COVID-19, etc. For students, the Charter School

will take similar precautions to safeguard the students' privacy and confidentiality, consistent with FERPA and all relevant legal requirements.

- All volunteers, contractors, vendors and other adults supporting Charter School functions on any MPS campus must comply with applicable COVID-19 testing requirements, as stated in the COVID-19 Vaccination Policy.
- In the event of a positive test result of a student or family member:
  - The Charter School requires that parents/guardians notify school administration immediately if the student tested positive for COVID-19 or if one of their household members or non-household close contacts tested positive for COVID-19.
  - Upon receiving notification that staff or a student has tested positive for COVID-19 or been in close contact with a COVID-19 case, the Charter School will take actions as required in Section 5 below.

**5. Exposure Management Policy: Suspected/Confirmed Cases and Isolation.** Preventing and minimizing the spread of COVID-19 within the Charter School Community requires a sound policy for managing exposure to infected individuals. The Charter School will follow the exposure management provisions of the "COVID-19 Exposure Management Plan Guidance in TK-12 Schools," promulgated by the LAC DPH as well as "COVID-19 Public Health Guidance for K-12 Schools in California, 2021-22 School Year" promulgated by the CDPH, and other local counties. In the event that this protocol is updated so that it materially conflicts with the measures laid out in this Policy, the Charter School will follow the updated protocol; otherwise, the following measures shall be followed:

- **Reporting Obligation.** Per AB 86 and California Code Title 17, section 2500, schools are required to report COVID-19 cases to the local public health department. The COVID-19 Compliance Officer shall report every positive COVID-19 case to the appropriate county authority.
- **Suspected Cases.** In the event of a suspected COVID-19 case:
  - The Charter School will identify an isolation room and quarantine room and/or outdoor areas to separate anyone who exhibits COVID-19 symptoms or who is determined to have come into close contact with a confirmed case. The isolation and quarantine rooms shall be separate rooms.
  - Isolation of students, employees, and visitors exhibiting symptoms of COVID-19 will occur without regard to vaccination and/or recent testing status.
  - Any students, staff, or visitors exhibiting symptoms should immediately be provided with and required to wear a surgical-grade or better face covering and should be

- directed to wait in the separate isolation area until they can be transported home or to a healthcare facility, as soon as practicable. For serious illness, call 9-1-1 without delay.
- Students in the isolation and quarantine areas will be monitored by a staff member.
  - Parents/guardians will be required to pick up their students within one hour. Parents/guardians should take the student to get a COVID-19 test immediately and, if a student of MSA- 2, 3, 4, 6, or 8, should upload the test result to the LAUSD Daily Pass system or otherwise provide a copy to the school.
  - A log will be kept of all persons entering the isolation and quarantine areas.
  - Students will be grouped by stable group or class when possible in the quarantine area.
  - Physical distancing of six feet or greater will be maintained in the isolation and quarantine areas and masking shall be required for any individual entering these areas.
  - **Symptomatic but negative.** Symptomatic individuals who test negative for COVID-19 can return 24 hours after resolution of fever (if any) and improvement in symptoms.
    - Documentation of a negative test result should be provided to school administrators.
    - In lieu of a negative test result, students and staff may return to work with a medical note by a physician that provides alternative explanation for symptoms and reason for not ordering COVID-19 testing.
    - Symptomatic individuals who neither test for COVID-19 nor consult with a medical professional must isolate at home until fever free for 24 hours, improved symptoms, and 10 days from symptom onset.
  - **Isolation.** Persons who test positive or are otherwise diagnosed with COVID-19 must isolate until they have satisfied the following conditions:
    - At least 5 days have passed since symptom onset or, if asymptomatic, since their positive test; AND
    - At least 24 hours have passed since resolution of fever without the use of fever-reducing medications; AND
    - Other symptoms have resolved or are improving; AND
    - An FDA authorized COVID-19 viral test (antigen preferred) test taken on or after Day 5 from symptom onset is negative.
    - NOTE: If fever reduction, improvement of other symptoms, or a negative test are not all achieved, isolation may not end until after Day 10 from symptom onset or, if asymptomatic, their positive test, so long as 24 hours have passed since resolution of fever and all other symptoms are not present or are improving.
    - Note: For staff, per CAL/OSHA COVID-19 Prevention ETS, testing that is required for employees must be provided by the employer free of charge and during work



- hours; these tests may not be self-administered or self-read unless they are observed by the employer or an authorized telehealth proctor.
- No matter when isolation ends, all students and staff recovering from COVID-19 are strongly recommended to wear a highly protective non-cloth mask when around others for a full 10 days from testing positive or onset of symptoms.
  - The School will comply with Cal/OSHA regulations regarding when employees may return to work after exposure, as detailed in the Charter School's IIPP addendum.
- **School Response to Confirmed Case.** In the event of one or more confirmed COVID-19 case(s) the Charter School will follow the CDPH and local public health guidance, including implementation of the following practices:
    - The Charter School will provide notifications to the local public health department of any known case of COVID-19 among any student, employee, or visitor or other school-associated person who was present on a Charter School campus within the 14 days preceding COVID-19 symptoms, or 10 days before a positive test result.
    - MSA Los Angeles COVID-19 Compliance Officers will notify the Los Angeles County Department of Public Health of any COVID-19 hospitalizations or deaths among students or staff by sending a notification to ACDC-Education@ph.lacounty.gov.
    - Notifications will be provided by the Home Office COVID-19 Response Team depending on the county where the school is located.
    - For Los Angeles campuses: The COVID-19 Compliance Officer will instruct the individual who tested positive to follow the LACDPH COVID-19 Home Isolation instructions and will inform the positive case that LACDPH will contact them directly to collect additional information and to issue a Health Officer Order to isolate.
    - All students and staff of MSA- 2, 3, 4, 6, and 8 campuses who are determined to be a confirmed case will be contacted by the LAUSD Community Engagement team to be instructed on isolation and to provide further information.
    - Site administrators of MSA- 2, 3, 4, 6, and 8 will report to LAUSD using the Initial Exposure Management (IEM) Reporter App, as detailed in the latest LAUSD IOC guidance on exposure management reporting.
    - The notification to the local public health department must include:
      - 1) The full name, address, telephone number, and date of birth of the individual who tested positive;
      - 2) The date the individual tested positive, the school(s) at which the individual was present on-site within the 10 days preceding the positive test, and the date the individual was last on-site at any relevant school(s); and

- 3) The full name, address, and telephone number of the person making the report.
- For San Diego Charter School locations, the public health department should be notified either via phone at (888) 950-9905, or online at [www.coronavirus-sd.com](http://www.coronavirus-sd.com). The notification should list the following information: 1) The name of the person reporting, 2) the Charter School name and district, 3) the Charter School address, 4) your position at the Charter School. For the individual diagnosed with COVID-19, the notification should list the individual's: 1) Name, 2) date of birth, 3) contact information (phone number and email), 4) the individual's last date on the Charter School campus, and 5) any additionally relevant comments.
- For Los Angeles County Charter School locations: The Charter School will contact the LAC DPH as consistent with its "Protocol for COVID-19 Exposure Management Plan in K-12 Schools,"<sup>4</sup> and either by:
  - 1) Using the LACDPH reporting portal, or:
    - <http://www.redcap.link/lacdph.educationsector.covidreport>
  - 2) Downloading and completing the COVID-19 Case and Contact Line List for the Education Sector and sending it to [ACDC-Education@ph.lacounty.gov](mailto:ACDC-Education@ph.lacounty.gov).
  - 3) Schools having difficulty reporting COVID-19 cases to LACDPH can call (833) 707-0319, Monday through Friday from 8 a.m. to 5 p.m.
- For Orange County Charter School locations: Contact the Orange County Public Health Department via phone at 714-834-8180, or via email at [epi@ochca.com](mailto:epi@ochca.com).
  - Notify all staff and families in the school community of any positive COVID-19 case while maintaining confidentiality as required by state and federal laws.
  - Close off areas used by any sick person and do not use before cleaning and disinfection.
  - Investigate the COVID-19 illness and exposures and determine if any work-related factors could have contributed to risk of infection.
  - Update protocols as needed to prevent further cases in accordance with CDPH Guidelines ("Responding to COVID-19 in the Workplace").

