



## Magnolia Public Schools

### Regular Board Meeting

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**Date and Time**

Thursday August 11, 2022 at 5:30 PM PDT

**Location**

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

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

**One tap mobile:** +16694449171,,97856064990# US

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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:**

Mr. Mekan Muhammedov, Chair  
Ms. Sandra Covarrubias, Vice-Chair  
Dr. Umit Yapanel  
Dr. Salih Dikbas  
Ms. Diane Gonzalez  
Mr. Daniel Sheehan  
Mrs. Esra Eldem Tunc

**CEO & Superintendent:**

Mr. Alfredo Rubalcava

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**Agenda**

|   | Purpose         | Presenter                  | Time           |
|---|-----------------|----------------------------|----------------|
| <b>I. Opening Items</b>   |                 |                            | <b>5:30 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            |
| F. Approval of Minutes from MPS Regular Board Meeting - July 14, 2022   | Approve Minutes |                            | 1 m            |
| <b>II. Information/Discussion Items</b>   |                 |                            | <b>5:44 PM</b> |
| A. Brown Act & Conflict of Interest Training  | Discuss         | YM&C                       | 90 m           |
| <b>III. Consent Items</b>   |                 |                            | <b>7:14 PM</b> |
| A. Certification of Assurances, Protected Prayer Certification, Application for Funding   | Vote            | S.Budhreja                 | 3 m            |
| <b>IV. Action Items</b>   |                 |                            | <b>7:17 PM</b> |
| A. Approval of MPS Board Committee Structure  | Vote            | A.Rubalcava                | 10 m           |
| B. Approval of Findings to Conduct Virtual Meetings Pursuant to AB 361/Government Code Section 54953                              | Vote            | A.Rubalcava                | 5 m            |
| C. Approval of 2022-23 CEO Metrics  | Vote            | M.Muhammedov               | 10 m           |
| D. Approval of Agreement with Universal Awning to Build Two Shade Structures for Magnolia Science Academy-1 High School           | Vote            | Audit/Facilities Committee | 5 m            |
| E. Approval of Agreements with Zingo Construction to Upgrade the Plumbing Fixtures at Magnolia Science Academy-1, 7 and Santa Ana | Vote            | Audit/Facilities Committee | 5 m            |
| F. Approval of Revised MPS Independent Study Policy and Master Agreement  | Vote            | E.Acar                     | 5 m            |
| <b>V. Closed Session</b>  |                 |                            | <b>7:57 PM</b> |
| A. Public Announcement of Closed Session  | FYI             |                            | 1 m            |
| B. Conference with Legal Counsel —Anticipated Litigation § 54956.9(b) - One Case  |                 |                            | 30 m           |
| C. Report Out of Closed Session   | FYI             |                            | 1 m            |
| <b>VI. Closing Items</b>  |                 |                            | <b>8:29 PM</b> |
| A. Adjourn Meeting  |                 |                            | 1 m            |

# Coversheet

## Approval of Minutes from MPS Regular Board Meeting - July 14, 2022

|                          |   |
|--------------------------|---|
| <b>Section:</b>          | I. Opening Items  |
| <b>Item:</b>             | F. Approval of Minutes from MPS Regular Board Meeting - July 14, 2022 |
| <b>Purpose:</b>          | Approve Minutes   |
| <b>Submitted by:</b>     |   |
| <b>Related Material:</b> | Minutes for Regular Board Meeting on July 14, 2022                    |

APPROVED



## Magnolia Public Schools

### Minutes

#### Regular Board Meeting

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**Date and Time**

Thursday July 14, 2022 at 5:30 PM

**Location**

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

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

**One tap mobile:** +16694449171,,97856064990# US  
+16699009128,,97856064990# US (San Jose)

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**Board Members:**

Mr. Mekan Muhammedov, Chair  
Ms. Sandra Covarrubias, Vice-Chair  
Dr. Umit Yapanel  
Dr. Salih Dikbas  
Ms. Diane Gonzalez  
Mr. Daniel Sheehan  
Mrs. Esra Eldem Tunc

**CEO & Superintendent:**

Mr. Alfredo Rubalcava

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**Directors Present**

D. Gonzalez (remote), D. Sheehan (remote), E. Eldem Tunc (remote), M. Muhammedov (remote), S. Covarrubias (remote), U. Yapanel (remote)

**Directors Absent**

S. Dikbas

**Directors who arrived after the meeting opened**

U. Yapanel

**Directors who left before the meeting adjourned**

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U. Yapanel

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## I. Opening Items

### A. Call the Meeting to Order

M. Muhammedov called a meeting of the board of directors of Magnolia Public Schools to order on Thursday Jul 14, 2022 at 5:32 PM.

### B. Record Attendance and Guests

Refer to attendance information recorded above.

### C. Approval of Agenda

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

M. Muhammedov seconded the motion.

The board **VOTED** to approve the motion.

#### Roll Call

|                |        |
|----------------|--------|
| U. Yapanel     | Aye    |
| S. Dikbas      | Absent |
| D. Sheehan     | Aye    |
| D. Gonzalez    | Aye    |
| S. Covarrubias | Aye    |
| M. Muhammedov  | Aye    |
| E. Eldem Tunc  | Aye    |

### D. Public Comments

No public comments were made at this time.

### E. Announcements from CEO & Superintendent and Board Members

A. Rubalcava, CEO & Superintendent, announced schools started summer school programs. Will give an update August/September Board Meetings. Time where many staff members have take vacation to refresh and come back for August 11th & 15th when schools begin. Invited for the Board to join at the Magnolia Symposium to discuss priorities for the year. No comments from Board.

### F. Approval of Minutes from MPS Regular Board Meeting - June 16, 2022

D. Gonzalez made a motion to approve the minutes from Regular Board Meeting on 06-16-22.

U. Yapanel seconded the motion.

The board **VOTED** to approve the motion.

#### Roll Call

|                |        |
|----------------|--------|
| S. Covarrubias | Aye    |
| E. Eldem Tunc  | Aye    |
| S. Dikbas      | Absent |
| M. Muhammedov  | Aye    |
| D. Gonzalez    | Aye    |
| U. Yapanel     | Aye    |
| D. Sheehan     | Aye    |

### G. Approval of Minutes from MPS Regular Board Meeting - June 23, 2022

M. Muhammedov made a motion to approve the minutes from Regular Board Meeting on 06-23-22.

D. Gonzalez seconded the motion.

The board **VOTED** to approve the motion.

**Roll Call**

|                |        |
|----------------|--------|
| S. Dikbas      | Absent |
| D. Gonzalez    | Aye    |
| S. Covarrubias | Aye    |
| U. Yapanel     | Aye    |
| M. Muhammedov  | Aye    |
| E. Eldem Tunc  | Aye    |
| D. Sheehan     | Aye    |

**II. Closed Session**

**A. Public Announcement of Closed Session**

M.Muhammedov, Board Chair, announced that the Board will be going into closed session to discuss conference with legal counsel on anticipated litigation for one case.

**B. Conference with Legal Counsel —Anticipated Litigation § 54956.9(b) - One Case**

This item was discussed in Closed Session.

**C. Report Out of Closed Session**

M.Muhammedov announced in Open Session at 6:08pm that the Board discussed conference with legal counsel on anticipated litigation for one case. No actions taken.

**III. Consent Items**

**A. Approval of MPS Teaching Assignments per EdCode (“EC”) 44258.3**

M. Muhammedov made a motion to approves the listed academic teaching assignments for the listed teacher per EC 44258.3.

D. Gonzalez seconded the motion.

Listed teaching assignments include Magnolia Science Academy Santa Ana for teacher Zehra Mercan as listed in the board report.

The board **VOTED** to approve the motion.

**Roll Call**

|                |        |
|----------------|--------|
| S. Dikbas      | Absent |
| D. Sheehan     | Aye    |
| U. Yapanel     | Aye    |
| D. Gonzalez    | Aye    |
| M. Muhammedov  | Aye    |
| S. Covarrubias | Aye    |
| E. Eldem Tunc  | Aye    |

**IV. Action Items**

**A. Approval of Findings to Conduct Virtual Meetings Pursuant to AB 361/Government Code Section 54953**

MPS Board of Directors discussed and reconsidered the circumstances of the State of Emergency related to COVID-19 in which meeting in person can directly impact the ability of the Board in addition to the all standing Board Committees (Finance, Audit/Facilities, Academic, Stakeholder and Development & Nominating/Governance Committees) and public to meet safely. As such, local officials are still continuing to recommend measures to promote social distancing. Board Members questions were addressed by staff.

D. Gonzalez made a motion 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. U. Yapanel seconded the motion.

The board **VOTED** to approve the motion.

**Roll Call**

|                |        |
|----------------|--------|
| M. Muhammedov  | Aye    |
| D. Gonzalez    | Aye    |
| E. Eldem Tunc  | Aye    |
| D. Sheehan     | Aye    |
| S. Covarrubias | Aye    |
| S. Dikbas      | Absent |
| U. Yapanel     | Aye    |

**B. Approval of Current Magnolia Educational & Research Foundation Conflict of Interest Code & Conflict of Interest Policy & Authorization to Submit 2022 Multi-County Agency Biennial Notice**

A.Rubalcava, CEO & Superintendent, had informed that back in 2017 the Fair Political Practices Commission (FPPC) had approved of the MPS Conflict of Interest Code which came from the development of MPS legal counsel Young, Minnie & Corr as well as the approval to move forward with submitting to the FPPC by the Board of Directors. He added that a standard practice is to revisit the code and policy biennially to assess if revisions are needed for possible re-submission to the FPPC for their approval and if no changes then to submit the Biennial Notice. No revisions were needed to the existing code and policy and Magnolia will complete the multi-county biennial notice since Magnolia has schools in multiple counties.

M. Muhammedov made a motion to approve the current Magnolia Educational & Research Foundation Conflict of Interest Code approved by the Fair Political Practices Commission on November 1, 2017 & Conflict of Interest Policy as it is with no changes and to submit the Biennial Notice to the Fair Political Practices Commission (FPPC).

D. Gonzalez seconded the motion.

The board **VOTED** to approve the motion.

**Roll Call**

|                |        |
|----------------|--------|
| S. Covarrubias | Aye    |
| E. Eldem Tunc  | Aye    |
| U. Yapanel     | Aye    |
| M. Muhammedov  | Aye    |
| D. Sheehan     | Aye    |
| D. Gonzalez    | Aye    |
| S. Dikbas      | Absent |

**C. Renewal of One MPS Board Membership**

A.Rubalcava, CEO & Superintendent, thanked the Board for their continued dedication and hours in fulfilling the priorities of Magnolia students and the community. He thanked S.Covarrubias, Vice-Chair, for her commitment during her

first term which is set to expire August 9, 2022. She will continue her membership for a second term. Board Members thanked S.Covarrubias for her dedication so far and for her continued commitment to improve Magnolia schools.

S.Covarrubias, expressed that she will continue her efforts for the betterment of the students.

U. Yapanel made a motion to approve the membership renewal for Ms. Sandra Covarrubias for a 5- year term beginning August 10, 2022 through August 9, 2027.

D. Gonzalez seconded the motion.

The board **VOTED** to approve the motion.

**Roll Call**

|                |        |
|----------------|--------|
| M. Muhammedov  | Aye    |
| S. Covarrubias | Aye    |
| D. Sheehan     | Aye    |
| U. Yapanel     | Aye    |
| E. Eldem Tunc  | Aye    |
| D. Gonzalez    | Aye    |
| S. Dikbas      | Absent |

**D. Approval of CalSHAPE Ventilation Grant Resolution for MSA-1 (Resolution #20220714-01)**

M.Sahin, Facilities Project Manager, presented the application for a grant for ventilation maintenance for Magnolia Science Academy (MSA)-1. In total three schools submitted the application as the others did not qualify. The amount awarded was \$90.492 to fund the assessment, maintenance, and repair of ventilation systems, installation of carbos dioxide monitors, and replacement of noncompliant plumbing fixtures and appliances. He explained the process and estimate for Peak West Plumbing. He explained how he identified the vendor. This item is similar to the following two items. Board Members questions were addressed by staff. It was discussed the the Board will motion to vote to accept the ventilation grant as stated in the Board motion. M.Sahin will confirm with the California Energy Commission if that entails using the proposed vendor in which that piece will come back to the Board.

D. Gonzalez made a motion to approve Resolution #20220714-01 to authorize Magnolia Science Academy-1 to accept the ventilation grant from the California Energy Commission to implement a CalSHAPE Program project.

S. Covarrubias seconded the motion.

The board **VOTED** to approve the motion.

**Roll Call**

|                |        |
|----------------|--------|
| S. Covarrubias | Aye    |
| U. Yapanel     | Absent |
| D. Sheehan     | Aye    |
| S. Dikbas      | Absent |
| D. Gonzalez    | Aye    |
| M. Muhammedov  | Aye    |
| E. Eldem Tunc  | Aye    |

**E. Approval of CalSHAPE Ventilation Grant Resolution for MSA-7 (Resolution #20220714-02)**

Similar to the previous item, M.Sahin, Facilities Project Manager, presented the application for a grant for ventilation maintenance for Magnolia Science Academy (MSA)-7. The amount awarded was \$37,080 to fund the assessment, maintenance, and repair of ventilation systems, installation of carbos dioxide monitors, and replacement of noncompliant plumbing fixtures and appliances. No additional questions were asked that were not mentioned in the previous item.



U. Yapanel left at 6:35 PM.

M. Muhammedov made a motion to approve Resolution #20220714-02 to authorize Magnolia Science Academy-7 to accept the ventilation grant from the California Energy Commission to implement a CalSHAPE Program project.

D. Gonzalez seconded the motion.

The board **VOTED** to approve the motion.

**Roll Call**

|                |        |
|----------------|--------|
| M. Muhammedov  | Aye    |
| U. Yapanel     | Absent |
| S. Covarrubias | Aye    |
| D. Gonzalez    | Aye    |
| S. Dikbas      | Absent |
| D. Sheehan     | Aye    |
| E. Eldem Tunc  | Aye    |

**F. Approval of CalSHAPE Ventilation Grant Resolution for MSA-Santa Ana (Resolution #20220714-03)**

As presented in the previous two items, M.Sahin, Facilities Project Manager, presented the application for a grant for ventilation maintenance for Magnolia Science Academy (MSA)-Santa Ana. The amount awarded was \$91,632 to fund the assessment, maintenance, and repair of ventilation systems, installation of carbos dioxide monitors, and replacement of noncompliant plumbing fixtures and appliances.

U. Yapanel arrived.

M. Muhammedov made a motion to approve Resolution #20220714-03 to authorize Magnolia Science Academy-Santa Ana to accept the ventilation grant from the California Energy Commission to implement a CalSHAPE Program project.

S. Covarrubias seconded the motion.

The board **VOTED** to approve the motion.

**Roll Call**

|                |        |
|----------------|--------|
| M. Muhammedov  | Aye    |
| D. Gonzalez    | Aye    |
| S. Dikbas      | Absent |
| D. Sheehan     | Aye    |
| S. Covarrubias | Aye    |
| E. Eldem Tunc  | Aye    |
| U. Yapanel     | Aye    |

**V. Closing Items**

**A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:42 PM.

Respectfully Submitted,  
M. Muhammedov

## Coversheet

### Certification of Assurances, Protected Prayer Certification, Application for Funding

**Section:** III. Consent Items  
**Item:** A. Certification of Assurances, Protected Prayer Certification,  
Application for Funding  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:**  
2022-23 Certification of Assurances, Protected Prayer Certification, Application for  
Funding.pdf



|                     |  |
|---------------------|--|
| Board Agenda Item # | III A: Consent Items   |
| Date:               | August 11, 2022  |
| To:                 | Magnolia Public Schools - Board of Directors   |
| From:               | Alfredo Rubalcava, CEO & Superintendent  |
| Staff Lead:         | Steve Budhreja Ed.D., Chief Financial Officer  |
| RE:                 | 2022-23 Certification of Assurances, Protected Prayer Certification, Application for Funding |

#### Proposed Board Recommendation

I move that the Board approves the 2022-23 Certification of Assurances, 2022-23 Protected Prayer Certification, 2022-23 Application for Funding and General Assurances as presented.

#### Background

• The Consolidated Application (ConApp) is used by the California Department of Education (CDE) to distribute categorical funds from various state and federal programs to county offices, school districts, and direct-funded charter schools throughout California. Annually, in June, each local educational agency (LEA) submits the spring release of the application to document participation in these programs and provide assurances that the district will comply with the legal requirements of each program. Program entitlements are determined by formulas contained in the laws that created the programs. The items required to be approved by the Board are attached herein. The documents listed above should be approved within 6 weeks from the date Consolidated Application Reporting System(CARS) is released. The CARS was released on August 1, 2022.