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<sup>4</sup>This document may be found at:

[http://publichealth.lacounty.gov/media/Coronavirus/docs/protocols/ExposureManagementPlan\\_K12Schools.pdf](http://publichealth.lacounty.gov/media/Coronavirus/docs/protocols/ExposureManagementPlan_K12Schools.pdf)

- Implement communication plans for exposure at school and potential school closures in the event of an outbreak or other necessary circumstances, to include outreach to students, parents, teachers, staff and the community.
- Include information for staff regarding labor laws, California Supplemental Paid Sick Leave, emergency paid sick leave and extended family and medical leave pursuant to the FFCRA, information regarding Disability Insurance, Paid Family Leave and Unemployment Insurance, as applicable to schools.
- Maintain regular communications with the local public health department.
- If the school site must be closed for in-person instruction, develop a contingency plan for continuity of education using independent study. Independent study shall include all of the following:
  - Confirmation or provision of access for all students to connectivity and devices adequate to participate in the educational program and complete assigned work;
  - Content aligned to grade level standards that is provided at a level of quality and intellectual challenge substantially equivalent to in-person instruction;
  - Academic and other supports designed to address the needs of students who are not performing at grade level, or need support in other areas, such as English learners, students with exceptional needs, students in foster care or experiencing homelessness, and students requiring mental health supports;
  - Special education, related services, and any other services required by a student's individualized education program, with accommodations necessary to ensure that individualized education program can be executed in an independent study learning environment;
  - Designated and integrated instruction in English language development for English learners, including assessment of English language proficiency, support to access curriculum, the ability to reclassify as fully English proficient, and, as applicable, support for dual language learning;
  - Providing synchronous instruction as required by law.
    - "Synchronous instruction" means classroom-style instruction or designated small group or one-on-one instruction delivered in person, or in the form of internet or telephonic communications, and involving live two-way communication between the teacher and pupil. Synchronous instruction shall be provided by the teacher of record for that pupil pursuant to Section 51747.5.
      - For TK/K-3 opportunities must occur daily.

- o For 4-8 opportunities must occur weekly along with daily live interaction.
  - o For 9-12 opportunities must occur weekly.
  - o Can be classroom style, designated small group, or one-on-one.
  - o The “teacher of record for that pupil” pursuant to Section 51747.5 is the assigned supervising teacher who must be an employee. There is not more than one supervising teacher.
    - Charter School will document each pupil’s participation in synchronous instruction.
    - Continuing to provide school meals.
  - o Provide guidance to parents, teachers and staff reminding them of the importance of community physical distancing measures while a school is closed, including discouraging students or staff from gathering elsewhere.
  - o If the COVID-19 case was present on the Charter School campus, the individual must be excluded from campus for at least 5 days from COVID-19 symptom onset, or if asymptomatic, 5 days from the date the specimen was collected for the positive COVID-19 test, as detailed below.
- **Outbreak.** In the event of an outbreak or cluster at a Charter School:
  - o The Charter School CTF and COVID-19 Compliance Officer will work closely with local county public health officials, timely provide all required information, and otherwise comply with all CDPH and local guidance regarding outbreaks.<sup>5</sup>
  - o The COVID-19 Compliance Officer for MSA Los Angeles campuses will immediately call the LACDPH at (833) 707-0319 or submit an online report at <http://www.redcap.link/lacdph.educationsector.covidreport>.
  - o The Charter School will notify students, families, employees, and stakeholders that the Charter School and local public health department are investigating a cluster and/or outbreak. The notice will encourage all stakeholders to follow public health recommendations.

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<sup>5</sup> In the event of an outbreak, all Charter School locations will comply with guidance titled “Management of Outbreaks of COVID-19,” issued by the LAC DPH. This protocol can be found at: [http://publichealth.lacounty.gov/media/Coronavirus/docs/education/EMPSupplement\\_K12Schools.pdf](http://publichealth.lacounty.gov/media/Coronavirus/docs/education/EMPSupplement_K12Schools.pdf). In the event that other state or local guidance provides more stringent outbreak protocol, the Charter School will comply with such protocol.

- The Charter School will additionally notify all stakeholders if the school is to be closed for 14 days due to widespread and/or ongoing transmission of COVID-19 at the school or in the general community.
- The Charter School will identify absenteeism among those in affected classes and coordinate with the LHD to contact these absentees to screen for symptoms of COVID-19 if they were exposed to a case during the case's infectious period.
- Limit visitors to the affected Charter School campus, except for those that are essential to the Charter School's mission. Law Enforcement Personnel (Sheriff and Police), Fire, Medical, Emergency, or government employees who are responding to, working at, or inspecting the facility will be allowed to access the Charter School campus.
- Discontinue all non-essential in-person group activities at the Charter School Campus during the outbreak.
- Identify absenteeism among affected classes and contact those absentees to screen for COVID-19 symptoms.

**6. Exposure Management Policy: Close Contacts, Tracing, and Quarantine.** Preventing and minimizing the spread of COVID-19 within the Charter School Community requires a sound policy for managing exposure to infected individuals. The Charter School will follow the exposure management provisions of the "COVID-19 Exposure Management Plan Guidance in TK-12 Schools," promulgated by the LAC DPH as well as "COVID-19 Public Health Guidance for K-12 Schools in California, 2021-22 School Year" promulgated by the CDPH, and other local counties. In the event that this protocol is updated so that it materially conflicts with the measures laid out in this Policy, the Charter School will follow the updated protocol; otherwise, the following measures shall be followed:

- **Contact Tracing.** Upon discovery of a confirmed case on campus, the COVID-19 Compliance Task Force will conduct contact tracing by utilizing either Group Tracing or Individual Contact Tracing to identify individuals who had "Close Contacts" with the confirmed case during his or her infectious period.
- **"Close Contact"** is defined as spending a total of fifteen minutes or more over a 24-hour period in the same indoor airspace as a confirmed case during the confirmed case's infectious period (two days before symptom onset until clearance from isolation, or, for asymptomatic cases, from two days before their first positive test until clearance from isolation).
  - In Los Angeles County, close contacts occurring in "large indoor airspaces," may be limited to 1) those in a pre-defined or identifiable group (e.g. teammates, club members, cohort, etc.) or 2) those within 6 feet of the infected person for 15 minutes or more over a 24-hour period.