#### Implications

N/A

#### Name of Staff Originator:

Steve Budhreja Ed.D., Chief Financial Officer

#### Attachments:

- 2022-23 Certification of Assurances
- 2022-2023 Protected Prayer Certification
- 2022-2023 Application for Funding

Magnolia Science Academy (19 10199 6119945)

Status: Certified  
Saved by: Omar F Polat  
Date: 8/1/2022 1:47 PM**2022–23 Certification of Assurances**


Submission of Certification of Assurances is required every fiscal year. A complete list of legal and program assurances for the fiscal year can be found at <https://www.cde.ca.gov/fg/aa/co/ca21assurancetoc.asp>.

**CDE Program Contact:**

Consolidated Application Support Desk, Education Data Office, [ConAppSupport@cde.ca.gov](mailto:ConAppSupport@cde.ca.gov), 916-319-0297

**Consolidated Application Certification Statement**

I hereby certify that all of the applicable state and federal rules and regulations will be observed by this applicant; that to the best of my knowledge the information contained in this application is correct and complete; and I agree to participate in the monitoring process regarding the use of these funds according to the standards and criteria set forth by the California Department of Education Federal Program Monitoring (FPM) Office. Legal assurances for all programs are accepted as the basic legal condition for the operation of selected projects and programs and copies of assurances are retained on site. I certify that we accept all assurances except for those for which a waiver has been obtained or requested. A copy of all waivers or requests is on file. I certify that actual ink signatures for this form are on file.

|  |  |
|--|--|
| Authorized Representative's Full Name      | Alfredo Rubalcava  |
| Authorized Representative's Signature      | <br><small>Alfredo Rubalcava (Aug 1, 2022 15:07 PDT)</small> |
| Authorized Representative's Title          | Chief Executive Officer and<br>Superintendent  |
| Authorized Representative's Signature Date | 08/11/2022   |

**\*\*\*Warning\*\*\***

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

Report Date:8/1/2022

R02

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Magnolia Science Academy (19 10199 6119945)

Status: Draft  
Saved by: Omar F Polat  
Date: 8/1/2022 2:20 PM**2022–23 Protected Prayer Certification**

Every Student Succeeds Act (ESSA) Section 8524 specifies federal requirements regarding constitutionally protected prayer in public elementary and secondary schools. This form meets the annual requirement and provides written certification.

**CDE Program Contact:**

Miguel Cordova, Title I Policy, Program, and Support Office, [MCordova@cde.ca.gov](mailto:MCordova@cde.ca.gov), 916-319-0381

**Protected Prayer Certification Statement**

The local educational agency (LEA) hereby assures and certifies to the California State Board of Education that the LEA has no policy that prevents, or otherwise denies participation in, constitutionally protected prayer in public schools as set forth in the "Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools."

The LEA hereby assures that this page has been printed and contains an ink signature. The ink signature copy shall be made available to the California Department of Education upon request or as part of an audit, a compliance review, or a complaint investigation.

|   |  |
|---|--|
| The authorized representative agrees to the above statement   | Yes  |
| Authorized Representative's Full Name   | Alfredo Rubalcava                          |
| Authorized Representative's Title   | Chief Executive Officer and Superintendent |
| Authorized Representative's Signature Date  | 08/11/2022                                 |
| Comment   |  |
| If the LEA is not able to certify at this time, then an explanation must be provided in the comment field. (Maximum 500 characters) |  |

**\*\*\*Warning\*\*\***

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**2022–23 Application for Funding****CDE Program Contact:**Consolidated Application Support Desk, Education Data Office, [ConAppSupport@cde.ca.gov](mailto:ConAppSupport@cde.ca.gov), 916-319-0297**Local Governing Board Approval**

The local educational agency (LEA) is required to review and receive approval of their Application for Funding selections with their local governing board.

|   |     |
|---|-----|
| By checking this box the LEA certifies that the Local Board has approved the Application for Funding for the listed fiscal year | Yes |
|---|-----|

**District English Learner Advisory Committee Review**

Per Title 5 of the California Code of Regulations Section 11308, if your LEA has more than 50 English learners, then the LEA must establish a District English Learner Advisory Committee (DELAC) which shall review and advise on the development of the application for funding programs that serve English learners.

|   |    |
|---|----|
| By checking this box the LEA certifies that parent input has been received from the District English Learner Committee (if applicable) regarding the spending of Title III funds for the listed fiscal year | No |
|---|----|

**Application for Categorical Programs**

To receive specific categorical funds for a school year, the LEA must apply for the funds by selecting Yes below. Only the categorical funds that the LEA is eligible to receive are displayed.

|   |     |
|---|-----|
| <b>Title I, Part A (Basic Grant)</b><br>ESSA Sec. 1111 et seq.<br>SACS 3010               | Yes |
| <b>Title II, Part A (Supporting Effective Instruction)</b><br>ESEA Sec. 2104<br>SACS 4035 | Yes |
| <b>Title III English Learner</b><br>ESEA Sec. 3102<br>SACS 4203                           | Yes |
| <b>Title III Immigrant</b><br>ESEA Sec. 3102<br>SACS 4201                                 | No  |
| <b>Title IV, Part A (Student and School Support)</b><br>ESSA Sec. 4101<br>SACS 4127       | Yes |

**\*\*\*Warning\*\*\***

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Magnolia Science Academy 2 (19 10199 0115212)

Status: Certified  
Saved by: Omar F Polat  
Date: 8/1/2022 2:21 PM**2022–23 Certification of Assurances**


Submission of Certification of Assurances is required every fiscal year. A complete list of legal and program assurances for the fiscal year can be found at <https://www.cde.ca.gov/fg/aa/co/ca21assurancetoc.asp>.

**CDE Program Contact:**

Consolidated Application Support Desk, Education Data Office, [ConAppSupport@cde.ca.gov](mailto:ConAppSupport@cde.ca.gov), 916-319-0297

**Consolidated Application Certification Statement**

I hereby certify that all of the applicable state and federal rules and regulations will be observed by this applicant; that to the best of my knowledge the information contained in this application is correct and complete; and I agree to participate in the monitoring process regarding the use of these funds according to the standards and criteria set forth by the California Department of Education Federal Program Monitoring (FPM) Office. Legal assurances for all programs are accepted as the basic legal condition for the operation of selected projects and programs and copies of assurances are retained on site. I certify that we accept all assurances except for those for which a waiver has been obtained or requested. A copy of all waivers or requests is on file. I certify that actual ink signatures for this form are on file.

|  |  |
|--|--|
| Authorized Representative's Full Name      | Alfredo Rubalcava  |
| Authorized Representative's Signature      | <br><small>Alfredo Rubalcava (Aug 1, 2022 15:07 PDT)</small> |
| Authorized Representative's Title          | Chief Executive Officer and<br>Superintendent  |
| Authorized Representative's Signature Date | 08/11/2022   |

**\*\*\*Warning\*\*\***

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Report Date:8/1/2022

R02

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**2022–23 Protected Prayer Certification**

Every Student Succeeds Act (ESSA) Section 8524 specifies federal requirements regarding constitutionally protected prayer in public elementary and secondary schools. This form meets the annual requirement and provides written certification.

**CDE Program Contact:**

Miguel Cordova, Title I Policy, Program, and Support Office, [MCordova@cde.ca.gov](mailto:MCordova@cde.ca.gov), 916-319-0381

**Protected Prayer Certification Statement**

The local educational agency (LEA) hereby assures and certifies to the California State Board of Education that the LEA has no policy that prevents, or otherwise denies participation in, constitutionally protected prayer in public schools as set forth in the "Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools."

The LEA hereby assures that this page has been printed and contains an ink signature. The ink signature copy shall be made available to the California Department of Education upon request or as part of an audit, a compliance review, or a complaint investigation.

|   |  |
|---|--|
| The authorized representative agrees to the above statement   | Yes  |
| Authorized Representative's Full Name   | Alfredo Rubalcava                          |
| Authorized Representative's Title   | Chief Executive Officer and Superintendent |
| Authorized Representative's Signature Date  | 08/11/2022                                 |
| Comment   |  |
| If the LEA is not able to certify at this time, then an explanation must be provided in the comment field. (Maximum 500 characters) |  |

**\*\*\*Warning\*\*\***

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**2022–23 Application for Funding****CDE Program Contact:**Consolidated Application Support Desk, Education Data Office, [ConAppSupport@cde.ca.gov](mailto:ConAppSupport@cde.ca.gov), 916-319-0297**Local Governing Board Approval**

The local educational agency (LEA) is required to review and receive approval of their Application for Funding selections with their local governing board.

|   |     |
|---|-----|
| By checking this box the LEA certifies that the Local Board has approved the Application for Funding for the listed fiscal year | Yes |
|---|-----|

**District English Learner Advisory Committee Review**

Per Title 5 of the California Code of Regulations Section 11308, if your LEA has more than 50 English learners, then the LEA must establish a District English Learner Advisory Committee (DELAC) which shall review and advise on the development of the application for funding programs that serve English learners.

|   |    |
|---|----|
| By checking this box the LEA certifies that parent input has been received from the District English Learner Committee (if applicable) regarding the spending of Title III funds for the listed fiscal year | No |
|---|----|

**Application for Categorical Programs**

To receive specific categorical funds for a school year, the LEA must apply for the funds by selecting Yes below. Only the categorical funds that the LEA is eligible to receive are displayed.

|   |     |
|---|-----|
| <b>Title I, Part A (Basic Grant)</b><br>ESSA Sec. 1111 et seq.<br>SACS 3010               | Yes |
| <b>Title II, Part A (Supporting Effective Instruction)</b><br>ESEA Sec. 2104<br>SACS 4035 | Yes |
| <b>Title III English Learner</b><br>ESEA Sec. 3102<br>SACS 4203                           | Yes |
| <b>Title III Immigrant</b><br>ESEA Sec. 3102<br>SACS 4201                                 | No  |
| <b>Title IV, Part A (Student and School Support)</b><br>ESSA Sec. 4101<br>SACS 4127       | Yes |

**\*\*\*Warning\*\*\***

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Magnolia Science Academy 3 (19 10199 0115030)

Status: Certified  
Saved by: Omar F Polat  
Date: 8/1/2022 2:23 PM**2022–23 Certification of Assurances**


Submission of Certification of Assurances is required every fiscal year. A complete list of legal and program assurances for the fiscal year can be found at <https://www.cde.ca.gov/fg/aa/co/ca21assurancetoc.asp>.

**CDE Program Contact:**

Consolidated Application Support Desk, Education Data Office, [ConAppSupport@cde.ca.gov](mailto:ConAppSupport@cde.ca.gov), 916-319-0297

**Consolidated Application Certification Statement**

I hereby certify that all of the applicable state and federal rules and regulations will be observed by this applicant; that to the best of my knowledge the information contained in this application is correct and complete; and I agree to participate in the monitoring process regarding the use of these funds according to the standards and criteria set forth by the California Department of Education Federal Program Monitoring (FPM) Office. Legal assurances for all programs are accepted as the basic legal condition for the operation of selected projects and programs and copies of assurances are retained on site. I certify that we accept all assurances except for those for which a waiver has been obtained or requested. A copy of all waivers or requests is on file. I certify that actual ink signatures for this form are on file.

|  |  |
|--|--|
| Authorized Representative's Full Name      | Alfredo Rubalcava  |
| Authorized Representative's Signature      | <br><small>Alfredo Rubalcava (Aug 1, 2022 15:07 PDT)</small> |
| Authorized Representative's Title          | Chief Executive Officer and<br>Superintendent  |
| Authorized Representative's Signature Date | 08/11/2022   |

**\*\*\*Warning\*\*\***

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

Report Date:8/1/2022

R02

Page 1 of 3

**2022–23 Protected Prayer Certification**

Every Student Succeeds Act (ESSA) Section 8524 specifies federal requirements regarding constitutionally protected prayer in public elementary and secondary schools. This form meets the annual requirement and provides written certification.

**CDE Program Contact:**

Miguel Cordova, Title I Policy, Program, and Support Office, [MCordova@cde.ca.gov](mailto:MCordova@cde.ca.gov), 916-319-0381

**Protected Prayer Certification Statement**

The local educational agency (LEA) hereby assures and certifies to the California State Board of Education that the LEA has no policy that prevents, or otherwise denies participation in, constitutionally protected prayer in public schools as set forth in the "Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools."

The LEA hereby assures that this page has been printed and contains an ink signature. The ink signature copy shall be made available to the California Department of Education upon request or as part of an audit, a compliance review, or a complaint investigation.

|   |  |
|---|--|
| The authorized representative agrees to the above statement   | Yes  |
| Authorized Representative's Full Name   | Alfredo Rubalcava                          |
| Authorized Representative's Title   | Chief Executive Officer and Superintendent |
| Authorized Representative's Signature Date  | 08/11/2022                                 |
| Comment   |  |
| If the LEA is not able to certify at this time, then an explanation must be provided in the comment field. (Maximum 500 characters) |  |

**\*\*\*Warning\*\*\***

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**2022–23 Application for Funding****CDE Program Contact:**Consolidated Application Support Desk, Education Data Office, [ConAppSupport@cde.ca.gov](mailto:ConAppSupport@cde.ca.gov), 916-319-0297**Local Governing Board Approval**

The local educational agency (LEA) is required to review and receive approval of their Application for Funding selections with their local governing board.

|   |     |
|---|-----|
| By checking this box the LEA certifies that the Local Board has approved the Application for Funding for the listed fiscal year | Yes |
|---|-----|

**District English Learner Advisory Committee Review**

Per Title 5 of the California Code of Regulations Section 11308, if your LEA has more than 50 English learners, then the LEA must establish a District English Learner Advisory Committee (DELAC) which shall review and advise on the development of the application for funding programs that serve English learners.

|   |    |
|---|----|
| By checking this box the LEA certifies that parent input has been received from the District English Learner Committee (if applicable) regarding the spending of Title III funds for the listed fiscal year | No |
|---|----|

**Application for Categorical Programs**

To receive specific categorical funds for a school year, the LEA must apply for the funds by selecting Yes below. Only the categorical funds that the LEA is eligible to receive are displayed.

|   |     |
|---|-----|
| <b>Title I, Part A (Basic Grant)</b><br>ESSA Sec. 1111 et seq.<br>SACS 3010               | Yes |
| <b>Title II, Part A (Supporting Effective Instruction)</b><br>ESEA Sec. 2104<br>SACS 4035 | Yes |
| <b>Title III English Learner</b><br>ESEA Sec. 3102<br>SACS 4203                           | Yes |
| <b>Title III Immigrant</b><br>ESEA Sec. 3102<br>SACS 4201                                 | No  |
| <b>Title IV, Part A (Student and School Support)</b><br>ESSA Sec. 4101<br>SACS 4127       | Yes |

**\*\*\*Warning\*\*\***

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Magnolia Science Academy 4 (19 64733 0117622)

Status: Certified  
Saved by: Omar F Polat  
Date: 8/1/2022 2:24 PM**2022–23 Certification of Assurances**


Submission of Certification of Assurances is required every fiscal year. A complete list of legal and program assurances for the fiscal year can be found at <https://www.cde.ca.gov/fg/aa/co/ca21assurancetoc.asp>.

**CDE Program Contact:**

Consolidated Application Support Desk, Education Data Office, [ConAppSupport@cde.ca.gov](mailto:ConAppSupport@cde.ca.gov), 916-319-0297

**Consolidated Application Certification Statement**

I hereby certify that all of the applicable state and federal rules and regulations will be observed by this applicant; that to the best of my knowledge the information contained in this application is correct and complete; and I agree to participate in the monitoring process regarding the use of these funds according to the standards and criteria set forth by the California Department of Education Federal Program Monitoring (FPM) Office. Legal assurances for all programs are accepted as the basic legal condition for the operation of selected projects and programs and copies of assurances are retained on site. I certify that we accept all assurances except for those for which a waiver has been obtained or requested. A copy of all waivers or requests is on file. I certify that actual ink signatures for this form are on file.

|  |  |
|--|--|
| Authorized Representative's Full Name      | Alfredo Rubalcava  |
| Authorized Representative's Signature      | <br><small>Alfredo Rubalcava (Aug 1, 2022 15:07 PDT)</small> |
| Authorized Representative's Title          | Chief Executive Officer and<br>Superintendent  |
| Authorized Representative's Signature Date | 08/11/2022   |

**\*\*\*Warning\*\*\***

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Report Date:8/1/2022

R02

Page 1 of 3

**2022–23 Protected Prayer Certification**

Every Student Succeeds Act (ESSA) Section 8524 specifies federal requirements regarding constitutionally protected prayer in public elementary and secondary schools. This form meets the annual requirement and provides written certification.

**CDE Program Contact:**

Miguel Cordova, Title I Policy, Program, and Support Office, [MCordova@cde.ca.gov](mailto:MCordova@cde.ca.gov), 916-319-0381

**Protected Prayer Certification Statement**

The local educational agency (LEA) hereby assures and certifies to the California State Board of Education that the LEA has no policy that prevents, or otherwise denies participation in, constitutionally protected prayer in public schools as set forth in the "Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools."

The LEA hereby assures that this page has been printed and contains an ink signature. The ink signature copy shall be made available to the California Department of Education upon request or as part of an audit, a compliance review, or a complaint investigation.

|   |  |
|---|--|
| The authorized representative agrees to the above statement   | Yes  |
| Authorized Representative's Full Name   | Alfredo Rubalcava                          |
| Authorized Representative's Title   | Chief Executive Officer and Superintendent |
| Authorized Representative's Signature Date  | 08/11/2022                                 |
| Comment   |  |
| If the LEA is not able to certify at this time, then an explanation must be provided in the comment field. (Maximum 500 characters) |  |

**\*\*\*Warning\*\*\***

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**California Department of Education****Consolidated Application**

Magnolia Science Academy 4 (19 64733 0117622)

Status: Draft  
Saved by: Omar F Polat  
Date: 8/1/2022 2:24 PM**2022–23 Application for Funding****CDE Program Contact:**Consolidated Application Support Desk, Education Data Office, [ConAppSupport@cde.ca.gov](mailto:ConAppSupport@cde.ca.gov), 916-319-0297**Local Governing Board Approval**

The local educational agency (LEA) is required to review and receive approval of their Application for Funding selections with their local governing board.

|   |     |
|---|-----|
| By checking this box the LEA certifies that the Local Board has approved the Application for Funding for the listed fiscal year | Yes |
|---|-----|

**District English Learner Advisory Committee Review**

Per Title 5 of the California Code of Regulations Section 11308, if your LEA has more than 50 English learners, then the LEA must establish a District English Learner Advisory Committee (DELAC) which shall review and advise on the development of the application for funding programs that serve English learners.

|   |    |
|---|----|
| By checking this box the LEA certifies that parent input has been received from the District English Learner Committee (if applicable) regarding the spending of Title III funds for the listed fiscal year | No |
|---|----|

**Application for Categorical Programs**

To receive specific categorical funds for a school year, the LEA must apply for the funds by selecting Yes below. Only the categorical funds that the LEA is eligible to receive are displayed.

|   |     |
|---|-----|
| <b>Title I, Part A (Basic Grant)</b><br>ESSA Sec. 1111 et seq.<br>SACS 3010               | Yes |
| <b>Title II, Part A (Supporting Effective Instruction)</b><br>ESEA Sec. 2104<br>SACS 4035 | Yes |
| <b>Title III English Learner</b><br>ESEA Sec. 3102<br>SACS 4203                           | Yes |
| <b>Title III Immigrant</b><br>ESEA Sec. 3102<br>SACS 4201                                 | No  |
| <b>Title IV, Part A (Student and School Support)</b><br>ESSA Sec. 4101<br>SACS 4127       | Yes |

**\*\*\*Warning\*\*\***

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

Magnolia Science Academy 5 (19 10199 0137679)

Status: Certified  
Saved by: Omar F Polat  
Date: 8/1/2022 2:25 PM**2022–23 Certification of Assurances**

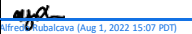
Submission of Certification of Assurances is required every fiscal year. A complete list of legal and program assurances for the fiscal year can be found at <https://www.cde.ca.gov/fg/aa/co/ca21assurancetoc.asp>.

**CDE Program Contact:**

Consolidated Application Support Desk, Education Data Office, [ConAppSupport@cde.ca.gov](mailto:ConAppSupport@cde.ca.gov), 916-319-0297

**Consolidated Application Certification Statement**

I hereby certify that all of the applicable state and federal rules and regulations will be observed by this applicant; that to the best of my knowledge the information contained in this application is correct and complete; and I agree to participate in the monitoring process regarding the use of these funds according to the standards and criteria set forth by the California Department of Education Federal Program Monitoring (FPM) Office. Legal assurances for all programs are accepted as the basic legal condition for the operation of selected projects and programs and copies of assurances are retained on site. I certify that we accept all assurances except for those for which a waiver has been obtained or requested. A copy of all waivers or requests is on file. I certify that actual ink signatures for this form are on file.

|  |  |
|--|--|
| Authorized Representative's Full Name      | Alfredo Rubalcava  |
| Authorized Representative's Signature      | <br><small>Alfredo Rubalcava (Aug 1, 2022 15:07 PDT)</small> |
| Authorized Representative's Title          | Chief Executive Officer and<br>Superintendent  |
| Authorized Representative's Signature Date | 08/11/2022   |

**\*\*\*Warning\*\*\***

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Report Date:8/1/2022

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**2022–23 Protected Prayer Certification**

Every Student Succeeds Act (ESSA) Section 8524 specifies federal requirements regarding constitutionally protected prayer in public elementary and secondary schools. This form meets the annual requirement and provides written certification.

**CDE Program Contact:**

Miguel Cordova, Title I Policy, Program, and Support Office, [MCordova@cde.ca.gov](mailto:MCordova@cde.ca.gov), 916-319-0381

**Protected Prayer Certification Statement**

The local educational agency (LEA) hereby assures and certifies to the California State Board of Education that the LEA has no policy that prevents, or otherwise denies participation in, constitutionally protected prayer in public schools as set forth in the "Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools."

The LEA hereby assures that this page has been printed and contains an ink signature. The ink signature copy shall be made available to the California Department of Education upon request or as part of an audit, a compliance review, or a complaint investigation.

|   |  |
|---|--|
| The authorized representative agrees to the above statement   | Yes  |
| Authorized Representative's Full Name   | Alfredo Rubalcava                          |
| Authorized Representative's Title   | Chief Executive Officer and Superintendent |
| Authorized Representative's Signature Date  | 08/11/2022                                 |
| Comment   |  |
| If the LEA is not able to certify at this time, then an explanation must be provided in the comment field. (Maximum 500 characters) |  |

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**2022–23 Application for Funding****CDE Program Contact:**Consolidated Application Support Desk, Education Data Office, [ConAppSupport@cde.ca.gov](mailto:ConAppSupport@cde.ca.gov), 916-319-0297**Local Governing Board Approval**

The local educational agency (LEA) is required to review and receive approval of their Application for Funding selections with their local governing board.

|   |     |
|---|-----|
| By checking this box the LEA certifies that the Local Board has approved the Application for Funding for the listed fiscal year | Yes |
|---|-----|

**District English Learner Advisory Committee Review**

Per Title 5 of the California Code of Regulations Section 11308, if your LEA has more than 50 English learners, then the LEA must establish a District English Learner Advisory Committee (DELAC) which shall review and advise on the development of the application for funding programs that serve English learners.

|   |    |
|---|----|
| By checking this box the LEA certifies that parent input has been received from the District English Learner Committee (if applicable) regarding the spending of Title III funds for the listed fiscal year | No |
|---|----|

**Application for Categorical Programs**

To receive specific categorical funds for a school year, the LEA must apply for the funds by selecting Yes below. Only the categorical funds that the LEA is eligible to receive are displayed.

|   |     |
|---|-----|
| <b>Title I, Part A (Basic Grant)</b><br>ESSA Sec. 1111 et seq.<br>SACS 3010               | Yes |
| <b>Title II, Part A (Supporting Effective Instruction)</b><br>ESEA Sec. 2104<br>SACS 4035 | Yes |
| <b>Title III English Learner</b><br>ESEA Sec. 3102<br>SACS 4203                           | Yes |
| <b>Title III Immigrant</b><br>ESEA Sec. 3102<br>SACS 4201                                 | Yes |
| <b>Title IV, Part A (Student and School Support)</b><br>ESSA Sec. 4101<br>SACS 4127       | Yes |

**\*\*\*Warning\*\*\***

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Magnolia Science Academy 6 (19 64733 0117648)

Status: Certified  
Saved by: Omar F Polat  
Date: 8/1/2022 2:26 PM**2022–23 Certification of Assurances**


Submission of Certification of Assurances is required every fiscal year. A complete list of legal and program assurances for the fiscal year can be found at <https://www.cde.ca.gov/fg/aa/co/ca21assurancetoc.asp>.

**CDE Program Contact:**

Consolidated Application Support Desk, Education Data Office, [ConAppSupport@cde.ca.gov](mailto:ConAppSupport@cde.ca.gov), 916-319-0297

**Consolidated Application Certification Statement**

I hereby certify that all of the applicable state and federal rules and regulations will be observed by this applicant; that to the best of my knowledge the information contained in this application is correct and complete; and I agree to participate in the monitoring process regarding the use of these funds according to the standards and criteria set forth by the California Department of Education Federal Program Monitoring (FPM) Office. Legal assurances for all programs are accepted as the basic legal condition for the operation of selected projects and programs and copies of assurances are retained on site. I certify that we accept all assurances except for those for which a waiver has been obtained or requested. A copy of all waivers or requests is on file. I certify that actual ink signatures for this form are on file.

|  |  |
|--|--|
| Authorized Representative's Full Name      | Alfredo Rubalcava  |
| Authorized Representative's Signature      | <br><small>Alfredo Rubalcava (Aug 1, 2022 15:07 PDT)</small> |
| Authorized Representative's Title          | Chief Executive Officer and<br>Superintendent  |
| Authorized Representative's Signature Date | 08/11/2022   |

**\*\*\*Warning\*\*\***

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Report Date:8/1/2022

R02

Page 1 of 3

**2022–23 Protected Prayer Certification**

Every Student Succeeds Act (ESSA) Section 8524 specifies federal requirements regarding constitutionally protected prayer in public elementary and secondary schools. This form meets the annual requirement and provides written certification.

**CDE Program Contact:**

Miguel Cordova, Title I Policy, Program, and Support Office, [MCordova@cde.ca.gov](mailto:MCordova@cde.ca.gov), 916-319-0381

**Protected Prayer Certification Statement**

The local educational agency (LEA) hereby assures and certifies to the California State Board of Education that the LEA has no policy that prevents, or otherwise denies participation in, constitutionally protected prayer in public schools as set forth in the "Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools."

The LEA hereby assures that this page has been printed and contains an ink signature. The ink signature copy shall be made available to the California Department of Education upon request or as part of an audit, a compliance review, or a complaint investigation.

|   |  |
|---|--|
| The authorized representative agrees to the above statement   | Yes  |
| Authorized Representative's Full Name   | Alfredo Rubalcava                          |
| Authorized Representative's Title   | Chief Executive Officer and Superintendent |
| Authorized Representative's Signature Date  | 08/11/2022                                 |
| Comment   |  |
| If the LEA is not able to certify at this time, then an explanation must be provided in the comment field. (Maximum 500 characters) |  |

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**California Department of Education****Consolidated Application**

Magnolia Science Academy 6 (19 64733 0117648)

Status: Draft  
Saved by: Omar F Polat  
Date: 8/1/2022 2:26 PM**2022–23 Application for Funding****CDE Program Contact:**Consolidated Application Support Desk, Education Data Office, [ConAppSupport@cde.ca.gov](mailto:ConAppSupport@cde.ca.gov), 916-319-0297**Local Governing Board Approval**

The local educational agency (LEA) is required to review and receive approval of their Application for Funding selections with their local governing board.

|   |     |
|---|-----|
| By checking this box the LEA certifies that the Local Board has approved the Application for Funding for the listed fiscal year | Yes |
|---|-----|

**District English Learner Advisory Committee Review**

Per Title 5 of the California Code of Regulations Section 11308, if your LEA has more than 50 English learners, then the LEA must establish a District English Learner Advisory Committee (DELAC) which shall review and advise on the development of the application for funding programs that serve English learners.

|   |    |
|---|----|
| By checking this box the LEA certifies that parent input has been received from the District English Learner Committee (if applicable) regarding the spending of Title III funds for the listed fiscal year | No |
|---|----|

**Application for Categorical Programs**

To receive specific categorical funds for a school year, the LEA must apply for the funds by selecting Yes below. Only the categorical funds that the LEA is eligible to receive are displayed.

|   |     |
|---|-----|
| <b>Title I, Part A (Basic Grant)</b><br>ESSA Sec. 1111 et seq.<br>SACS 3010               | Yes |
| <b>Title II, Part A (Supporting Effective Instruction)</b><br>ESEA Sec. 2104<br>SACS 4035 | Yes |
| <b>Title III English Learner</b><br>ESEA Sec. 3102<br>SACS 4203                           | Yes |
| <b>Title III Immigrant</b><br>ESEA Sec. 3102<br>SACS 4201                                 | No  |
| <b>Title IV, Part A (Student and School Support)</b><br>ESSA Sec. 4101<br>SACS 4127       | Yes |

**\*\*\*Warning\*\*\***

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Magnolia Science Academy 7 (19 64733 0117655)

Status: Certified  
Saved by: Omar F Polat  
Date: 8/1/2022 2:27 PM**2022–23 Certification of Assurances**


Submission of Certification of Assurances is required every fiscal year. A complete list of legal and program assurances for the fiscal year can be found at <https://www.cde.ca.gov/fg/aa/co/ca21assurancetoc.asp>.

**CDE Program Contact:**

Consolidated Application Support Desk, Education Data Office, [ConAppSupport@cde.ca.gov](mailto:ConAppSupport@cde.ca.gov), 916-319-0297

**Consolidated Application Certification Statement**

I hereby certify that all of the applicable state and federal rules and regulations will be observed by this applicant; that to the best of my knowledge the information contained in this application is correct and complete; and I agree to participate in the monitoring process regarding the use of these funds according to the standards and criteria set forth by the California Department of Education Federal Program Monitoring (FPM) Office. Legal assurances for all programs are accepted as the basic legal condition for the operation of selected projects and programs and copies of assurances are retained on site. I certify that we accept all assurances except for those for which a waiver has been obtained or requested. A copy of all waivers or requests is on file. I certify that actual ink signatures for this form are on file.

|  |  |
|--|--|
| Authorized Representative's Full Name      | Alfredo Rubalcava  |
| Authorized Representative's Signature      | <br><small>Alfredo Rubalcava (Aug 1, 2022 15:07 PDT)</small> |
| Authorized Representative's Title          | Chief Executive Officer and<br>Superintendent  |
| Authorized Representative's Signature Date | 08/11/2022   |

**\*\*\*Warning\*\*\***

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Report Date:8/1/2022

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Page 1 of 3

**2022–23 Protected Prayer Certification**

Every Student Succeeds Act (ESSA) Section 8524 specifies federal requirements regarding constitutionally protected prayer in public elementary and secondary schools. This form meets the annual requirement and provides written certification.

**CDE Program Contact:**

Miguel Cordova, Title I Policy, Program, and Support Office, [MCordova@cde.ca.gov](mailto:MCordova@cde.ca.gov), 916-319-0381

**Protected Prayer Certification Statement**

The local educational agency (LEA) hereby assures and certifies to the California State Board of Education that the LEA has no policy that prevents, or otherwise denies participation in, constitutionally protected prayer in public schools as set forth in the "Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools."

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|   |  |
|---|--|
| The authorized representative agrees to the above statement   | Yes  |
| Authorized Representative's Full Name   | Alfredo Rubalcava                          |
| Authorized Representative's Title   | Chief Executive Officer and Superintendent |
| Authorized Representative's Signature Date  | 08/11/2022                                 |
| Comment   |  |
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**2022–23 Application for Funding****CDE Program Contact:**Consolidated Application Support Desk, Education Data Office, [ConAppSupport@cde.ca.gov](mailto:ConAppSupport@cde.ca.gov), 916-319-0297**Local Governing Board Approval**

The local educational agency (LEA) is required to review and receive approval of their Application for Funding selections with their local governing board.

|   |     |
|---|-----|
| By checking this box the LEA certifies that the Local Board has approved the Application for Funding for the listed fiscal year | Yes |
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**District English Learner Advisory Committee Review**

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|   |    |
|---|----|
| By checking this box the LEA certifies that parent input has been received from the District English Learner Committee (if applicable) regarding the spending of Title III funds for the listed fiscal year | No |
|---|----|

**Application for Categorical Programs**

To receive specific categorical funds for a school year, the LEA must apply for the funds by selecting Yes below. Only the categorical funds that the LEA is eligible to receive are displayed.

|   |     |
|---|-----|
| <b>Title I, Part A (Basic Grant)</b><br>ESSA Sec. 1111 et seq.<br>SACS 3010               | Yes |
| <b>Title II, Part A (Supporting Effective Instruction)</b><br>ESEA Sec. 2104<br>SACS 4035 | Yes |
| <b>Title III English Learner</b><br>ESEA Sec. 3102<br>SACS 4203                           | Yes |
| <b>Title III Immigrant</b><br>ESEA Sec. 3102<br>SACS 4201                                 | No  |
| <b>Title IV, Part A (Student and School Support)</b><br>ESSA Sec. 4101<br>SACS 4127       | Yes |

**\*\*\*Warning\*\*\***

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Magnolia Science Academy Bell (19 64733 0122747)

Status: Certified  
Saved by: Omar F Polat  
Date: 8/1/2022 2:28 PM**2022–23 Certification of Assurances**


Submission of Certification of Assurances is required every fiscal year. A complete list of legal and program assurances for the fiscal year can be found at <https://www.cde.ca.gov/fg/aa/co/ca21assurancetoc.asp>.