- Persons with an outdoor exposure at school are not considered close contacts.
  - For Los Angeles Campuses: when notifying any individual that they are a close contact of a positive case, the COVID-19 Compliance Officer will provide that individual with a copy of the LACDPH Public Health Emergency Quarantine Order. Notifications that an individual is a close contact will also contain all messages required to be included pursuant to the LACDPH K-12 Exposure Management Plan guidance.
  - All MSA campuses will maintain classroom seating charts to facilitate future identification of close contacts.
  - In the event of notice of potential exposure,<sup>6</sup> with regards to its employees, the Charter School will follow all steps set forth in its Injury and Illness Prevention Program COVID-19 Addendum.
- **“Highly Protective Mask.”** In some circumstances, masking is required in response to exposure to a confirmed case or following isolation. LAUSD defines this to mean masks that are well-fitting, non-cloth masks of multiple layers with a nose wire, or cloth masks that meet American Society for Testing and Materials (ASTM) standards for high filtration efficiency (ASTM F3502-Level 2) or have a particle filtration efficiency of at least 95%. More information can be found on the Los Angeles County Department of Public Health’s website: <http://publichealth.lacounty.gov/acd/ncorona2019/masks/>.
  - **Individual Tracing.** Schools will notify students who spent more than a cumulative total of 15 minutes (within a 24-hour time period) within 6 feet of a confirmed case during their period of infectiousness. The COVID-19 Compliance Task Force for each campus shall conduct contact tracing investigation by conducting interviews, reviewing seating charts and class schedules, and other means necessary to fully investigate possible exposures.
    - Pursuant to LAUSD exposure protocols, Individual Tracing shall be used for investigating employee close contacts.
  - **Group Tracing.** Pursuant to LAUSD exposure management protocols, MSA 2, 3, 4, 6, and 8 will use the “group tracing” approach to contact tracing for students. MSA SD shall use Group Tracing for student exposures in the school setting and individual notification for employee exposures and student exposures outside of the school setting. All other MSA campuses shall

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<sup>6</sup> Notice of potential exposure means any of the following: (a) notification from a public health official or licensed medical provider that an employee was exposed to a qualifying individual at the worksite; (b) notification from an employee, or their emergency contact, that the employee is a qualifying individual; (c) notification through the Charter School’s testing protocol that the employee is a qualifying individual; or (d) notification from a subcontracted employer that a qualifying individual was on the school site. (Labor Code § 6409.6, subd. (d)(3).)

have the option to utilize either group tracing or individual contact tracing to track exposures among students or employees, as follows:

- Schools will notify students who spent more than a cumulative total of 15 minutes (within a 24-hour time period) in a shared indoor airspace (e.g., classroom) with someone with COVID-19 during their period of infectiousness.
  - Notification should occur to “groups” of exposed students (e.g., classmates, teammates, cohorts, etc.) rather than contact tracing to identify individual “close contacts” (e.g., those within 6 feet).
  - Notifications should be provided to all individuals considered exposed, including those who are vaccinated and/or recently infected.
- Exposed students, regardless of COVID-19 vaccination status or prior infection, are strongly encouraged to be tested for COVID-19 with at least one diagnostic test obtained within 3-5 days after last exposure. Any FDA-approved antigen diagnostic test, PCR diagnostic test, or pooled PCR test is acceptable for evaluation of an individual’s COVID-19 status. Individuals who have been recently infected should use antigen testing.
- Exposed Students who participate in testing may continue to take part in all aspects of K-12 schooling, including sports and extracurricular activities, unless they develop symptoms or test positive for COVID-19.
- All exposed students, regardless of vaccination status or previous infection, are strongly recommended to remain fully masked indoors and outdoors, unless actively eating or drinking, when around other through day 10 from their last exposure date. Eating and drinking should occur distanced from others. Exposed students will also need to remain masked at all times during sports and extracurricular activities.
  - Students are strongly encouraged but not required to mask following an exposure.
- **Exposure Notification.**
  - Notification can be done using an individual notification or group notification method where individuals are notified of their exposure and advised of actions to take, such as testing requirements to remain on campus, in keeping with public health guidance on exposure and quarantine responses.
  - School will strongly recommend testing for all students, employees, and visitors in close contact with the confirmed COVID-19 case.
- **Quarantine Procedures.**
  - **MSA 1, 5, and 7 Employees** who are fully vaccinated and boosted if eligible are not required to quarantine provided they remain asymptomatic, and 1) monitor for

symptoms, 2) wears a highly protective mask around others indoors for 10 days from exposure, except when eating or drinking; 3), and tests negative using an FDA-authorized viral COVID-19 test on Day 3-5 from exposure. Asymptomatic employees who were previously infected with COVID-19 in the last 90 days are not required to quarantine and are exempt from testing but must mask around others indoors for 10 days after last exposure. Asymptomatic fully vaccinated staff who are not boosted but required to quarantine may remain on site at the school workplace during the quarantine period, however they are required to test once within 3-5 days after the last exposure date. These employees must quarantine from all other non-school settings. All other asymptomatic employee close contacts are required to follow the LACDPH's quarantine instructions as detailed in the LACDPH guidance entitled, "Quarantine and Other Instructions for Close Contacts."<sup>7</sup>

- **MSA 2, 3, 4, 6, and 8 Employees**, regardless of booster status, can remain at work following exposure to a positive case as long as they monitor for symptoms and remain asymptomatic, wear a highly-protective mask at all times indoors (except when eating or drinking) for ten days following the last date of exposure, and continue to participate in weekly testing. Employees who have had a positive COVID-19 test in the past 90 days are exempt from testing.
- **MSA SA Employees** who are unvaccinated must be excluded for at least five days after their last close contact with a person who has COVID-19. Quarantine can end after a test taken on Day 5 from exposure is negative, provided that the employee wears a face covering around others for a total of 10 days from last exposure and remains asymptomatic. Employees who are vaccinated but not up to date on boosters may come to work during their quarantine period so long as they remain asymptomatic, wear a face covering when around others for 10 days from last exposure, and receive a negative test result within 3-5 days after last exposure.
- **MSA SD Employees**, regardless of vaccination status, may remain at work so long as they do not have symptoms, test negative on Day 3-5 from their last exposure, and wear a well-fitting mask indoors around others for at least 10 days following the date of last exposure. Employees who are a close contact with a household member can also remain at work if they do not have symptoms, with testing immediately upon learning that they are a close contact, and on Day 3-5 after the COVID-positive household member completes their isolation period.

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<sup>7</sup> Available at <http://publichealth.lacounty.gov/acd/ncorona2019/covidquarantine/>



- **MSA 1, 5, and 7 Students**, regardless of vaccination status, may remain on campus following exposure so long as they 1) remain asymptomatic and monitor for symptoms, 2) wear a highly protective mask around others indoors, except when eating or drinking, for 10 days from exposure, and 3) test with an FDA-authorized viral COVID-19 test within 3-5 days after last exposure.
- **MSA 2, 3, 4, 6, and 8 Students**, regardless of vaccination status, can remain at school following exposure to a positive case as long as they monitor for symptoms and remain asymptomatic, wear a highly protective mask at all times indoors (except when eating or drinking) for ten days following the last date of exposure, and continue to participate in weekly testing. Students who have had a positive COVID-19 test within the last 90 days are exempt from testing.
- **MSA SA Students**, regardless of vaccination status, may remain on campus following exposure so long as they 1) remain asymptomatic and monitor for symptoms. It is strongly recommended that student close contacts test within 3-5 days after last exposure, unless they have had COVID-19 within the last 90 days.
- **MSA SD Students**, regardless of vaccination status, may remain on campus so long as they 1) remain asymptomatic and monitor for symptoms, and 2) test negative for COVID-19 between Day 3-5 from last exposure. Students who have had COVID-19 within the last 90 days do not need to test.
- **MSA 2, 3, 4, 6, and 8 Quarantine Guidelines for Household Close Contacts**  
Individuals who are continuously exposed at home to a household member who has tested positive can remain at school or work as long as they monitor for symptoms and remain asymptomatic, wear a highly protective mask at all times indoors (except when eating or drinking) for ten days after the last date of exposure to the positive household member while infectious, and continue to participate in weekly testing. Individuals are exempt from testing if they have recovered from a confirmed positive COVID-19 test in the past 90 days.