**CDE Program Contact:**

Consolidated Application Support Desk, Education Data Office, [ConAppSupport@cde.ca.gov](mailto:ConAppSupport@cde.ca.gov), 916-319-0297

**Consolidated Application Certification Statement**

I hereby certify that all of the applicable state and federal rules and regulations will be observed by this applicant; that to the best of my knowledge the information contained in this application is correct and complete; and I agree to participate in the monitoring process regarding the use of these funds according to the standards and criteria set forth by the California Department of Education Federal Program Monitoring (FPM) Office. Legal assurances for all programs are accepted as the basic legal condition for the operation of selected projects and programs and copies of assurances are retained on site. I certify that we accept all assurances except for those for which a waiver has been obtained or requested. A copy of all waivers or requests is on file. I certify that actual ink signatures for this form are on file.

|  |  |
|--|--|
| Authorized Representative's Full Name      | Alfredo Rubalcava  |
| Authorized Representative's Signature      | <br><small>Alfredo Rubalcava (Aug 1, 2022 15:07 PDT)</small> |
| Authorized Representative's Title          | Chief Executive Officer and<br>Superintendent  |
| Authorized Representative's Signature Date | 08/11/2022   |

**\*\*\*Warning\*\*\***

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Report Date:8/1/2022

R02

Page 1 of 3

Magnolia Science Academy Bell (19 64733 0122747)

Status: Draft  
Saved by: Omar F Polat  
Date: 8/1/2022 2:28 PM**2022–23 Protected Prayer Certification**

Every Student Succeeds Act (ESSA) Section 8524 specifies federal requirements regarding constitutionally protected prayer in public elementary and secondary schools. This form meets the annual requirement and provides written certification.

**CDE Program Contact:**Miguel Cordova, Title I Policy, Program, and Support Office, [MCordova@cde.ca.gov](mailto:MCordova@cde.ca.gov), 916-319-0381**Protected Prayer Certification Statement**

The local educational agency (LEA) hereby assures and certifies to the California State Board of Education that the LEA has no policy that prevents, or otherwise denies participation in, constitutionally protected prayer in public schools as set forth in the "Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools."

The LEA hereby assures that this page has been printed and contains an ink signature. The ink signature copy shall be made available to the California Department of Education upon request or as part of an audit, a compliance review, or a complaint investigation.

|   |  |
|---|--|
| The authorized representative agrees to the above statement   | Yes  |
| Authorized Representative's Full Name   | Alfredo Rubalcava                          |
| Authorized Representative's Title   | Chief Executive Officer and Superintendent |
| Authorized Representative's Signature Date  | 08/11/2022                                 |
| Comment   |  |
| If the LEA is not able to certify at this time, then an explanation must be provided in the comment field. (Maximum 500 characters) |  |

**\*\*\*Warning\*\*\***

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**2022–23 Application for Funding****CDE Program Contact:**Consolidated Application Support Desk, Education Data Office, [ConAppSupport@cde.ca.gov](mailto:ConAppSupport@cde.ca.gov), 916-319-0297**Local Governing Board Approval**

The local educational agency (LEA) is required to review and receive approval of their Application for Funding selections with their local governing board.

|   |     |
|---|-----|
| By checking this box the LEA certifies that the Local Board has approved the Application for Funding for the listed fiscal year | Yes |
|---|-----|

**District English Learner Advisory Committee Review**

Per Title 5 of the California Code of Regulations Section 11308, if your LEA has more than 50 English learners, then the LEA must establish a District English Learner Advisory Committee (DELAC) which shall review and advise on the development of the application for funding programs that serve English learners.

|   |    |
|---|----|
| By checking this box the LEA certifies that parent input has been received from the District English Learner Committee (if applicable) regarding the spending of Title III funds for the listed fiscal year | No |
|---|----|

**Application for Categorical Programs**

To receive specific categorical funds for a school year, the LEA must apply for the funds by selecting Yes below. Only the categorical funds that the LEA is eligible to receive are displayed.

|   |     |
|---|-----|
| <b>Title I, Part A (Basic Grant)</b><br>ESSA Sec. 1111 et seq.<br>SACS 3010               | Yes |
| <b>Title II, Part A (Supporting Effective Instruction)</b><br>ESEA Sec. 2104<br>SACS 4035 | Yes |
| <b>Title III English Learner</b><br>ESEA Sec. 3102<br>SACS 4203                           | Yes |
| <b>Title III Immigrant</b><br>ESEA Sec. 3102<br>SACS 4201                                 | No  |
| <b>Title IV, Part A (Student and School Support)</b><br>ESSA Sec. 4101<br>SACS 4127       | Yes |

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**California Department of Education****Consolidated Application**


Magnolia Science Academy San Diego (37 68338 0109157)

Status: Certified  
Saved by: Omar F Polat  
Date: 8/1/2022 2:30 PM**2022–23 Certification of Assurances**

Submission of Certification of Assurances is required every fiscal year. A complete list of legal and program assurances for the fiscal year can be found at <https://www.cde.ca.gov/fg/aa/co/ca21assurancetoc.asp>.

**CDE Program Contact:**Consolidated Application Support Desk, Education Data Office, [ConAppSupport@cde.ca.gov](mailto:ConAppSupport@cde.ca.gov), 916-319-0297**Consolidated Application Certification Statement**

I hereby certify that all of the applicable state and federal rules and regulations will be observed by this applicant; that to the best of my knowledge the information contained in this application is correct and complete; and I agree to participate in the monitoring process regarding the use of these funds according to the standards and criteria set forth by the California Department of Education Federal Program Monitoring (FPM) Office. Legal assurances for all programs are accepted as the basic legal condition for the operation of selected projects and programs and copies of assurances are retained on site. I certify that we accept all assurances except for those for which a waiver has been obtained or requested. A copy of all waivers or requests is on file. I certify that actual ink signatures for this form are on file.

|  |  |
|--|--|
| Authorized Representative's Full Name      | Alfredo Rubalcava  |
| Authorized Representative's Signature      | <br><small>Alfredo Rubalcava (Aug 1, 2022 15:07 PDT)</small> |
| Authorized Representative's Title          | Chief Executive Officer and<br>Superintendent  |
| Authorized Representative's Signature Date | 08/11/2022   |

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Report Date:8/1/2022

R02

Page 1 of 3

Magnolia Science Academy San Diego (37 68338 0109157)

Status: Draft  
Saved by: Omar F Polat  
Date: 8/1/2022 2:31 PM**2022–23 Protected Prayer Certification**

Every Student Succeeds Act (ESSA) Section 8524 specifies federal requirements regarding constitutionally protected prayer in public elementary and secondary schools. This form meets the annual requirement and provides written certification.

**CDE Program Contact:**Miguel Cordova, Title I Policy, Program, and Support Office, [MCordova@cde.ca.gov](mailto:MCordova@cde.ca.gov), 916-319-0381**Protected Prayer Certification Statement**

The local educational agency (LEA) hereby assures and certifies to the California State Board of Education that the LEA has no policy that prevents, or otherwise denies participation in, constitutionally protected prayer in public schools as set forth in the "Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools."

The LEA hereby assures that this page has been printed and contains an ink signature. The ink signature copy shall be made available to the California Department of Education upon request or as part of an audit, a compliance review, or a complaint investigation.

|   |  |
|---|--|
| The authorized representative agrees to the above statement   | Yes  |
| Authorized Representative's Full Name   | Alfredo Rubalcava                          |
| Authorized Representative's Title   | Chief Executive Officer and Superintendent |
| Authorized Representative's Signature Date  | 08/11/2022                                 |
| Comment   |  |
| If the LEA is not able to certify at this time, then an explanation must be provided in the comment field. (Maximum 500 characters) |  |

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**2022–23 Application for Funding****CDE Program Contact:**Consolidated Application Support Desk, Education Data Office, [ConAppSupport@cde.ca.gov](mailto:ConAppSupport@cde.ca.gov), 916-319-0297**Local Governing Board Approval**

The local educational agency (LEA) is required to review and receive approval of their Application for Funding selections with their local governing board.

|   |     |
|---|-----|
| By checking this box the LEA certifies that the Local Board has approved the Application for Funding for the listed fiscal year | Yes |
|---|-----|

**District English Learner Advisory Committee Review**

Per Title 5 of the California Code of Regulations Section 11308, if your LEA has more than 50 English learners, then the LEA must establish a District English Learner Advisory Committee (DELAC) which shall review and advise on the development of the application for funding programs that serve English learners.

|   |    |
|---|----|
| By checking this box the LEA certifies that parent input has been received from the District English Learner Committee (if applicable) regarding the spending of Title III funds for the listed fiscal year | No |
|---|----|

**Application for Categorical Programs**

To receive specific categorical funds for a school year, the LEA must apply for the funds by selecting Yes below. Only the categorical funds that the LEA is eligible to receive are displayed.

|   |     |
|---|-----|
| <b>Title I, Part A (Basic Grant)</b><br>ESSA Sec. 1111 et seq.<br>SACS 3010               | Yes |
| <b>Title II, Part A (Supporting Effective Instruction)</b><br>ESEA Sec. 2104<br>SACS 4035 | Yes |
| <b>Title III English Learner</b><br>ESEA Sec. 3102<br>SACS 4203                           | Yes |
| <b>Title III Immigrant</b><br>ESEA Sec. 3102<br>SACS 4201                                 | No  |
| <b>Title IV, Part A (Student and School Support)</b><br>ESSA Sec. 4101<br>SACS 4127       | Yes |

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Magnolia Science Academy Santa Ana (30 76893 0130765)

Status: Certified  
Saved by: Omar F Polat  
Date: 8/1/2022 2:29 PM**2022–23 Certification of Assurances**


Submission of Certification of Assurances is required every fiscal year. A complete list of legal and program assurances for the fiscal year can be found at <https://www.cde.ca.gov/fg/aa/co/ca21assurancetoc.asp>.

**CDE Program Contact:**

Consolidated Application Support Desk, Education Data Office, [ConAppSupport@cde.ca.gov](mailto:ConAppSupport@cde.ca.gov), 916-319-0297

**Consolidated Application Certification Statement**

I hereby certify that all of the applicable state and federal rules and regulations will be observed by this applicant; that to the best of my knowledge the information contained in this application is correct and complete; and I agree to participate in the monitoring process regarding the use of these funds according to the standards and criteria set forth by the California Department of Education Federal Program Monitoring (FPM) Office. Legal assurances for all programs are accepted as the basic legal condition for the operation of selected projects and programs and copies of assurances are retained on site. I certify that we accept all assurances except for those for which a waiver has been obtained or requested. A copy of all waivers or requests is on file. I certify that actual ink signatures for this form are on file.

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|--|--|
| Authorized Representative's Full Name      | Alfredo Rubalcava  |
| Authorized Representative's Signature      | <br><small>Alfredo Rubalcava (Aug 1, 2022 15:07 PDT)</small> |
| Authorized Representative's Title          | Chief Executive Officer and<br>Superintendent  |
| Authorized Representative's Signature Date | 08/11/2022   |

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Report Date:8/1/2022

R02

Page 1 of 3

Magnolia Science Academy Santa Ana (30 76893 0130765)

Status: Draft  
Saved by: Omar F Polat  
Date: 8/1/2022 2:29 PM**2022–23 Protected Prayer Certification**

Every Student Succeeds Act (ESSA) Section 8524 specifies federal requirements regarding constitutionally protected prayer in public elementary and secondary schools. This form meets the annual requirement and provides written certification.

**CDE Program Contact:**Miguel Cordova, Title I Policy, Program, and Support Office, [MCordova@cde.ca.gov](mailto:MCordova@cde.ca.gov), 916-319-0381**Protected Prayer Certification Statement**

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|   |  |
|---|--|
| The authorized representative agrees to the above statement   | Yes  |
| Authorized Representative's Full Name   | Alfredo Rubalcava                          |
| Authorized Representative's Title   | Chief Executive Officer and Superintendent |
| Authorized Representative's Signature Date  | 08/11/2022                                 |
| Comment   |  |
| If the LEA is not able to certify at this time, then an explanation must be provided in the comment field. (Maximum 500 characters) |  |

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**2022–23 Application for Funding****CDE Program Contact:**Consolidated Application Support Desk, Education Data Office, [ConAppSupport@cde.ca.gov](mailto:ConAppSupport@cde.ca.gov), 916-319-0297**Local Governing Board Approval**

The local educational agency (LEA) is required to review and receive approval of their Application for Funding selections with their local governing board.

|   |     |
|---|-----|
| By checking this box the LEA certifies that the Local Board has approved the Application for Funding for the listed fiscal year | Yes |
|---|-----|

**District English Learner Advisory Committee Review**

Per Title 5 of the California Code of Regulations Section 11308, if your LEA has more than 50 English learners, then the LEA must establish a District English Learner Advisory Committee (DELAC) which shall review and advise on the development of the application for funding programs that serve English learners.

|   |    |
|---|----|
| By checking this box the LEA certifies that parent input has been received from the District English Learner Committee (if applicable) regarding the spending of Title III funds for the listed fiscal year | No |
|---|----|

**Application for Categorical Programs**

To receive specific categorical funds for a school year, the LEA must apply for the funds by selecting Yes below. Only the categorical funds that the LEA is eligible to receive are displayed.

|   |     |
|---|-----|
| <b>Title I, Part A (Basic Grant)</b><br>ESSA Sec. 1111 et seq.<br>SACS 3010               | Yes |
| <b>Title II, Part A (Supporting Effective Instruction)</b><br>ESEA Sec. 2104<br>SACS 4035 | Yes |
| <b>Title III English Learner</b><br>ESEA Sec. 3102<br>SACS 4203                           | Yes |
| <b>Title III Immigrant</b><br>ESEA Sec. 3102<br>SACS 4201                                 | No  |
| <b>Title IV, Part A (Student and School Support)</b><br>ESSA Sec. 4101<br>SACS 4127       | Yes |

**\*\*\*Warning\*\*\***

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# ConApp E-Signature File

Final Audit Report

2022-08-01

|                 |  |
|-----------------|--|
| Created:        | 2022-08-01                                     |
| By:             | Omer Polat (ofpolat@magnoliapublicschools.org) |
| Status:         | Signed   |
| Transaction ID: | CBJCHBCAABAAOdd3yZXZIZp61-bxexqBMBDzEXGz_lcm   |

## "ConApp E-Signature File" History

-  Document created by Omer Polat (ofpolat@magnoliapublicschools.org)  
 2022-08-01 - 9:44:06 PM GMT
  
-  Document emailed to Alfredo Rubalcava (arubalcava@magnoliapublicschools.org) for signature  
 2022-08-01 - 9:48:06 PM GMT
  
-  Email viewed by Alfredo Rubalcava (arubalcava@magnoliapublicschools.org)  
 2022-08-01 - 10:05:25 PM GMT
  
-  Document e-signed by Alfredo Rubalcava (arubalcava@magnoliapublicschools.org)  
 Signature Date: 2022-08-01 - 10:07:46 PM GMT - Time Source: server
  
-  Agreement completed.  
 2022-08-01 - 10:07:46 PM GMT

# Coversheet

## Approval of MPS Board Committee Structure

**Section:** IV. Action Items  
**Item:** A. Approval of MPS Board Committee Structure  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** MPS Revised Committee Structure 2022-23.pdf



|                     |   |
|---------------------|---|
| Board Agenda Item # | IV A: Action Item   |
| Date:               | August 11, 2022   |
| To:                 | Magnolia Public Schools - Board of Directors                      |
| From:               | Alfredo Rubalcava, CEO & Superintendent                           |
| Staff Lead:         | Dr. Yapanel, Board Member & Nominating/Governance Committee Chair |
| RE:                 | Approval of Revised MPS Board Committee Structure                 |

### Proposed Board Motion

I move that the board approve the changes to the MPS Board Committee structure to take effect August 12, 2022.