#### 7. Sanitizing/hygiene materials and practices:

- The Charter School will develop plans and routines to ensure that students and staff wash or sanitize hands frequently, including upon arrival to campus, after using the restroom, after playing outside and returning to the classroom, before and after eating, and after coughing or sneezing.
- Staff will teach and reinforce proper handwashing technique, avoiding contact with one's eyes, nose, and mouth, using a tissue to wipe the nose, and covering coughs and sneezes.
- The Charter School shall make soap, tissues, no-touch trashcans, face coverings, water and paper towels or dryers for hand washing available. Students and staff should wash their hands

for 20 seconds with soap, rubbing thoroughly after application. Soap products marketed as “antimicrobial” are not necessary or recommended.

- Trash cans will be placed near restroom doors and students and staff will be instructed to use a paper towel to prevent touching the handle with their hands.
- A restroom will need to be dedicated for individuals in the isolation area. This restroom must be cleaned and sanitized before other occupants may use it.
- If handwashing stations near classrooms are not practicable, and to facilitate use by students and staff as needed, the Charter School shall make available fragrance-free alcohol-based hand sanitizer that is at least sixty percent (60%) ethyl alcohol. (Note: frequent handwashing is more effective than the use of hand sanitizers). This hand sanitizer will be made available to both students and staff at all strategic locations throughout the Charter School Campus.
- The Charter School will not use hand sanitizer with isopropyl alcohol as the main ingredient.
- Children under age 9 should only use hand sanitizer under adult supervision. Call Poison Control if consumed: 1-800-222-1222.
- Children under age 9 should only use hand sanitizer under adult supervision. Hand sanitizer will also not be left out in the open in classrooms for students under the age of 9.
- The Charter School shall place posters conspicuously that encourage hand hygiene to help stop the spread of COVID-19.
- Employees should visit the CDC’s coughing and sneezing etiquette and clean hands webpage for more information.

**8. Routine cleaning and disinfecting:** The Charter School will maintain a high level of cleanliness throughout the year to help reduce the risk of exposure to and spread of COVID-19 at the school site. In general, cleaning once a day is usually enough to sufficiently remove potential virus that may be on surfaces. Disinfecting (using disinfectants on the [U.S. Environmental Protection Agency COVID-19](#) list) removes any remaining germs on surfaces, which further reduces any risk of spreading infection.

- Custodial staff will perform routine and thorough cleaning once per day, and when students are not present. When cleaning, the space will be aired out before children arrive.
- Routine cleaning practices include, but are not limited to:
  - Using everyday janitorial cleaning supplies and disinfectants for surfaces as floors, tables, desks, counters, sinks, toilets, and other hard-surfaced furniture and equipment;
  - Dusting hard surfaces;
  - Damp wiping of hard surfaces to ensure they are free of debris;
  - Wet mopping of floors;
  - Vacuuming carpets and mats.

- Health Office areas, including the general health office, isolation area, and quarantine area, may require more frequent cleaning and rapid response, as needed.
- Student restrooms will be serviced at least twice a day and will be fully cleaned and disinfected using electrostatic equipment by the night cleaning crew once per day.
- The Charter School will clean and disinfect areas commonly visited by staff no less than once per day during operating hours and implement a schedule for such cleaning and disinfecting. These areas include, but are not limited to: Break rooms, restrooms, lobbies, classrooms, laboratories, nurse's office, counseling and student support areas, staff offices, and cafeterias.
- The Charter School will clean high touch areas in staff breakrooms at least once per day.
- Cleaning and Disinfection after a Confirmed Case on Campus:
  - If an individual confirmed to have COVID-19 was on campus, the Charter School will complete enhanced cleaning and disinfection procedures in the spaces occupied by the confirmed COVID-19 case.
  - Employees completing this cleaning must wear a mask and gloves at all times and will refer to Material Safety Data Sheets or follow the instructions on the chemical labels.
  - When disinfecting, the Charter School will use an EPA-registered disinfectant that is approved for emerging pathogens.
  - Custodians will focus on immediate areas occupied by the confirmed COVID-19 case.
  - Custodians will clean and disinfect:
    - All non-porous surfaces in the ill occupant's space/office, as well as on shared equipment (like tablets, touch screens, keyboards, remote controls) in bathrooms and shared spaces used by the ill person. Cleaning and disinfection will also focus on high-touch surfaces (e.g. desk, table, hardbacked chair, doorknob, light switch, handle, computer, keyboard, mouse, telephones).
    - On porous surfaces (e.g., carpets, chairs) in the confirmed COVID-19 case's space or office, custodians will remove visible contamination, clean with appropriate cleaners, and disinfect with a liquid/spray indicated for use on the material.
  - The space(s) where the confirmed COVID-19 case was present may be reoccupied once these cleaning and disinfection procedures have been completed.
- The Charter School will ensure proper ventilation during all cleaning and disinfecting. Staff are encouraged to introduce fresh outdoor air as much as possible, by opening windows where practicable.
- The Charter School will comply with [CDPH Guidance on Ventilation of Indoor Environments and Ventilation and Filtration to Reduce Long-Range Airborne Transmission of COVID-19](#)

[and Other Respiratory Infections: Considerations for Reopened Schools](#) to the greatest extent practicable for each facility.

- All frequently touched surfaces in the workplace, such as chairs, desks, tables, keyboards, telephones, handrails, light switches, sink handles, restroom surfaces and door handles, will be routinely cleaned.
- Staff will be trained as appropriate in the chemical hazards, manufacturer’s directions, and Cal/OSHA requirements for safe and correct application of cleaning and disinfectant agents in accordance with the Healthy Schools Act guidance from the California Department of Pesticide Regulation and Cal/OSHA.
- When choosing disinfecting products, the Charter School will use those approved for use against COVID-19 on the Environmental Protection Agency (EPA)- approved list “N” and require staff to follow product instructions. MSA-2, 3, 4, 6, and 8 will use disinfectants from the LAUSD’s List of Approved Hand Sanitizers and Disinfectants.
  - To reduce the risk of asthma and other health effects related to disinfecting, the Charter School will select disinfectant products on list N with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid) as recommended by the US EPA Design for Environment program.
  - The Charter School will avoid products that contain peroxyacetic (peracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can cause asthma.
  - Staff shall follow label directions for appropriate dilution rates and contact times.
  - The Charter School will establish a cleaning and disinfecting schedule in order to avoid both under- and over-use of cleaning products.

Subject to available resources, disposable disinfecting wipes shall be made available so that employees can wipe down commonly used surfaces (e.g., doorknobs, keyboards, remote controls, desks, other work tools and equipment) before each use. Disinfectant wipes and sprays will be kept away from students.

**9. Facility measures:** The Charter School will incorporate CDE guidance measures for maintaining a healthy facility, to include some or all of the following:

- Maintenance staff will regularly inspect and test ventilation systems and fans to confirm they operate properly and will increase circulation of outdoor air as much as possible by opening windows and doors and other methods.
- Windows and doors should not be opened if doing so poses a safety or health risk by exacerbating seasonal allergies or asthma symptoms.