### Background

- Currently there are 7 Board Members, Committees must be composed of no more than 3 board members as a majority of the board cannot serve in any one committee.
- Mr. Daniel Sheehan & Mrs. Esra Eldem Tunc were added to the revised Board Committee Structure as they began their term June 2022 and were not previously assigned to a Committee.
- Each Committee is comprised of 3 Board Members and all Committees have an alternate Board Member.

Below is the previous Board Committee Structure approved on June 24, 2021:

| Current  |          |                  |         |            |                                    |   |
|--|----------|------------------|---------|------------|------------------------------------|---|
| Magnolia Public Schools<br>2021-22 Board Committee Structure |          |                  |         |            |                                    |   |
|  | Academic | Audit/Facilities | Finance | Governance | Educational Partners & Development |   |
| Mekan Muhammedov   |          | Chair            | X       |            |                                    | 2 |
| Diane Gonzalez   | Chair    | X                |         |            |                                    | 2 |
| Sandra Covarrubias   | X        |                  |         | X          | Chair                              | 3 |
| Salih Dikbas   |          |                  | Chair   |            |                                    | 1 |
| Umit Yapanel   |          |                  |         | Chair      | X                                  | 2 |
| <b>Alternate</b>   | Salih    | Umit             | Umit    | Salih      | Mekan                              |   |

Recommended MPS Board Committee Structure as of August 11, 2022:

| Revised  |          |                  |         |            |                                    |   |
|--|----------|------------------|---------|------------|------------------------------------|---|
| Magnolia Public Schools<br>2022-23 Board Committee Structure |          |                  |         |            |                                    |   |
|  | Academic | Audit/Facilities | Finance | Governance | Educational Partners & Development |   |
| Mekan Muhammedov   |          | Chair            | X       | X          |                                    | 3 |
| Diane Gonzalez   | Chair    | X                |         |            |                                    | 2 |
| Sandra Covarrubias   | X        |                  |         | X          | Chair                              | 3 |
| Salih Dikbas   |          |                  | Chair   |            |                                    | 1 |
| Umit Yapanel   |          |                  | X       | Chair      |                                    | 2 |
| Daniel Sheehan   |          | X                |         |            | X                                  | 2 |
| Esra Eldem Tunc  | X        |                  |         |            | X                                  | 2 |
| <b>Alternate</b>   | Daniel   | Salih            | Diane   | Esra       | Umit                               |   |

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

## Coversheet

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

**Section:** IV. Action Items  
**Item:** B. 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) (August 11).pdf



|                     |   |
|---------------------|---|
| Board Agenda Item # | IV B: Action Item   |
| Date:               | August 11, 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. AB 361 will sunset January 1, 2024.

### **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: August 11, 2022

**VOTE**

AYE:

NOES:

ABSENT:

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

# Coversheet

## Approval of 2022-23 CEO Metrics

|                          |                                    |
|--------------------------|------------------------------------|
| <b>Section:</b>          | IV. Action Items                   |
| <b>Item:</b>             | C. Approval of 2022-23 CEO Metrics |
| <b>Purpose:</b>          | Vote                               |
| <b>Submitted by:</b>     |                                    |
| <b>Related Material:</b> | MPS 2022-23 CEO Metrics.pdf        |



*Appendix A -*

**CHIEF EXECUTIVE OFFICER AND SUPERINTENDENT JOB  
DESCRIPTION 2022- 2023**

**Job Summary:**

The Chief Executive Officer ("CEO") and Superintendent is responsible for the leadership, strategic vision and growth of Magnolia Public Schools (MPS) as an organization, its existing schools, and future schools, as well as assisting the Board of Directors ("Board") in fulfilling its responsibilities. The CEO/Superintendent provides daily operational oversight and guidance with regard to safety, academic achievement, fiscal integrity and compliance with all laws and regulations.

The primary responsibility of the CEO/Superintendent is to carry out the strategic plans and policies as established by the Board, including the academic performance and operations of the existing schools and future campuses and fiscal oversight. The CEO/Superintendent reports to the Board.

For the 2022-2023 school year, the three most critical areas are: (1) managing school operations and openings post Covid-19 crisis, (2) improving academic achievement, meeting and exceeding grade level standards, and, (3) creating, implementing, monitoring and supporting a robust data story and narrative for the renewals of MSA-1, 2, and 3, and the material revisions for MSA-2 and 5.



*Appendix A (continued)-*

**Job Duties:**

- Provide the leadership, vision, and strategic direction for the school(s);
- Structure the organization of the school(s) to achieve the vision, philosophy and mission;
- Oversee all operations of the school(s) and report to the Board on their progress;
- Assist the Board in the development of governance policies for review and approval;
- Negotiate, on behalf of the Board when duly authorized to do so, all vendor and service contracts, orders, licenses, or other agreements of a special nature unless the signing is expressly limited by the Board;
- Oversee all aspects of the school(s) including personnel, financial matters, the academic program, facilities, and operations;
- Work with the Board Chair to draft the agenda for all Board meetings;
- Recommend an annual budget to the Board, including an accounting of federally funded programs as required by applicable guidelines;
- Hire and oversee performance of charter home office staff, and principals whose jobs are to support/lead the operations, academic performance, business, marketing and development work;
- Oversee hiring, supervision, professional development, evaluation and dismissal of all personnel at school(s) and the CMO;
- Oversee the allocation of resources and school model decisions to drive the best balance between financial, operational, and academic concerns;
- Develop an overall human capital strategy and establish career paths within the CMO;
- Build a high performing, consistent data-driven culture at the CMO at all levels of its operations;
- Drive increased performance in the current school(s) and further refine the academic model;
- Determine the scope and sequence of educational programs according to the charter objectives;
- Implement well-researched, creative ways to educate the students in the school(s);
- Serve as primary contact with the State Department of Education;
- Follow all legal mandates from the U.S. Department of Education and the State of California in all aspects related to funding, reporting and regulations associated with charter schools;
- Work with outside counsel to support the legal needs of the organization;
- Assist the Board in seeking donors of time, funds and resources in support of the school(s);
- Manage any required facility acquisition, maintenance and renovation efforts;
- Perform other duties and responsibilities as are customary for the office of the CEO/Superintendent and as may be assigned from time to time by the Board.



Appendix B -

**Academic Accountability**

**Charter/Programs:**

- Return to success full instruction and pivot post COVID opening of MPS Schools;
- All MPS sites will have successful authorizer oversight visits;
- All MPS sites will maintain their WASC accreditation;
- Keep strengthening MPS' standards-based curriculum complete with scope and sequences for all subjects taught at every existing and expected grade level that exceeds national academic standards;
- MPS will develop, align, and improve academic and behavioral resources, programs, supports, and services in addressing the needs of the whole child by utilizing a coherent MTSS framework that engages all systems leading to improved student outcomes;

**LCAP Goal 1: BASIC SERVICES FOR A HIGH-QUALITY LEARNING ENVIRONMENT**

- **100%** of MPS students will have access to instructional materials;
  - *Metric 2: Percentage of students without access to their own copies of standards-aligned instructional materials for use at school and at home (Source: Local Indicator Priority 1)*

**LCAP Goal 2: EXCELLENCE.**

**ELA/Literacy:**

- **100%** of MPS students will meet their expected growth targets in Reading;
  - *Metric 6: Average Lexile Growth (L) from fall to spring (Source: myON)*
- **50%** or more of MPS students will be proficient on the CAASPP-ELA/Literacy assessments, with the ultimate goal of 100% proficiency for all;
  - *Metric 7: Percentage of students meeting or exceeding standard on the CAASPP-ELA/Literacy assessments (Source: CDE DataQuest)*
- All student groups across MPS will show growth on the CAASPP-ELA/Literacy assessments by a **3-point** or more increase from the prior year as measured by the CA School Dashboard;
  - *Metric 8: Distance from Standard (DFS) on the CAASPP-ELA/Literacy assessments (Source: CA School Dashboard)*
- **60%** or more of MPS students will meet their growth targets on the MAP-Reading assessments, with the ultimate goal of 100%;



- *Metric 9: Percentage of students meeting their growth targets on the Measures of Academic Progress (MAP)-Reading assessment from fall to spring (Source: NWEA MAP)*

### Mathematics:

- **35%** or more of MPS students will be proficient on the CAASPP-Mathematics assessments, with the ultimate goal of 100% proficiency for all;
  - *Metric 10: Percentage of students meeting or exceeding standard on the CAASPP-Mathematics assessments (Source: CDE DataQuest)*
- All student groups across MPS will show growth on the CAASPP-Mathematics assessments by a **3-point** or more increase from the prior year as measured by the CA School Dashboard;
  - *Metric 11: Distance from Standard (DFS) on the CAASPP-Mathematics assessments (Source: CA School Dashboard)*
- **60%** or more of MPS students will meet their growth targets on the MAP-Mathematics assessments, with the ultimate goal of 100%;
  - *Metric 12: Percentage of students meeting their growth targets on the Measures of Academic Progress (MAP)-Mathematics assessment from fall to spring (Source: NWEA MAP)*

### LCAP Goal 3: INNOVATION

#### College Preparedness:

- **50%** or more of MPS seniors will earn the “Prepared” designation on the College Career Indicator (CCI) as measured by the CA School Dashboard, with the ultimate goal of 100% preparedness for all;
  - *Metric 1: Percentage of students in the current year College Career Indicator (CCI) who earned Prepared on the CCI (Source: CA School Dashboard)*
- **30%** or more of MPS seniors will have completed a college course, with the ultimate goal of 100%;
  - *Metric 6: Percentage of seniors who completed at least one semester, one quarter, or one trimester of college coursework with a grade of C minus or better in academic/CTE subjects where college credit is awarded (Source: SIS)*
- **100%** of MPS cohort graduates will meet UC/CSU A-G course completion requirements;
  - *Metric 7: Percentage of cohort graduates meeting UC/CSU requirements (Source: CALPADS, CDE DataQuest)*
- **60%** of MPS seniors will be accepted to a 4-year college;
  - *Metric 12: Percentage of high school completers accepted to a 4-year college (Source: Naviance)*

#### Innovative Programs/STEAM:

- All MPS sites will organize a STEAM Festival/EXPO, with **100%** of students creating and demonstrating a STEAM focused project, experiment, model or demo;
  - *Metric 16: Percentage of students who have created or demonstrated a STEAM focused project, experiment, model or demo in the current year (Source: Local Indicator Priority 7, SIS)*



#### **LCAP Goal 4: CONNECTION**

##### School Climate/Engagement of Educational Partners:

- Average Daily Attendance (ADA) Rate of **97%** or more, with the ultimate goal of 100%;
  - *Metric 7: Average Daily Attendance (ADA) Rate based on the P-2 report (Source: SIS)*
- Chronic Absenteeism Rate of **15%** or less, with the ultimate goal of 0%;
  - *Metric 8: Chronic Absenteeism Rate (Source: CA School Dashboard, SIS)*
- Graduation Rate of **100%**;
  - *Metric 11: Graduation Rate (Source: CALPADS, CA School Dashboard)*
- Student Suspension Rate of **1%** or less, with the ultimate goal of 0%;
  - *Metric 12: Student Suspension Rate (Source: CALPADS, CA School Dashboard)*

#### **Personnel and Human Resources**

- Clear and detailed strategy for teacher recruitment and staff retention;

#### **LCAP Goal 1: BASIC SERVICES FOR A HIGH-QUALITY LEARNING ENVIRONMENT**

- Total number of misassignments of teachers of English learners, total teacher misassignments, and vacant teacher positions for all MPS will be **fewer than 10**, with the ultimate goal of zero;
  - *Metric 1: Number of misassignments of teachers of English learners, total teacher misassignments, and vacant teacher positions (Source: Local Indicator Priority 1)*
- No MPS site will be on the list of schools identified for Williams Monitoring based on teacher credentials. To meet this goal, the percentage of teachers who are holders of any authorization that is not a preliminary or clear California teaching credential will be **less than 15%** at each MPS site;
- MPS will have a teacher retention rate of **85% or more**, with the ultimate goal of 100%;
  - *Metric 4: Teacher retention rate (Source: HRIS)*
- Expand the salary scale to include a performance-based evaluation for home office staff;
- Delegation of authority – the executive staff are required to perform their duties effectively in support of the overall success of the organization. Magnolia Public Schools (MPS) Executive staff will have current job descriptions that include evaluation metrics and the frequency of a performance evaluation. The performance evaluation will include the Board recommendation for a 6-month evaluation and a year-end evaluation to determine if the performance is acceptable;
- All the personnel paperwork documentation required by the authorizers, state and



federal agencies will be ready before the first day of employment for every school year for every staff member. Staff employment paperwork which must be provided within a certain time frame, mandatory training which must be completed within a certain deadline will be completed by each staff member before respective deadlines. Human Resources will continue assisting school sites with authorizer site visits;

- MPS Employee Handbook and MPS Employee Agreements will be revised every year with respect to evolving needs and changing Labor Codes and Laws as well as post COVID-19 changes that need to be made;
- HR will enhance onboarding process to give extra support to the School Site Leaders;
- HR will provide more features of PayCom (HRIS online software system) to provide more options and keep MPS HR procedures aligned across all school sites.

### Operations

- Managing, directing operations and making necessary delegations;
- Managing crisis response teams, leading efforts to resolve emerging crisis situations;
- Managing Pandemic, post-pandemic operations including:
  - preparing health and safety policies and procedures for staff, students and visitors and keeping it up-to-date, budgeting,
  - inventory building (tests, PPEs etc.) and follow up of reporting of required submissions to authorizers and/or agencies.
- Making sure Prop 39 applications for certain sites are submitted on time, and necessary year-round follow up for further communications with the district are done properly and punctually;
- Makes sure that IT needs of schools & home office are properly tracked, such as:
  - inventory follow up is properly done,
  - aging inventory retired
  - new orders made for all sites and home office
  - All IT infrastructures of school sites and the Home Office are up-to-date with respect to the contemporary standards for internet, phone systems, network systems etc.

### LCAP Goal 1: BASIC SERVICES FOR A HIGH-QUALITY LEARNING ENVIRONMENT

- **100%** of MPS students will have access to technology resources;
  - *Metric 2: Percentage of students without access to technology resources for use at school and at home (Source: Local Indicator Priority 1)*
- Making sure the Technology related federal, state and local grants are being utilized at the highest possible level to decrease the cost of IT expenses to the minimum;
- Making sure newly owned, occupied, built sites are well designed, and ready to be used with





- all proper IT infrastructure, furniture and equipment;
- Making sure all purchase policies and procedures (such as chain of approvals, approval limits of certain approvers, number of quotes required) are properly followed up for all purchases, procurements and reimbursements;
- Making sure all onboarding of new staff members, renewals of current staff members agreements, demotions & promotions, transfers between sites and terminations of employment agreements are done properly with respect to the MPS Employee Handbook.

### **Management & Board Oversight**

- Clear, transparent and timely communication between MPS Home Office and MPS Board with timely reporting of any critical development and communication with other local agencies to the board;
- All committees are to meet each academic year according to a schedule set at the beginning of the academic year. Board members are to conduct committee meetings directly with responsible C-team members. All C-team members should present items directly to corresponding committee members in their respective areas with the CEO serving as facilitator of the discussion;
- In conjunction with the Board, continue to develop an effective public relation, marketing, and fundraising plan for 2022-23;
- Secure philanthropic support that directly supports the mission and vision for 2022-23. Report annually to the board on C-Team and school site performance;
- Train and support new board members appointed due to vacancies and in compliance with the terms of authorizer directions;
- Passing reports from authorizer site visits.

### **Finance**

- Manage post Covid-19 financial uncertainty, utilize one-time state and federal funds effectively;
- Justify and explain any significant budget fluctuations during reporting periods to include Adopted Budget, First Interim, Second Interim and Unaudited Actuals;



- Secure private financing for obtaining private facilities for all of the co-located sites;
- Maintain overall positive net income for all schools and Home Office at the end of the year;
- Improve compensation and support for school site staff;
- Update the five-year capital plan following the bond issuance;
- Continue to provide leadership in the areas of financial planning, budgeting, accounting and management of the organization's financial resources;
- Maintain accurate accounting, payroll, cash management, and insurance systems during the fiscal year.