- The Charter School will consider alternatives, such as increased central air filtration (targeted filter rating of at least MERV 13) if opening windows poses a safety or health risk to persons using the facility.
- HVAC systems will be set to maximize indoor/outdoor air exchanges unless outdoor conditions (recent fire, high outdoor temperature, humidity, and pollen levels) make this inappropriate.
- If an HVAC system becomes nonoperational, additional ventilation should be provided with the use of fans or relocating classes until repairs are completed.
- The COVID-19 isolation and quarantine areas should be outdoors when feasible to maximize ventilation and minimize exposures to COVID-19 infection. Under no circumstances should an isolation or quarantine area be in a room without a functioning HVAC system.
- Maintenance staff will ensure that all water systems and features (e.g., drinking fountains) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.
- Consider installing additional temporary handwashing stations at all school entrances and near classrooms to minimize movement and congregation in bathrooms.
- Consider installing privacy boards or clear screens to increase and enforce separation between staff and students.

#### 10. Extracurricular Activities:

- All extracurricular activities operated by or supervised by school personnel or occurring on a school site, whether or not occurring during school hours, will be undertaken in compliance with this policy and all required public health measures applicable to K-12 schools. This applies to sports, band, chorus, clubs, and other similar activities and organizations. All MSA campuses will operate and supervise extracurricular activities in compliance with the latest California Department of Public Health K-12 guidance and any other relevant state or county guidance on sports and extracurricular activities.
- MSA Los Angeles sports programs will observe all required elements of the most updated version of the Los Angeles County Department of Public Health's "COVID-19 Exposure Management Plan Guidance, Youth Recreational Sports Programs" and the Los Angeles County Department of Public Health's "Protocol for Organized Youth Sports: Appendix S" in addition to any future binding guidance applicable to K-12 youth sports programs.
  - Each Los Angeles campus's COVID-19 Compliance Officer shall fulfill the duties of the COVID-19 Organized Youth Sports Program Compliance Officer, as those duties are described in LACDPH's sports-related COVID-19 guidance.

- Each Los Angeles campus's COVID-19 Compliance Officer shall ensure that the required LACDPH youth sports exposure management protocols are followed in accordance with current guidance.
- Each Los Angeles campus's COVID-19 Compliance Officer shall ensure that all mandatory testing required by the LACDPH's youth sports guidance is conducted in accordance with current guidance.
- All MSA extracurricular programs will keep updated rosters of all participating students and staff to facilitate identification of close contacts.
- Students of MSA 2, 3, 4, 6 and 8 will not be permitted to participate in extracurricular activities starting October 31, 2021, unless they provide proof of COVID-19 vaccination through the Daily Pass system.
- Indoor mask use remains an effective layer in protecting against COVID-19 infection and transmission, including during sports, music, and related activities, especially activities with increased exertion and/or voice projection, or prolonged close face-face contact. Accordingly:
  - Masks are strongly recommended indoors at all times for teachers, referees, officials, coaches, and other support staff.
  - Masks are strongly recommended indoors for all spectators and observers.
  - Masks are strongly recommended indoors at all times when participants are not actively practicing, conditioning, competing, or performing. Masks are also strongly recommended indoors while on the sidelines, in team meetings, and within locker rooms and weight rooms.
  - When actively practicing, conditioning, performing, or competing indoors, masks are strongly recommended by participants even during heavy exertion, as practicable. Individuals using instruments indoors that cannot be played with a mask (e.g., wind instruments) are strongly recommended to use bell coverings and maintain a minimum of 3 feet of physical distancing between participants. If masks are not worn (or bell covers are not used) due to heavy exertion, it is strongly recommended that individuals undergo screening testing at least once weekly, unless they had COVID-19 in the past 90 days. An FDA-authorized antigen test, PCR test, or pooled PCR test is acceptable for evaluation of an individual's COVID-19 status.

**11. Use of Face Coverings:** The Charter School will follow CDPH, CDE and CDC guidance and state and local health orders on the use of face coverings. All staff are encouraged to review the

CDPH and CDC guidance on cloth face coverings; face coverings must be used in accordance with CDPH Guidance and this Policy unless a person is subject to exemption.

- All MSA students are strongly recommended but no longer required to wear a face mask when indoors at any Charter School Campus building, bus, or other enclosed space. Individuals must still wear masks when entering a Nurse's office, COVID-19 testing site, symptom and wellness check area, isolation or quarantine area, or other medically sensitive area.
- No person at any MSA campus can be prevented from wearing a mask as a condition of participation in an activity or entry into the school site unless wearing a mask would pose a safety hazard.
- Charter School employees at the Home Office—which is not a school site—are permitted to forego indoor masking so long as the Charter School performs all verifications required under Section 4(c) of the current LACDPH Order of the Health Officer (2/23/2022).
- Face masks—to the extent they are required—are required without regard to vaccination status.
- Face masks and face shields, if required, may be removed for meals, snacks, naptime, showers, or outdoor recreation, or when needing to be replaced. When any type of face covering is temporarily removed, it should be placed in a clean paper bag (marked with the student's name and date) until it needs to be put on again.
- The Charter School will provide face coverings for students and staff who lose their face coverings or forget to bring them to school.
- Employees should wear a clean face mask to work every day if still required to wear one.
- Employees are expected to teach and reinforce proper use of face coverings, and in limited circumstances, face shields.
- The Charter School will post signs regarding the need for, proper use, removal, and washing of face coverings and shall educate students, particularly younger elementary school students, on the rationale and proper use of face coverings.
- When pedagogically necessary, Teachers still subject to an indoor face mask requirement may use clear plastic face shields with an appropriate seal (cloth covering extending from the bottom edge of the shield and tucked into the shirt collar) or transparent masks in certain limited situations in the classroom to enable students to see their faces and avoid potential barriers to phonological instruction as long as the wearer maintains physical distance from others to the extent practicable. Staff must return to wearing their normal surgical-grade face covering at all other times, unless otherwise exempted.
- The Charter School will evaluate any employee's request for accommodation from the Charter School's facial covering policy/requirement pursuant to the MPS Employee

Handbook and applicable law for all lawfully recognized accommodations. Employees requesting an accommodation from the facial covering policy/requirement must provide appropriate documentation and contact human resources.

- Per Los Angeles County Department of Health Guidance, employees based in Los Angeles County who are granted exemptions from wearing a mask while indoors must undergo COVID-19 testing at least twice per week, unless the employee provides proof of full vaccination against COVID-19 and proof of receipt of any vaccine booster to which the employee is eligible.
- Accommodations for students:
  - Pursuant to CDPH Guidance on the use of face masks, individuals with a medical condition, mental health condition, or disability that prevents wearing a mask are to be accommodated with an exemption from mask wearing. This includes those who are hearing impaired as well as those who communicate with the hearing impaired.
  - If a student cannot wear a mask due to a medical condition, mental health condition, or disability, he or she should wear the next most effective alternative that can be tolerated, such as a transparent face shield with a cloth draping sealing the bottom.
  - Parents/guardians who believe their student may need an accommodation from the Charter School's facial covering policy and requirement should contact the Charter School principal.
  - Upon receipt of appropriate documentation, the Charter School will evaluate requests for accommodation and determine what, if any accommodations the Charter School can provide.
  - Assessment of whether a medical condition, mental health condition, or disability warrants a mask accommodation is a medical determination that must be made by a physician, nurse practitioner, physician assistant. Self-attestation and parental attestation for mask exemptions due to the aforementioned conditions do not constitute medical determinations.
  - Students exempted from wearing a mask or face shield, where they are still required, are strongly encouraged to be vaccinated against COVID-19 and to receive boosters when eligible and to be tested for COVID-19 at least twice a week. If a student is exempt from wearing any type of face covering and is not vaccinated, the Charter School shall implement physical distancing and other isolation measures to the greatest degree feasible.