### **Facilities**

- Prepare a strategic plan for all schools at Prop 39 facilities;
- Support all schools in the process of acquiring their own facilities especially concentrate on MSA-5 securing private facility;
- Completion of capital improvement projects funded by grants (for example, CalSHAPE);
- Implement asset management system to make sure that preventative maintenance action is taken to avoid large unplanned facilities/capital expenditures;
- Oversee, monitor, and maintain current requirements of facility leases;
- Meet with and visit school sites on a regular basis to insure proper support is provided;
- Apply for facility grants such as SB 740 and CSFIG, as applicable;
- Continue overseeing that all physical environments reflect the organization's mission and values as well as enhance learning. Improve fundraising and philanthropic efforts to improve/invest in facilities;

### **LCAP Goal 1: BASIC SERVICES FOR A HIGH-QUALITY LEARNING ENVIRONMENT**

- All MPS facilities will meet the “good repair” standard. Number of deficiencies and extreme deficiencies for each MPS site will be no more than one, with the ultimate goal of zero;
  - *Metric 3: Number of identified instances where facilities do not meet the “good repair” standard (including deficiencies and extreme deficiencies) (Source: Local Indicator Priority 1)*



## Educational Partners

### Engagement of Educational Partners:

- **25%** or more of MPS students will be home-visited by the teachers per year;
  - *Metric 6: Percentage of students who have been home-visited by the teachers per year (Source: Local Indicator Priority 3, SIS)*
- School experience survey participation rates of **95.0%** for students, **85.0%** for families, and **95.0%** for staff, with the ultimate goal of 100% participation for all groups;
  - *Metric 14: School experience survey participation rates (Source: Panorama Education)*
- School experience survey average approval rates of **70%** for students, **95%** for families, and **85%** for staff, with the ultimate goal of 100% average approval rates for all groups;
  - *Metric 15: School experience survey average approval rates (Source: Panorama Education)*
- Student retention rate of **85%** or more, with the ultimate goal of 100% ;
  - *Metric 16: Student retention rate (Source: SIS)*
- Increase enrollment and improve efficiency of enrollment process. As well as strengthen enrollment campaign in conjunction with school sites;
- Extensively engage all MPS stakeholders such as parents, students, teachers and the local community in crafting the strategies, implementing academic policies and engaging in civic participation. School site leaders or MPS Home Office should address any concerns by these stakeholders in a timely manner;
- Continue to strengthen the MPS parent programs across all schools;
- Develop Partnerships to bring in more resources and utilize strategic planning for philanthropic partnerships;
- Successfully lead the community school model planning year for all Magnolia school sites, including hiring a community school coordinator for all nine school sites to oversee the work locally and collaborate with educational partners at the school site and surrounding community;
- Optimize resources to the fullest extent to achieve organization efficacy at the highest level.

## Coversheet

### Approval of Agreement with Universal Awning to Build Two Shade Structures for Magnolia Science Academy-1 High School

**Section:** IV. Action Items  
**Item:** D. Approval of Agreement with Universal Awning to Build Two  
Shade Structures for Magnolia Science Academy-1 High School  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:**  
Agreement with Universal Awning to Build Two Shade Structures for Magnolia Science  
Academy-1 High School.pdf



|                     |  |
|---------------------|--|
| Board Agenda Item # | IV D: Action Item  |
| Date:               | August 11, 2022  |
| To:                 | Magnolia Public Schools – Board of Directors   |
| From:               | MPS Audit/Facilities Committee   |
| Staff Lead:         | Patrick Ontiveros, Director of Facility and General Counsel,<br>Mustafa Sahin, Facility Project Manager              |
| RE:                 | Approval of Agreement with Universal Awning to Build Two Shade Structures for Magnolia Science Academy-1 High School |

### **Proposed Board Motion**

#### ***Previously presented at the MPS Audit/Facilities Committee Meeting***

Staff recommends that the MPS Board of Directors approve the agreements with Universal Awning to build two shade structures on the rooftop of Magnolia Science Academy (MSA)-1 High School building with the proposed amount for both shade structures being \$272,322.00 and a contingency of 20%, or \$54,464.40 to cover permitting and other unforeseen expenses.

### **Background**

MSA-1 would like to build 2 shade structures to have more shaded area on the rooftop of the High School building for before/after school activities and lunch/nutrition breaks. School received ESSER funds to be used for various needs, and team decided to use ESSER Funds for the shade structures. The approval from State is attached, See Exhibit A for the state approval.

The staff released an RFP, shared it with 5 different vendors, only Universal Awning and Stanford Sign responded, See Exhibit B for RFP and responses.

The team believes that the Universal Awning proposal presents the best overall value. The Universal proposal uses a retractable system which will not damage the building. In addition, we have had success working with Universal Awning, for example they installed the shade structure in front of the High school building at MSA-1.

**Budget Implications**

MPS staff has confirmed with the California Department of Education that MSA 1 has been allowed to use ESSER funding in order to cover the \$272,322 cost associated with this project.

**Exhibits (Attachments):**

- A- Email confirmation from state
- B- RFP and Proposals



Mustafa Sahin &lt;msahin@magnoliapublicschools.org&gt;

## Equipment and Capital Expenditures Approval - Magnolia Science Academy-1

EDReliefFunds &lt;EDReliefFunds@cde.ca.gov&gt;

Tue, Jun 28, 2022 at 3:09 PM

To: Mustafa Sahin &lt;msahin@magnoliapublicschools.org&gt;

Cc: Brad Plonka &lt;bplonka@magnoliapublicschools.org&gt;, Patrick Ontiveros &lt;pontiveros@magnoliapublicschools.org&gt;

Thank you for the additional context. Please see below for approval.

Dear Magnolia Public Schools,

### **Equipment and Capital Expenditures Approval** - Rooftop Shade Project (Magnolia Science Academy 1)

The application for the use of Elementary and Secondary School Emergency Relief (ESSER) I Funds authorized by the Coronavirus Aid, Relief, and Economic Security (CARES) Act, ESSER II Funds authorized by the Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act, ESSER III Funds authorized by the American Rescue Plan (ARP) Act, Governor's Emergency Education Relief (GEER) I Funds authorized by the CARES Act, and/or GEER II Funds authorized by the CRRSA Act as designated by the application for capital expenditures with a unit cost of \$5,000 or more has met requirements and the use of funds for projects indicated in your application may be allowed as prescribed in the following guidance, for ESSER I Funds (<https://www.cde.ca.gov/fg/cr/esser.asp>), ESSER II Funds (<https://www.cde.ca.gov/fg/cr/crrsa.asp>), ESSER III Funds (<https://www.cde.ca.gov/fg/cr/arpact.asp>), GEER I Funds (<https://www.cde.ca.gov/fg/cr/learningloss.asp>), and/or the Expanded Learning Opportunities Grant (ELO-G) (<https://www.cde.ca.gov/ls/he/hn/covidreliefgrants.asp>).

Please note: For any construction projects, you must also comply with all construction requirements found on the CDE website.

The placement of new modular classrooms on a school site is subject to the requirements of [Title 5 CCR Section 14030](#), and oversight by the Division of the State Architect (DSA). For information about DSA assistance during the COVID-19 pandemic for emergency school facilities, LEAs should refer to [BU 20-01](#). New relocatable buildings and structures, including shade structures, may be temporarily installed for a maximum period up to three years in accordance with [IR A-1.16](#). Reconstruction or alteration projects to school buildings less than specified construction cost thresholds are exempt from DSA review, as described in [IR A-22](#).

Construction projects are permitted, but LEAs must follow applicable federal construction regulations, such as safety and health standards (34 CRF 75.609), energy conservation (34 CRF 75.616), and Davis-Bacon prevailing wage rules. When requesting preapproval LEAs must provide documentation showing that the LEA is not able to meet the need arising from the health emergency in a more cost-effective or efficient manner, such as leasing property or improving property already owned and in use.

All LEAs must be able to demonstrate compliance with all federal and state procurement requirements during monitoring reviews and audits. Please be aware that pandemic is not considered a justification to exempt LEAs from following state and federal procurement requirements. State procurement requirements can be found in the California Public Contract Code, sections 20100 - 22178. Federal procurement requirements can be found in Title 2, Code of Federal Regulations, sections 200.317 – 327. LEAs should reference the state guidance found at: <https://www.cde.ca.gov/fg/ac/co/bidthreshold2022.asp>. Additionally, federal procurement guidance can be found on page 20 of the CDE's Federal Grants Fiscal Guidance located at: <https://www.cde.ca.gov/fg/ac/ff/documents/federalgrantsfiscalguidance.pdf>.

You should review all information regarding construction on the CDE's Capital Expenditure FAQs page, located at: <https://www.cde.ca.gov/fg/cr/capexpfaqs.asp>.

Best,  
Amber  
CDE Federal Stimulus Team

**From:** Mustafa Sahin <[msahin@magnoliapublicschools.org](mailto:msahin@magnoliapublicschools.org)>  
**Sent:** Wednesday, June 15, 2022 3:58 PM  
**To:** EDReliefFunds <[EDReliefFunds@cde.ca.gov](mailto:EDReliefFunds@cde.ca.gov)>  
**Cc:** Brad Plonka <[bplonka@magnoliapublicschools.org](mailto:bplonka@magnoliapublicschools.org)>; Patrick Ontiveros <[pontiveros@magnoliapublicschools.org](mailto:pontiveros@magnoliapublicschools.org)>  
**Subject:** Re: [EXTERNAL] Equipment and Capital Expenditures Approval - Magnolia Science Academy-1

Hi Amber,

We are located in the San Fernando Valley where it gets very hot most of the year (90 degrees +). We have very little outdoor space that can be used for teaching and or outdoor eating purposes. Since COVID spreads through close contact indoors, we wish to utilize our outdoor space more efficiently. Our rooftop was designed to be usable but because it is not shaded we simply cannot use that additional space during the school day.

See the attached google map.

Thank you

On Tue, Jun 14, 2022 at 4:55 PM EDReliefFunds <[EDReliefFunds@cde.ca.gov](mailto:EDReliefFunds@cde.ca.gov)> wrote:

Good afternoon,

I'm requesting additional information in order to determine if this request for a rooftop shade project can be approved. Can you please clarify why the shade structures are necessary to specifically prevent, prepare for, or respond to the COVID-19 pandemic? What limitations exist to current facilities, and why are these shade structures necessary to address these concerns? Please note that we are not able to make any assumptions, but must instead rely only on the provided information during our review of applications.

Thank you,  
Amber  
CDE Stimulus Team

---

**From:** Brad Plonka <[bplonka@magnoliapublicschools.org](mailto:bplonka@magnoliapublicschools.org)>  
**Sent:** Wednesday, June 1, 2022 3:59 PM  
**To:** EDReliefFunds <[EDReliefFunds@cde.ca.gov](mailto:EDReliefFunds@cde.ca.gov)>  
**Cc:** Mustafa Sahin <[msahin@magnoliapublicschools.org](mailto:msahin@magnoliapublicschools.org)>  
**Subject:** [EXTERNAL] Equipment and Capital Expenditures Approval - Magnolia Science Academy-1

CAUTION! This email originated from outside the California Department of Education. Be careful of links and attachments.

Good Afternoon,

Please see attached the necessary documents for an Equipment and Capital Expenditures Approval.

Let me know if you have any questions.



All the best!

--

**Brad Plonka**  
**Principal**

**Magnolia Science Academy - 1 Reseda**  
18238 Sherman Way, Reseda, CA 91335 |  
Office: (818) 609-0507 | Fax: (818) 477-0945

[www.msa1.magnoliapublicschools.org](http://www.msa1.magnoliapublicschools.org)

--

## **Mustafa Sahin M.Ed.**

### **Facility Project Manager**

Facility Department

#### **Magnolia Public Schools**

250 E. 1st Street, Suite 1500

Los Angeles, CA 90012

Office: (213) 628-3634

Cell: (760) 587-6031

Fax: (714) 362-9588

[www.magnoliapublicschools.org](http://www.magnoliapublicschools.org)



# MAGNOLIA PUBLIC SCHOOLS

Request for Proposals  
to Provide 2 Shade Structures at  
Magnolia Science Academy 1

Due Date:

**July 22, 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 Reseda ("**MSA-1**") located at 18220 Sherman Way Reseda CA91335. The purpose of this RFP is to solicit bids to build 2 shade structures (the first one is 35'x40', and the second one is 45'x80') on the rooftop of existing high school building. Should there be a similar need for any other Magnolia Public Schools (MPS), the approved vendor, the need, and the price will be used.

The locations are shown on Exhibit A.

### Site Tour

A site tour will be facilitated.

### Proposals Due

Responses to the RFP are due no later than **5:00 PM (PST), Friday, July 22, 2022**, to the following individual:

Mustafa Sahin  
Facility 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

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 July 27<sup>th</sup>, 2022 via Zoom.

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:                              | July 11, 2022 |
| Proposals Due:                                | July 22, 2022 |
| Interviews, if any (exact date and time TBD): | July 27, 2022 |
| Selection Announced:                          | July 28, 2022 |
| Contract Execution:                           | ASAP          |

## 2.0 PROJECT DESCRIPTION

The Project is to build 2 waterproof shade structures, #1 one is 35'X40' and #2 is 45'X80' on the rooftop of the existing high school building. See the Appendix A for the locations. The Project may require submission to and approval by the Division of State Architect (“**DSA**”) If it does not require submission and approval by DSA, it, nevertheless, should be designed and built according to DSA standards.

## 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. Please describe any similar projects your company has completed, including any similar projects submitted to and approved by DSA. Please state whether you are able to determine if the Project must be submitted and approved by DSA and if so whether you are able to do so on behalf of MPS.

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 2.0. 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**

MPS and MSA-1 desire to complete this project as soon as possible, please also provide the expected completion of the project.

#### **4.6 Contract**

The successful respondent will be required to sign an agreement with Owner in the form of Exhibit B (AIA Document A105-2017). Please provide an affirmative statement of respondent's concurrence or else any changes that respondent desires to make to the form agreement attached as Exhibit B.

#### **5.0 CONTACT**

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

#### **6.0 RFP/Q EXHIBITS**

|                  |                         |
|------------------|-------------------------|
| <b>Exhibit A</b> | <b>School Map</b>       |
| <b>Exhibit B</b> | <b>Form of Contract</b> |

**7.0 BID ACCEPTANCE/REJECTION**

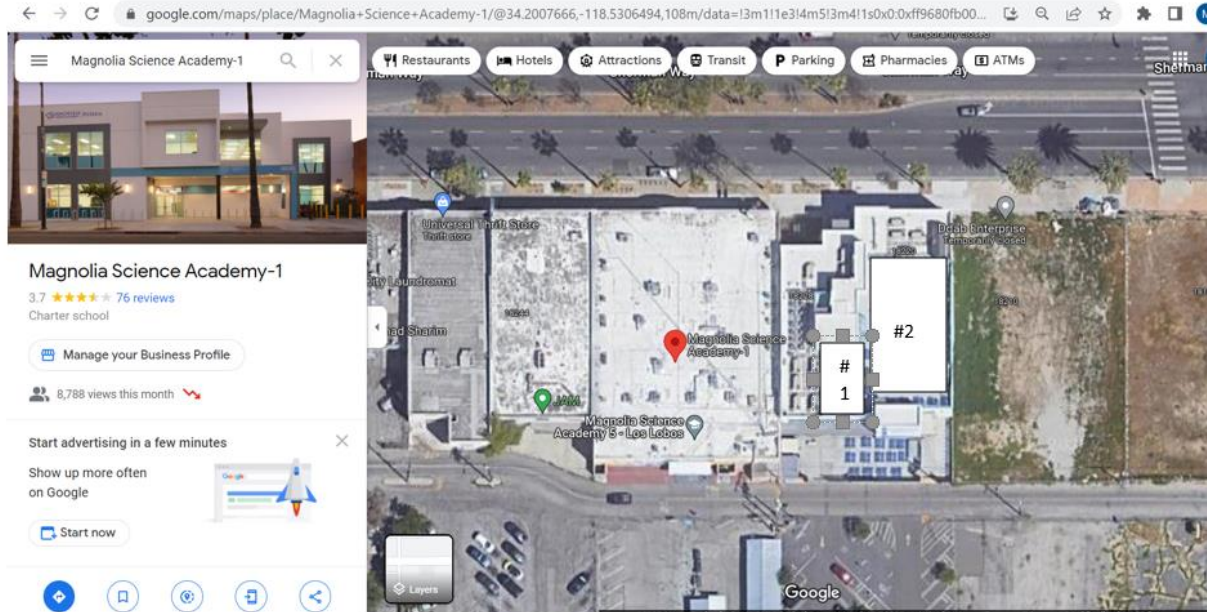
The Owner reserves the right to reject any or all proposals or cancel the solicitation process at its sole discretion.

**8.0 PROPOSAL VALIDITY**

RFP responses shall be valid until execution of a contract, which is expected to occur on or about August 31, 2022. No changes to information received within the Respondent's proposal shall be changed or altered without approval by the Owner.