**12. Use of Gloves and Personal Protective Equipment:** The Charter School is no longer required by emergency public health orders to require the use of gloves and personal protective equipment. Any employee or student who wishes to wear gloves and/or personal protective equipment beyond the required facial coverings may do so, provided that they dispose of them safely and appropriately and do not wear gloves or personal protective equipment of a type or in a manner that interferes with their ability to perform their duties. Upon request, the Charter School will provide gloves, a protective gown, and/or a well-fitting medical grade mask to any employee dealing with sick children, performing cleaning or disinfection, or when otherwise working indoors in close contact with others or when there is heightened likelihood of contact with respiratory secretions or other bodily fluid.

**13. Support for Students at Increased Risk of Becoming Infected or Unrecognized Illness.**

Pursuant to state and local health guidance, the Charter School has developed the following measures to mitigate the risk of COVID-19 to vulnerable student groups:

- The Home Office COVID-19 Response Team or designee will review student health plans, including 504 Plans, to identify students who may need additional accommodations to minimize potential exposure.
- The Home Office COVID-19 Response Team or designee will develop a process for engaging families for potentially unknown concerns that may need to be accommodated.
- The Charter School will identify additional preparations for classroom and non-classroom environments as needed to ensure the safety of students at increased risk of becoming infected or having unrecognized illness. Persons who might be at increased risk of becoming infected or having unrecognized illness include the following:
  - Individuals who have limited mobility or require prolonged and close contact with others, such as direct support providers and family members;
  - Individuals who have trouble understanding information or practicing preventive measures, such as hand washing and physical distancing; and
  - Individuals who may not be able to communicate symptoms of illness.
- The Charter School is prepared for opening to provide Free Access to Public Education (“FAPE”) in the least restrictive environment (“LRE”) for each student. All students with disabilities will receive services according to their IEP. In accordance with IDEA, it is critical to reinforce the understanding that students receiving special education services, or 504 accommodations are general education students first. Balancing the educational needs with the health and well-being of students and staff is our top priority.
- Every child and adolescent with a disability is entitled to FAPE and is entitled to special education services based on their individualized education program (IEP). The Charter School

continuously review and problem solve to balance safety and service needs. In order to provide the required level of safety, systems, processes and service delivery models have been reviewed. Adherence to social distancing guidelines will be followed as feasible except for instances when the services outlined in a specific IEP call for closer proximity. This will be evaluated on a case-by-case basis. For example, additional provision of PPE supplies to staff (gloves, gowns, face shields and Plexiglas dividers) who are required to deliver hand-over-hand instruction or hygiene service needs for students.

- Evaluations and Timelines:
  - All IDEA/ADA compliance timelines will be followed on schedule and in accordance with IDEA/ADA regulations. IEP Team meetings and 504 meetings that were missed due to the March school facility closures will be rescheduled and conducted as soon as possible, if not already conducted. All IEP team meetings and 504 meetings will be conducted virtually until the use of school facilities return to normal operations.
- Services:
  - The IDEA allows for flexibility in determining how to meet the individualized needs of students receiving special education services. State guidelines for the delivery of special education and related services will be implemented while protecting the health and safety of students as well as the individuals providing the services.
  - If a student is unable to access their education in person due to medical or other circumstances, including the inability to wear a face covering, alternative means of delivering these services will be provided.
  - The Charter School will provide appropriate protective equipment relative to the responsibilities of all Support Service Staff and disability needs.
  - All Staff and students will receive training on the appropriate use of PPE and healthy hygiene practices that are proven to mitigate the spread of COVID-19.
- The Charter School will identify additional preparations for classroom and non-classroom environments as needed to ensure the safety of students at increased risk of becoming infected or having unrecognized illness. Persons who might be at increased risk of becoming infected or having unrecognized illness include the following:
  - Individuals who have limited mobility or require prolonged and close contact with others, such as direct support providers and family members;
  - Individuals who have trouble understanding information or practicing preventive measures, such as hand washing and physical distancing; and
  - Individuals who may not be able to communicate symptoms of illness.

**14. COVID-19 Vaccination Policy for Employees.** The Charter School has adopted the following COVID-19 employee vaccination policy (“Employee Vaccination Policy”). The purpose of this Employee Vaccination Policy is to protect the health, safety, and well-being of all Charter School employees, students, families, and stakeholders to the maximum extent possible, and to facilitate a safe and meaningful return to in-person instruction. The Charter School drafted this policy in compliance with all applicable federal and state laws, including guidance from the Equal Employment Opportunity Commission (“EEOC”), Centers for Disease Control and Prevention (“CDC”), the California Department of Public Health (“CDPH”), and local health authorities.

- Pursuant to the California “State Public Health Officer Order of August 11, 2021,” (“Order”) all employees, volunteers, contractors, vendors or any other adult supporting Charter School functions on any MSA -1, 5, Santa Ana, and San Diego campuses must either provide the School with proof of COVID-19 vaccination status or test for COVID-19 at least once per week. For employees, this directive is a condition of both employment and continued employment.
- Pursuant to the LAUSD’s August 13, 2021 communication entitled “COVID-19 Vaccination Requirement for Employees and Other Adults Working at District Facilities,” all employees, contractors, and other adults providing services at any District-owned school site must be fully vaccinated against COVID-19 no later than October 15, 2021. This directive is a condition of both employment and continued employment. **This policy applies to MSA-2, 3, 4, 6, and 8.**
- Pursuant to the LAUSD’s December 16, 2021 communication entitled “Charter School COVID-19 Vaccination Compliance Certification Regarding Employees and/or Other Adults Providing Services to or for the Charter School on Any Site Including Non-District Property Occupied by Any District Authorized Charter School,” the LAUSD employee vaccine mandate will apply to all LAUSD-authorized charter schools, whether on District-property or not. **This policy applies to MSA-7.**
  - Under this policy, all employees of LAUSD-authorized schools, as well as all other adults who provide services to or for the Charter School, must become fully vaccinated against COVID-19 by June 30, 2022.
  - Unlike LAUSD’s employee vaccine mandate for charter schools located on District-owned campuses, this policy permits the school to grant reasonable accommodations from vaccination to employees and other adults providing services at the school.
  - No employee or other adult providing services to MSA 7 will be permitted on campus if they have not either become fully vaccinated against COVID-19 or received an accommodation from MSA-7 by June 30, 2022.

- MSA-7 shall prepare and carry a process for fielding requests for exemptions and shall establish in writing how its reasonable accommodation process is aligned with the goal of protecting the health and safety of all students, staff, and the school community against the threat of COVID-19.
- Employees and adults providing services at MSA-7 who need an exemption from vaccination must contact the MSA-7 Compliance Task Force and the HR Department as soon as possible if they need an exemption from vaccination.
- Furthermore, pursuant to this policy, MSA 7 must be prepared to provide LAUSD with any and all documents/records demonstrating that it is monitoring its employees and other adults who provide services to or for the Charter School and otherwise relating to the Charter School's compliance with LAUSD requirements.
- **Proof of COVID-19 Vaccination:**
  - Consistent with applicable law, the Charter School will only accept the following forms of proof of COVID-19 vaccination:
    - COVID-19 Vaccination Record Card (issued by the Department of Health and Human Services Centers for Disease Control & Prevention or WHO Yellow Card) which includes name of person vaccinated, type of vaccine provided and date last dose administered); OR
    - A photo of a Vaccination Record Card as a separate document; OR
    - A photo of the client's Vaccination Record Card stored on a phone or electronic device; OR
    - Documentation of COVID-19 vaccination from a health care provider; OR
    - Digital record that includes a QR code that when scanned by a SMART Health Card reader displays to the reader client name, date of birth, vaccine dates and vaccine type; OR
    - Documentation of vaccination from other contracted employers who follow these vaccination records guidelines and standards.
  - Any MPS employees, volunteers, contractors, vendors or any other adult supporting Charter School functions on any MPS campus who either fails to provide proof of COVID-19 or provides proof of vaccination that is not consistent with the above-referenced acceptable forms of proof will be deemed unvaccinated.
  - Employees may their submit proof of COVID-19 vaccination to the MPS Human Resources Department.
  - The Charter School will securely maintain the confidentiality of employee COVID-19 vaccination data in strict compliance with all applicable legal authority.
- **COVID-19 Employee Testing:**

- Pursuant to the Order, all MPS employees, volunteers, contractors, vendors or any other adult supporting Charter School functions on any MSA-1, 5, 7, Santa Ana, and San Diego campuses who are either unvaccinated or incompletely vaccinated must undergo COVID-19 testing (PCR only) at least once per week.
- Previous history of COVID-19 from which the individual recovered more than ninety (90) days earlier, or a previous positive antibody test for COVID-19, do not waive this requirement for testing.
- As outlined above, all employees at any MSA-2, 3, 4, 6, and 8 campuses must test for COVID-19 at least once per week, regardless of COVID-19 vaccination status, as directed by the LAUSD.
- **Accommodations:** Employees may request an accommodation from COVID-19 vaccinations and/or COVID-19 testing due to a medical issue or sincerely held religious belief, practice or observance that may prevent an employee from vaccinating or testing for COVID-19. Upon receiving a request for accommodation from COVID-19 testing and/or vaccinations, the Charter School will engage in the interactive process and determine what, if any accommodations can be provided. However, the Charter School may not be required to provide an employee with an accommodation, should it result in a direct threat to health and safety at the School or to the employee or if the accommodation will cause an undue hardship for the School, among other reasons.
- **Compliance Period:**
  - Employees at the MSA -1, 5, Santa Ana, and San Diego campuses must submit proof of COVID-19 vaccination to the Charter School before October 15, 2021. Such employees who fail to submit proof of COVID-19 vaccination before this date will be deemed unvaccinated and must be required to test for COVID-19 at least once per week. On or after October 15, 2021, employees to fail to test for COVID-19 will be deemed in non-compliance with this policy, absent an approved, legally recognized accommodation from such testing.
  - Employees at MSA-2, 3, 4, 6, and 8 campuses must submit proof of COVID-19 vaccination to the Charter School before October 15, 2021. Such employees who fail to submit proof of COVID-19 vaccination before this date will be deemed in non-compliance with this policy, absent an approved, legally recognized accommodation from such testing.
  - Employees at MSA-7 must submit proof of vaccination to the Charter School **by June 30, 2022.**
- **Non-Compliance:**

- Any employee deemed to be in non-compliance with this policy may be subject to disciplinary action, up to and including termination from at-will employment.
- The Charter School reserves the right to refuse entry to campus to any volunteer, vendor, contractor other adult supporting Charter School functions, should they fail to comply with the proof of vaccination and testing directives as stated in this Policy.
- All employees who have not yet vaccinated should do so outside of working hours. Employees who demonstrate they are unable to get vaccinated outside working hours may use either COVID-19 Supplemental Paid Sick Leave or accrued sick leave for time spent attending a COVID-19 vaccination appointment. In such cases, employees must consult with their supervisors regarding the best time to be excused to receive the vaccine and are responsible for arranging coverage during their absence to get vaccinated, if applicable.
- Employees who experience symptoms related to a COVID-19 vaccine that prevent the employee from being able to work or telework may be entitled to COVID-19 Supplemental Paid Sick Leave, if available and upon request.
- The Charter School will not discriminate, harass, or retaliate against any employee for receiving the COVID-19 vaccine or for electing not to receive the COVID-19 vaccine. However, the School reserves the right to appropriately discipline an employee for non-compliance with this policy, consistent with applicable law.
- As public health and legal guidance regarding COVID-19 vaccinations evolves, the Charter School reserves the right to revise this Employee Vaccination Policy. Upon any revision to this Employee Vaccination Policy, the Charter School will provide immediate notice in writing to all employees.
- Employee with any questions regarding the Charter School's Employee Vaccination Policy may contact Human Resources Department at [hr@magnoliapublicschools.org](mailto:hr@magnoliapublicschools.org).

**15. COVID-19 Vaccination Policy for Students.** The Charter School has adopted the following COVID-19 student vaccination policy ("Student Vaccination Policy"). The purpose of this Student Vaccination Policy is to protect the health, safety, and well-being of all Charter School employees, students, families, and stakeholders to the maximum extent possible, and to facilitate a safe and meaningful return to in-person instruction. The Charter School drafted this policy in compliance with all applicable federal and state laws, including guidance from the Equal Employment Opportunity Commission ("EEOC"), Centers for Disease Control and Prevention ("CDC"), the California Department of Public Health ("CDPH"), and local health authorities.

- Pursuant to the directive of the Los Angeles Unified School District, all students of MSA-2, 3, 4, 6, 7, and 8 who are eligible to receive COVID-19 vaccination must be vaccinated against COVID-19 by the first day of the 2022-2023 school year, unless medically

exempted, or they will not be permitted on campus. At this time, the Student Vaccination Policy applies only to students at MSA-2, 3, 4, 6, 7, and 8.

- **Proof of Vaccination.**

- Vaccination status can only be proven by one of the following methods acknowledged by the California Department of Public Health:
  - COVID-19 Vaccination Record Card (issued by the Department of Health and Human Services Centers for Disease Control and Prevention or WHO Yellow Card) which includes the name of the person vaccinated, type of vaccine provided and date last dose administered; OR
  - A photo of a Vaccination Record Card as a separate document; OR
  - A photo of the client's Vaccination Record Card stored on a phone or electronic device; OR
  - Documentation of COVID-19 vaccination from a health care provider; OR
  - Digital record that includes a QR code that when scanned by a SMART Health Card reader display to the reader client name, date of birth, vaccine dates and vaccine type.

- **Parental Consent.**

- Parent/guardian consent is required for vaccination of students 12-17 years of age.
- A student consent form is available at the Daily Pass Portal at <https://DailyPass.lausd.net> and is included to be filled out as part of the process of making an appointment to receive COVID-19 vaccination from the Los Angeles Unified School District.
- Parents/guardians may be present at, but will not be required to attend, their child's appointment to receive a COVID-19 vaccination from the Los Angeles Unified School District.

- **Compliance Requirements.**

- To provide proof of vaccination, parents/guardians must upload adequate documentary proof of vaccination to the Daily Pass system and ensure that the information appears in the "Vaccinations" tab of their student's Daily Pass. Students vaccinated by the Los Angeles Unified School District do not need to submit their vaccination record, as it will be automatically updated following receipt of the vaccine.
- At this time, the Pfizer-BioNTech COVID-19 vaccine is the only vaccine approved for individuals aged 12 to 17. Students who are 18 or older may also use the Johnson & Johnson or Moderna vaccine to satisfy the vaccination requirement.

- To meet the deadlines imposed by the Los Angeles Unified School District for student vaccination, students aged 12+ should receive their first dose of the Pfizer-BioNTech vaccine no later than 5 weeks prior, and second shot no later than two weeks prior, to the vaccination requirement deadline. To meet the vaccination deadline, students aged 18+ should receive the single dose of the Johnson & Johnson vaccine no later than two weeks prior to the vaccination deadline. And, to meet the deadline using the Moderna vaccine, students should receive their first shot no later than 6 weeks prior to their deadline with their second shot coming no later than two weeks prior to the vaccination requirement deadline.
- Students of MSA 2, 3, 4, 6 and 8 who are 12 and older will not be permitted to participate in extracurricular activities starting October 31, 2021, unless they provide proof of COVID-19 vaccination through the Daily Pass system.
- **Exemptions and Conditional Admissions.**
  - Parents/guardians may apply for exemptions from the COVID-19 vaccine requirements only for medical reasons. The medical exemption process must be followed with the completion of the *Student Medical Exemption to the COVID-19 Vaccine* form and its submission via the Daily Pass portal.
  - Students who are not in compliance by the deadline may be conditionally admitted if they are in one of the following groups: 1) foster youth, 2) experiencing homelessness, 3) migrant, 4) military family, or 5) has an IEP.
  - There are no religious or personal belief exemptions to the Student Vaccination Policy. Because this Student Vaccination Policy is implemented at the directive of the Los Angeles Unified School District, the Charter School cannot grant exemptions outside of those granted through the District's Daily Pass process.
- MSA 2, 3, 4, 6, 7, and 8 students who fail to comply with the Student Vaccination Policy by the first day of Fall Semester 2022, will be excluded from physically entering campus.
- MSA 2, 3, 4, 6, and 8 students will still be required to comply with all COVID-19 testing frequencies mandated by the Los Angeles Unified School District without regard to vaccination status.

**16. Communications to the Charter School Community:** The Charter School will keep families, staff, and the community informed, engaged, and in touch as the new school year begins, by implementing the following communications measures:

- The Charter School will engage with families and staff to develop strategies to prepare and respond to the COVID-19 emergency, including guidelines for families about when to keep students home from school and other topics.



- Communications will include a process for engaging families for potentially unknown concerns that may need to be accommodated.
- Prior to the start of the school year, the Charter School will communicate to staff, students, and parents about new, COVID-19-related protocols, including:
  - Proper use, removal and washing of face coverings.
  - Screening practice.
  - How COVID-19 is spread.
  - COVID-19 specific symptom identification.
  - Preventing the spread of COVID-19 if you are sick, including the importance of not coming to work if staff members have symptoms, or if they or someone they live with has been diagnosed with COVID-19, including pertinent isolation and quarantine policies.
  - Local community testing sites and options for obtaining COVID-19 testing from private medical providers, including any testing arranged by the Charter School.
  - Guidelines for employees regarding COVID-19 specific symptom identification and when to seek medical attention.
  - Guidelines for families about when to keep students home from school.
  - Systems for self-reporting symptoms.
  - Criteria and plan to close schools again for physical attendance of students.
  - Changes in Charter School extracurricular, academic, and meal programs to help prevent the spread of COVID-19.
  - Contact information at the Charter School for students who may have been exposed to COVID-19.
  - Charter School contact information if a student has COVID-19 symptoms or may have been exposed to COVID-19.
- The Charter School will provide information to parents and guardians regarding this Policy and related guidance, along with the safety measures that will be in place in indoor and outdoor settings with which parents and guardians must comply.
- This Policy will be posted at all public entrances to the Charter School campus.
- The Charter School will develop a communications plan for implementation if the school has a positive COVID-19 case in accordance with CDPH and CDE guidelines.

The MPS CEO/Superintendent is authorized to implement changes or additions to this policy in order to ensure compliance or consistency with new or revised orders or guidance from local, county, state or federal authorities (“Agencies”), to take any and all actions consistent with orders and guidance from the Agencies that is not specifically addressed by this policy, and to

ensure compliance with the Charter School's charter petition. The MPS CEO/Superintendent shall provide the Board with regular updates as to actions taken pursuant to this section.

## Appendix

### Site Specific Planning Form

This document has been included to align with the Los Angeles Unified School District's ("LAUSD")'s COVID-19 Containment, Response and Control Plan ("Containment Plan"). Pursuant to the LAUSD's Containment Plan, the LAUSD is requiring all Los Angeles Unified schools complete this form, along with the pre-filled versions of the Los Angeles County Department of Public Health COVID-19 Reopening Protocols for K-12 Schools: Appendices T1 and T2 documents.

School Name: \_\_\_\_\_

Date Last Revised: \_\_\_\_\_

**School Address:** \_\_\_\_\_

**Location Code:** \_\_\_\_\_

School Phone Number: \_\_\_\_\_

#### Campus Density

- Approximate Square Footage open: \_\_\_\_\_
- Maximum Student Capacity: \_\_\_\_\_
- Maximum Number of Staff with physical distancing: \_\_\_\_\_
- Total Number of Students Enrolled: \_\_\_\_\_
- 25% of Total Number of Students Enrolled: \_\_\_\_\_
- In-person class size is limited to: \_\_\_\_\_
- The **maximum** number of students & staff permitted on campus at any one time to ensure no more than 25% of total student body and to maximize physical distancing is:

Specialized Services for defined subgroups of children (T1)			
Enter the estimated total number of students that will return per grade (if none, enter 0)			
TK:	3:	5:	9:
K:	4:	6:	10:
1:	5:	7:	11:
2:	6:	8:	12:
Estimated total number of administrators, teachers, and other employees on campus supporting resumption of all permitted in-person services for students: _____			

Services

The [Grab & Go Food Center](#) located closest to this school is at:

- School Name: \_\_\_\_\_
- Address \_\_\_\_\_

The [COVID-19 Test Center](#) located closest to this school is at:

- School Name: \_\_\_\_\_
- Address: \_\_\_\_\_

School COVID-19 Compliance Task Force

Name	Job Title	Role
	(Principal)	Leader
		COVID-19 Compliance Officer
	(School Administrative Assistant)	Attendance Monitor
	(Plant Manager)	Cleaning/Disinfecting Operations
	(School Nurse)	Exposure Management Advisor
		Health Office Manager
		Data Collection Manager

**Health Office Set-up and Staff**

Type of Health Office	Indoor vs. Outdoor	Location	Staff Person(s)	Alternate	Runner
General Health Office (Non-COVID)					
Isolation Area (Recommended Outdoors)					
Quarantine Area					

School Communications

<b>The following information was sent to parents/students prior to the start of in-person services: (check all that apply)</b>	
<input type="checkbox"/> Isolation and quarantine policies as they apply to students who have symptoms or may have been exposed	<input type="checkbox"/> Options for COVID-19 testing if the student or a family member has symptoms or exposure to COVID-19
<input type="checkbox"/> Changes in school meals to avert risk	<input type="checkbox"/> Required use of face coverings
<input type="checkbox"/> How to conduct a symptom check before students leave home for school	<input type="checkbox"/> Changes in academic and extracurricular programs to avert risk
<input type="checkbox"/> Importance of student compliance with physical distancing and infection control policies	<input type="checkbox"/> Who to contact at the school if students have symptoms or may have been exposed
<input type="checkbox"/> School policies concerning parent visits to school and advisability of contact the school remotely	<input type="checkbox"/> Importance of providing up-to-date emergency contact information, including multiple parent contact options