# Exhibit A

## School map for shade structures' location



# Exhibit B

## Form of Contract

(AIA Document A105™-2017)



# ESTIMATE



## Prepared For

Magnolia School  
 18220 Sherman Way  
 Reseda, CA 91335  
 (213) 628-3634

### Universal Awning

7053 Canby Ave.  
 Reseda, CA 91335  
 Phone: (818) 882-0027  
 Email: Info@universalawning.com

Estimate # 2234  
 Date 07/21/2022

| Description | Rate | Quantity | Total |
|-------------|------|----------|-------|
|-------------|------|----------|-------|

|                                |             |   |             |
|--------------------------------|-------------|---|-------------|
| (1) Hip Roof Canopy on Rooftop | \$56,534.00 | 1 | \$56,534.00 |
|--------------------------------|-------------|---|-------------|

Materials: Steel, Sunbrella Fabric

Dimensions: 40'-0" x 35'-0" x 10'-0" height

Elements: 3-1/2" SCH 40 (4 OD x .226), 3x.250 round tube, 10x10x3/4" base plates, 3/8" cable, Sunbrella fabric.

Templates & Measurements: Included.

Shop Drawings: Included. 1 drawing, 2 revisions any additional \$110.00 per hour.

Permits: Not included. If elements change due to required permits subject to additional charge.

Engineering: Not included. If elements change due to required engineering subject to additional charge.

Finish: All metal to have electrostatic paint stock colors.

Delivery & Installation: Included

Prevailing Wages: This project was priced as a prevailing wage job.

Notes: Due to the volatile material prices this quotation is valid for 7 days. Advance bill of material is required to be paid to secure material pricing. Please note Engineering will dictate the size of footing needed. Concrete Footing is not included in this price.

|                 |             |
|-----------------|-------------|
| <b>Subtotal</b> | \$56,534.00 |
|-----------------|-------------|

---

|              |                    |
|--------------|--------------------|
| <b>Total</b> | <b>\$56,534.00</b> |
|--------------|--------------------|



All down payments are non-refundable three business days from the signing of this contract. With respect to the above, it is agreed that three quarters of the above mentioned sum is for the cost of materials, fabrication labor, sales tax and balance is for the cost of installation labor.

In the event of default of any installment, the unpaid balance shall become due and payable forthwith at the option of the Contractor without notice.

All expenses incurred in the collection of monies due per this agreement whether by arbitration or judicial process including attorney's fees and cost shall be paid by you the purchaser.

Note: This proposal may be withdrawn by Universal Awning & Shade, Inc. at any time prior to its acceptance, and shall expire by its own terms if not accepted within 7 days. Due to the volatile steel prices this quotation is valid for 7 days. Advance bill of material is required to be paid to secure material pricing.

An initial service charge of 5% of the outstanding balance will be charged on balances not paid within five days of payment due date. service charge of 1.5% will be added each month to the balance remaining unpaid.

This quotation is not binding and does not become a contract unless signed below by UNIVERSAL AWNING & SHADE, INC. EXECUTIVE OFFICER.

---

Universal Awning - Cody Clapp

---

Magnolia School

# ESTIMATE



## Prepared For

Magnolia School  
 18220 Sherman Way  
 Reseda, CA 91335  
 (213) 628-3634

### Universal Awning

7053 Canby Ave.  
 Reseda, CA 91335  
 Phone: (818) 882-0027  
 Email: Info@universalawning.com

Estimate # 2447  
 Date 07/21/2022

| Description                              | Rate         | Quantity | Total        |
|--|--------------|----------|--------------|
| (8) 4K Trellis Structures with Slidewire | \$215,788.00 | 1        | \$215,788.00 |

Materials: 4K Aluminum, Awntex 160 Fabric

#### 4K Trellis Approximate Dimensions:

- 20'-6" width x 18'-0" projection x 12' height (2 sections, 8 billows)
- 20'-6" width x 29'-0" projection x 12' height (2 sections, 14 billows)
- 14'-6" width x 18'-0" projection x 12' height (2 sections, 8 billows)
- 14'-6" width x 29'-0" projection x 12' height (2 sections, 14 billows)
- 19'-1" width x 18'-0" projection x 12' height (2 sections, 8 billows)
- 19'-1" width x 29'-0" projection x 12' height (2 sections, 14 billows)
- 17'-1" width x 18'-0" projection x 12' height (2 sections, 8 billows)
- 17'-1" width x 29'-0" projection x 12' height (2 sections, 14 billows)

Elements: 8"x8" posts (15 posts/Trellises share posts), post caps, 8" post inground insert, 2"x8" beam, beam connectors, lattice end caps, inner beam channel, tek screws, U-bolts, Awntex 160 Fabric, hardware, pulley & rope system.

Templates & Measurements: Included.

Shop Drawings: 1 drawing, 2 revisions any additional \$110.00 per hour.

Permits: Not included. If elements change due to required permits subject to additional charge.

Engineering: Not included. If elements change due to required engineering subject to additional charge.

Finish: Powder coat finish colors in Espresso, White or Gray.

Delivery & Installation: Included.

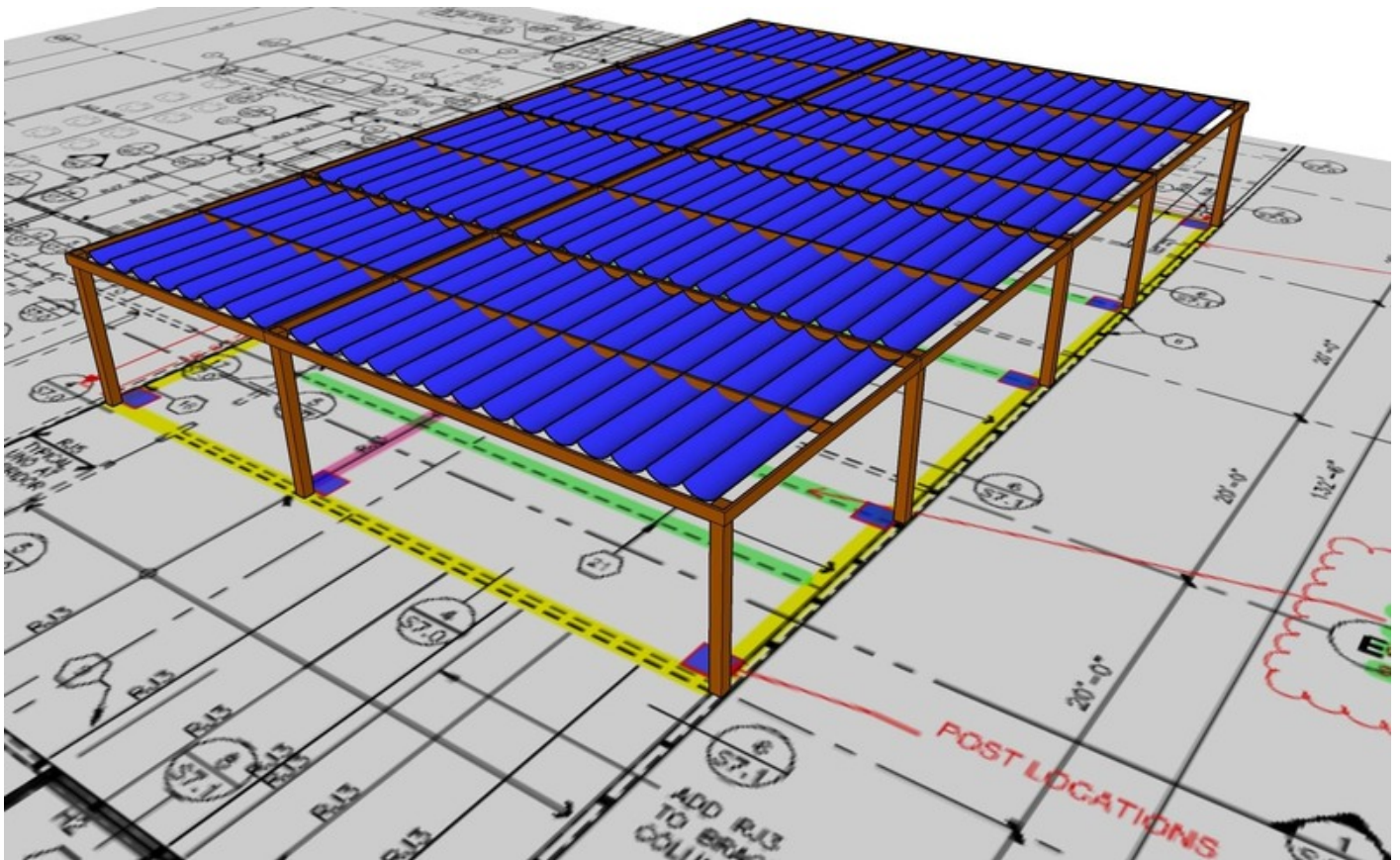
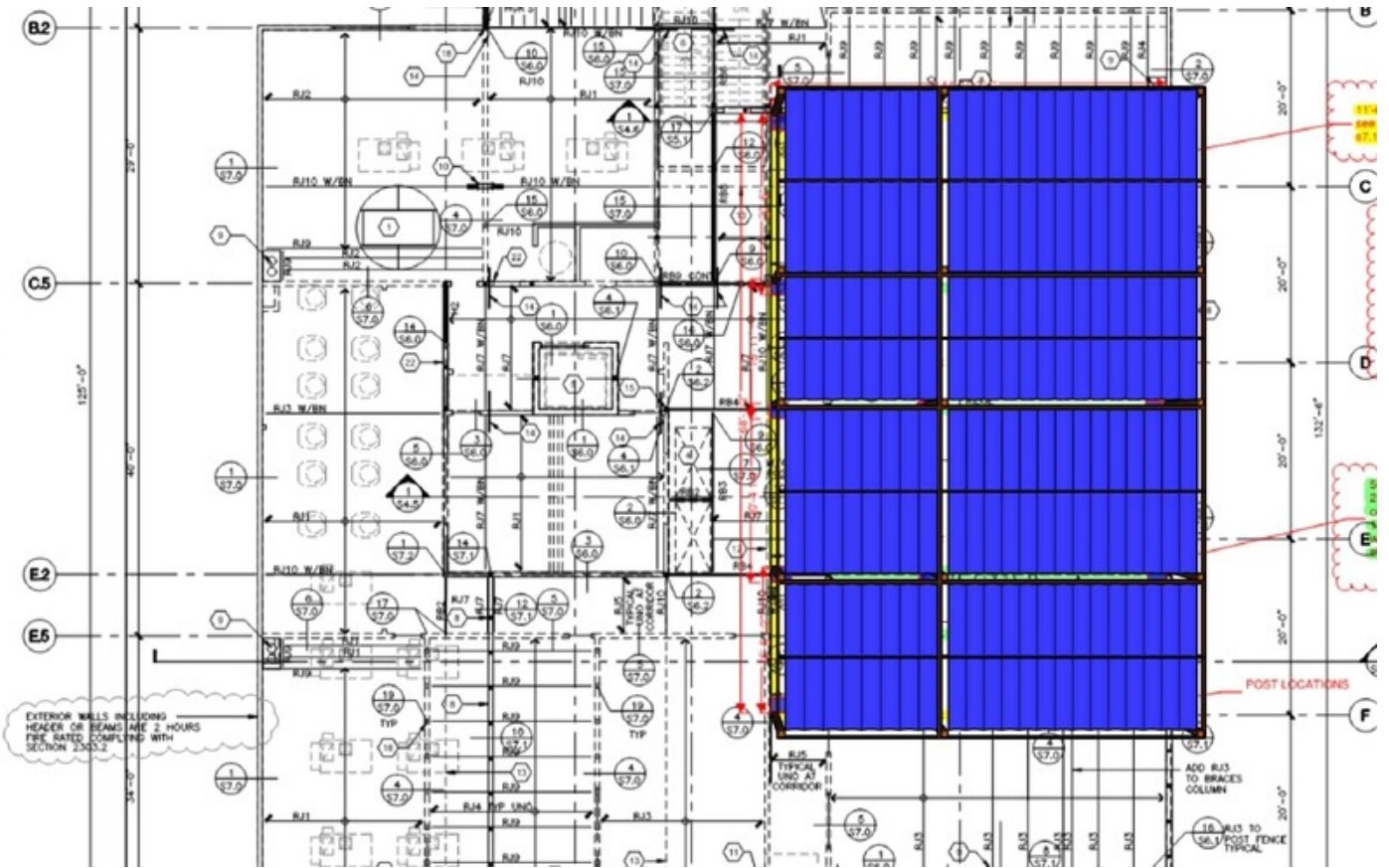
Prevailing Wages: This project was priced as a prevailing wage job.

Notes: Due to the volatile material prices this quotation is valid for 7 days. Advance bill of material is required to be paid to secure material pricing. Please note Engineering will dictate the size of footing needed. Concrete Footing is not included in this price.

---

|                 |                     |
|-----------------|---------------------|
| <b>Subtotal</b> | \$215,788.00        |
| <b>Total</b>    | <b>\$215,788.00</b> |





All down payments are non-refundable three business days from the signing of this contract. With respect to the above, it is agreed that three quarters of the above mentioned sum is for the cost of materials, fabrication labor, sales tax and balance is for the cost of installation labor.

In the event of default of any installment, the unpaid balance shall become due and payable forthwith at the option of the Contractor without notice.

All expenses incurred in the collection of monies due per this agreement whether by arbitration or judicial process including attorney's fees and cost shall be paid by you the purchaser.

Note: This proposal may be withdrawn by Universal Awning & Shade, Inc. at any time prior to its acceptance, and shall expire by its own terms if not accepted within 7 days. Due to the volatile steel prices this quotation is valid for 7 days. Advance bill of material is required to be paid to secure material pricing.

An initial service charge of 5% of the outstanding balance will be charged on balances not paid within five days of payment due date. service charge of 1.5% will be added each month to the balance remaining unpaid.

This quotation is not binding and does not become a contract unless signed below by UNIVERSAL AWNING & SHADE, INC. EXECUTIVE OFFICER.

---

Magnolia School





# PROPOSAL

220638-01

Date: 07/18/2022

Expires:

Drawing Numbers:

**Project:** MAGNOLIA SCIENCE ACADEMY  
18220 SHERMAN WAY  
RESEDA, CA 91335

**Client:** MAGNOLIA PUBLIC SCHOOLS  
250 EAST 1ST. SUITE 1500  
LOS ANGELES, CA 90012

**Contact:** MUSTAFA SAHIN 760-587-6031 msahin@magnoliapublicschools.org

We are pleased to offer this proposal for the following services at the above location.

| <b>Project Description:</b>                                      | <b>Item Total:</b> |
|--|--------------------|
| <b>MANUFACTURE AND INSTALL A 45' X 80' ROOF TOP SHADE COVER:</b> | \$193,700.00       |

**ONE (1) EXTERIOR WATERPROOF SHADE COVER MEASURING APPROXIMATELY 45' X 80'. THE SUPPORT ALUMINUM POSTS ARE 4" X 4" AN APPROXIMATELY 8'6" HIGH. FRAMING FOR THE SHADE STRUCTURE IS 1 1/8 " X 1 1/8" SQUARE TUBING.**

**FABRIC COLOR TBD BY CUSTOMER**

**ALL FRAMING AND ATTACHMENTS TO THE BUILDING ROOF TOP ARE TO BE REVIEWED AND APPROVED BY B&B ASSOCIATES, STRUCTURAL ENGINEERS.**

**ENGINEERING ATTACHMENT ADDITIONS FROM B&B ASSOCIATES CAN AFFECT THE QUOTED PRICE.**

\$76,050.00

**MANUFACTURE AND INSTALL A 35' X 40' A ROOF TOP SHADE COVER:**

**ONE (1) EXTERIOR WATERPROOF SHADE COVER MEASURING APPROXIMATELY 35' X 40'. SUPPORT POSTS ARE 4" X 4" X 8' 6" WITH THE FOOTINGS APPROXIMATELY 20" X 48" AND 1/4" REBAR SUPPORT. FRAMING WILL BE 1 1/8" X 1 1/8" TUBING COVER WITH SHADE FABRIC COLOR TBD BY CUSTOMER.**

**ENGINEERING ATTACHMENT ADDITIONS FROM B&B ASSOCIATES CAN AFFECT THE QUOTED PRICE.**

**Salesperson: Todd Gordon**

Buyer\_\_\_\_\_Seller\_\_\_\_\_



# PROPOSAL

220638-01

Date: 07/18/2022

Expires:

Drawing Numbers:

**Project:** MAGNOLIA SCIENCE ACADEMY  
18220 SHERMAN WAY  
RESEDA, CA 91335

**Client:** MAGNOLIA PUBLIC SCHOOLS  
250 EAST 1ST. SUITE 1500  
LOS ANGELES, CA 90012

**Contact:** MUSTAFA SAHIN 760-587-6031 msahin@magnoliapublicschools.org

## DESIGNS SUBMITTED ON APPROVAL.

**WE WILL NEED THE ATTACHMENT INFORMATION FROM B&B ASSOCIATES WHICH WILL BE SUBMITTED TO THE CITY ALONG WITH THE STANFORD SIGN & AWNING DRAWINGS.**

### SECTION 3.0

**STANFORD SIGN & AWNING IS SUBMITTING A PROPOSAL FOR THE ROOF TOP SHADE COVERS AT 18220 SHERMAN WAY, RESEDA CA. 91335**

**WE WOULD VERY MUCH LIKE TO BE THE VENDOR OF CHOICE FOR THIS PROJECT AND KNOW THAT WITH OUR 45 YEARS EXPERIENCE MANUFACTURING CUSTOM SHADE COVERS YOU WILL BE SATISFIED WITH THE QUALITY PRODUCTS WE PROVIDE.**

**RESPONSIBLE PARTY: TODD GORDON CELL # 858-750-8054**

### SECTION 4.1.1

#### VENDOR QUALIFICATIONS AND EXPERIENCE

**I HAVE ATTACHED A LIST OF SIMILAR PROJECTS WITH SCOPE OF WORK WITH CLIENT NAMES AND CONTACT INFORMATION.**

#### SECTION 4.1.2

**VICTOR GOMEZ: DEPARTMENT HEAD AND INSTALL MANAGER WITH 17 YERS EXPERIENCE IN MANUFACTURING AND INSTALLATION.**

**Salesperson: Todd Gordon**

Buyer\_\_\_\_\_Seller\_\_\_\_\_



# PROPOSAL

220638-01

Date: 07/18/2022

Expires:

Drawing Numbers:

**Project:** MAGNOLIA SCIENCE ACADEMY  
18220 SHERMAN WAY  
RESEDA, CA 91335

**Client:** MAGNOLIA PUBLIC SCHOOLS  
250 EAST 1ST. SUITE 1500  
LOS ANGELES, CA 90012

**Contact:** MUSTAFA SAHIN 760-587-6031 msahin@magnoliapublicschools.org

## OUR INSTALLERS / FABRICATORS AVERAGE 12 YEARS EXPERIENCE SECTION 4.4

## WARRANTY IS ONE (1) FROM THE DATE OF INSTALLATION. SECTION 4.5

## SCHEDULE IS APPROXIMATELY 11 WEEKS FROM THE DATE OF CITY APPROVALS AND DEPOSIT.

**Deposit Rate: 50%**  
**Deposit: \$134,875.00**

**Subtotal: \$269,750.00**

**Total: \$269,750.00**

## 50% DEPOSIT REQUIRED TO PROCEED.

CONTRACT LICENSE NO. 863570

ALL SIGNS AND AWNINGS ARE MANUFACTURED IN THE UNITED STATES AND HAVE A ONE (1) YEAR PARTS AND MATERIAL WARRANTY.

**JOB WILL BE STARTED FOLLOWING DESIGN APPROVAL, ENGINEERING, PERMITS AND LANDLORD APPROVAL HAVE BEEN ISSUED.**

PERMITS, ENGINEERING AND PERMIT LABOR WHEN REQUIRED WILL BE BILLED ADDITIONALLY. CREDIT CARD PAYMENTS WILL INCUR A 3% PROCESSING FEE.

Customer to provide two (2) copies of site plans of premises for permit purposes. Stanford Sign & Awning, Inc. **DOES NOT** provide primary electrical service to sign location. Hole drilling is subject to normal digging conditions. Any conditions other than normal are billed on a time and material basis and added to the original amount of the contract.

**If either party commences an action or proceeding against the other party arising out of or in connection with this contract, including an action seeking a declaration of rights hereunder, the prevailing party shall, in addition to any relief awarded or obtained, wether by settlement, arbitration, complete adjudication or otherwise, be entitled to recover from the losing party reasonable attorneys' fees and costs of suit. Interest expense of 1.5% per month will be incurred for all past due amounts over 30 days. Removal of signage allowed for non-payment.**

**Salesperson: Todd Gordon**

Buyer's Acceptance \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Seller's Acceptance \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

## Coversheet

### Approval of Agreements with Zingo Construction to Upgrade the Plumbing Fixtures at Magnolia Science Academy-1, 7 and Santa Ana

**Section:** IV. Action Items  
**Item:** E. Approval of Agreements with Zingo Construction to Upgrade the Plumbing Fixtures at Magnolia Science Academy-1, 7 and Santa Ana  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** Agreements with Zingo Construction to Upgrade the Plumbing Fixtures at Magnolia Science Academy-1, 7 and Santa Ana.pdf



|                     |  |
|---------------------|--|
| Board Agenda Item # | IV E: Action Item  |
| Date:               | August 11, 2022  |
| To:                 | Magnolia Public Schools – Board of Directors   |
| From:               | MPS Audit/Facilities Committee   |
| Staff Lead:         | Patrick Ontiveros, Director of Facilities and General Counsel<br>Mustafa Sahin, Facilities Project Manager                     |
| RE:                 | Approval of Agreements with Zingo Construction to Upgrade the Plumbing Fixtures at Magnolia Science Academy-1, 7 and Santa Ana |

### **Proposed Board Motion**

#### ***Previously presented at the MPS Audit/Facilities Committee Meeting***

Staff is recommending the approval of agreements with Zingo Construction to upgrade the plumbing fixtures at Magnolia Science Academy- 1, 7 and Santa Ana according to CalSHAPE Plumbing Grant Requirements.

### **Background**

California Energy Commission’s California Schools Healthy Air, Plumbing, and Efficiency (CalSHAPE) Program provides grants to local educational agencies (LEA), that includes school districts, charter schools, and regional occupational programs, to fund the assessment, maintenance, and repair of ventilation systems, installation of carbon dioxide monitors, and replacement of noncompliant plumbing fixtures and appliances. Staff submitted the application for plumbing grant in September 2021,

MSA1 was awarded \$60,920.29

MSA7 was awarded \$45,599.05

MSA SA was awarded \$49,620.58

The board approved the resolution, in February 2022, resolution # 20220210-01,02,03.

Staff released an RFP, shared the link with 6 general contractors and plumbing vendors who were in our approved vendors' list. See exhibit A-for the RFP. Only Zingo Construction submitted their proposals. The proposal amounts were higher than the awarded amounts, we called CalSHAPE to see if they would pay the difference due to inflation/supply chain issues etc, they said no, than we asked to see if we could complete the project partially, they also verbally said no, but they would get an official respond to our question.

The principals would like to pay the difference from the schools' budgets and get the project completed. Otherwise we would need to reject the awarded amount for each campus.

MSA1-The grant amount is \$60,920.29 the proposal amount is \$83,597.28, the difference is \$22,676.99

MSA7-The grant amount is \$45,599.05, the proposal amount is \$59,836.41, the difference \$14,237.36

MSA SA-The grant amount is \$49,620.58, the proposal amount is \$68,001.02, the difference is \$18,380.44

**Budget Implications**

MSA 1 will pay \$22,676.99 out of its general fund with no material negative impact on its budget.

MSA 7 will pay \$14,237.36 out of its general fund with no material negative impact on its budget.

MSA SA will pay \$18,380.44 out of its general fund with no material negative impact on its budget.

**Exhibits (Attachments):**

- A -RFPs
- B- Proposals



# MAGNOLIA PUBLIC SCHOOLS

Request for Proposals  
to upgrade the Plumbing Fixtures at  
Magnolia Science Academy 1

Due Date:

**July 22, 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 Reseda ("**MSA-1**") located at 18238 and 18220 Sherman Way Reseda CA91335. The purpose of this RFP is to solicit bids to replace 9 urinal fixtures, 43 toilet fixtures and 47 interior faucets. Please see the 2.0 Project Description for the brand and models that we would like to be installed.

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.

### Proposals Due

Responses to the RFP are due no later than **5:00 PM (PST), Friday, July 22, 2022**, to the following individual:

Mustafa Sahin  
Facility 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

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 July 25<sup>th</sup>, 2022 via Zoom.

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:                              | July 18, 2022 |
| Proposals Due:                                | July 22, 2022 |
| Interviews, if any (exact date and time TBD): | July 25, 2022 |
| Selection Announced:                          | July 26, 2022 |
| Contract Execution:                           | ASAP          |

## 2.0 PROJECT DESCRIPTION

The Project is to replace  
9 urinal flash valves with Zurn ZER6003PL-ULF-CPM,  
43 toilet flash valve with Zurn ZER6000PL-CPM and  
47 interior faucets with Zurn Z6915-XL.

## 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 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 materials listed above in Section 2.0. We are receiving a grant; the brand name and model numbers were listed in the grant application so we have to replace the fixtures with the listed items. If you provide different fixtures other than listed items, the proposal will be rejected.

**4.4 Warranty Information**

Provide a description of the warranty provided for the Project.

**4.5 Schedule**

MPS and MSA-1 desire to complete this project as soon as possible, please also provide the expected completion of the project.

**4.6 Contract**

The successful respondent will be required to sign an agreement with Owner in the form of (AIA Document A105-2017). Please provide an affirmative statement of respondent's concurrence or else any changes that respondent desires to make to the form.

**5.0 CONTACT**

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

**6.0 RFP/Q EXHIBITS**

**NA**

**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 August 31, 2022. No changes to information received within the Respondent's proposal shall be changed or altered without approval by the Owner.



# MAGNOLIA PUBLIC SCHOOLS

Request for Proposals  
to upgrade the Plumbing Fixtures at  
Magnolia Science Academy 7

Due Date:

**July 22, 2022**

## 1.0 INTRODUCTION

Magnolia Education & Research Foundation doing-business as Magnolia Public Schools ("MPS"), a charter school management organization, operates Magnolia Science Academy 7 Northridge ("MSA-7") located at 18355 Roscoe Blvd, Northridge, CA 91325. The purpose of this RFP is to solicit bids to replace 5 urinal fixtures, 15 toilet fixtures, 13 interior faucets and 15 toilets. Please see the 2.0 Project Description for the brand and models that we would like to be installed.

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.

### Proposals Due

Responses to the RFP are due no later than **5:00 PM (PST), Friday, July 22, 2022**, to the following individual:

Mustafa Sahin  
Facility 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

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-7. Interviews, if any, are expected to be held on July 25<sup>th</sup>, 2022 via Zoom.

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-7.

## 1.1 Timeline

|                  |               |
|------------------|---------------|
| RFP Distributed: | July 18, 2022 |
| Proposals Due:   | July 22, 2022 |

|   |               |
|---|---------------|
| Interviews, if any (exact date and time TBD): | July 25, 2022 |
| Selection Announced:                          | July 26, 2022 |
| Contract Execution:                           | ASAP          |

## 2.0 PROJECT DESCRIPTION

The Project is to replace  
5 urinal flash valves with Zurn ZER6003PL-ULF-CPM,  
15 toilet flash valves with Zurn ZER6000PL-CPM and  
13 interior faucets with Zurn Z6915-XL.  
15 toilets with American Standard Madera Universal Flushometer

## 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 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 materials listed above in Section 2.0. We are receiving a grant; the brand name and model numbers were listed in the grant application, so we replace the fixtures with the listed items. If you provide different fixtures other than listed items, the proposal will be rejected.

#### **4.4 Warranty Information**

Provide a description of the warranty provided for the Project.

#### **4.5 Schedule**

MPS and MSA-7 desire to complete this project as soon as possible, please also provide the expected completion of the project.

#### **4.6 Contract**

The successful respondent will be required to sign an agreement with Owner in the form of (AIA Document A105-2017). Please provide an affirmative statement of respondent's concurrence or else any changes that respondent desires to make to the form.

#### **5.0 CONTACT**

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

#### **6.0 RFP/Q EXHIBITS**

**NA**

#### **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 August 31, 2022. No changes to information received within the Respondent's proposal shall be changed or altered without approval by the Owner.



# MAGNOLIA PUBLIC SCHOOLS

Request for Proposals  
to upgrade the Plumbing Fixtures at  
Magnolia Science Academy Santa Ana

Due Date:

**July 22, 2022**



## 1.0 INTRODUCTION

Magnolia Education & Research Foundation doing-business as Magnolia Public Schools ("MPS"), a charter school management organization, operates Magnolia Science Academy 7 Northridge ("MSA-SA") located at 2840 W 1st St, Santa Ana, CA 92703. The purpose of this RFP is to solicit bids to replace 18 urinal fixtures, 34 toilet fixtures and 30 interior faucets. Please see the 2.0 Project Description for the brand and models that we would like to be installed.

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.

### Proposals Due

Responses to the RFP are due no later than **5:00 PM (PST), Friday, July 22, 2022**, to the following individual:

Mustafa Sahin  
Facility 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

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-SA. Interviews, if any, are expected to be held on July 25<sup>th</sup>, 2022 via Zoom.

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-SA.

## 1.1 Timeline

|                  |               |
|------------------|---------------|
| RFP Distributed: | July 18, 2022 |
| Proposals Due:   | July 22, 2022 |

|   |               |
|---|---------------|
| Interviews, if any (exact date and time TBD): | July 25, 2022 |
| Selection Announced:                          | July 26, 2022 |
| Contract Execution:                           | ASAP          |

## 2.0 PROJECT DESCRIPTION

The Project is to replace 18 urinal flash valves with Zurn ZER6003PL-ULF-CPM, 34 toilet flash valves with Zurn ZER6000PL-CPM and 30 interior faucets with Zurn Z6915-XL.

## 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 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 materials listed above in Section 2.0. We are receiving a grant; the brand name and model numbers were listed in the grant application, so we replace the fixtures with the listed items. If you provide different fixtures other than listed items, the proposal will be rejected.

#### **4.4 Warranty Information**

Provide a description of the warranty provided for the Project.

#### **4.5 Schedule**

MPS and MSA-SA desire to complete this project as soon as possible, please also provide the expected completion of the project.

#### **4.6 Contract**

The successful respondent will be required to sign an agreement with Owner in the form of (AIA Document A105-2017). Please provide an affirmative statement of respondent's concurrence or else any changes that respondent desires to make to the form.

#### **5.0 CONTACT**

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

#### **6.0 RFP/Q EXHIBITS**

NA

#### **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 August 31, 2022. No changes to information received within the Respondent's proposal shall be changed or altered without approval by the Owner.

# ESTIMATE



## Prepared For

Magnolia Science Academy 1  
 18238 Shermanway  
 Reseda , CA 91335  
 (760) 587-6031

### Zingo Construction Inc.

6009 Lindenhurst Ave  
 Los Angeles, CA 90036  
 Phone: (310) 997-8297  
 Email: info@zingocontractors.com  
 Web: www.zingocontractors.com

Estimate # 10  
 Date 07/26/2022  
 Business / Tax # Lic No: 969638

| Description                               | Total       |
|---|-------------|
| ZER6003PL-ULF-CPM urinal flush set (9 pc) | \$4,455.00  |
| ZER6000PL-CPM Toilet flush set (43 Pc)    | \$22,145.00 |
| Zurn z6915-XL Touchless Faucet (47 Pc)    | \$32,195.00 |
| Urinal Valve Replacement                  | \$2,565.00  |
| Toilet Flush Valve Replacement            | \$13,674.00 |
| Faucet Replacement                        | \$10,246.00 |

|                 |                    |
|-----------------|--------------------|
| <b>Subtotal</b> | \$85,280.00        |
| <b>Discount</b> | \$6,822.40         |
| Sales Tax       | \$5,138.68         |
| <b>Total</b>    | <b>\$83,596.28</b> |

### Payment Schedule

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|                     |             |
|---------------------|-------------|
| Downpayment (35%)   | \$29,258.70 |
| Final Payment (65%) | \$54,337.58 |

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#### Notes:

Tax rate of %9,5 applied materials only.

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Magnolia Science Academy 1

## ESTIMATE

**Prepared For**

Magnolia Science Academy 7  
18355 Roscoe Blvd  
North Ridge, CA 91325  
(760) 587-6031

**Zingo Construction Inc.**

6009 Lindenhurst Ave  
Los Angeles, CA 90036  
Phone: (310) 997-8297  
Email: info@zingocontractors.com  
Web: www.zingocontractors.com

Estimate # 11  
Date 07/26/2022  
Business / Tax # Lic No: 969638

| Description  | Total       |
|--|-------------|
| ZER6003PL-ULF-CPM Urinal flush set (5 Pc)  | \$2,475.00  |
| ZER6000PL-CPM Toilet flush set (15 Pc)   | \$7,725.00  |
| Zurn z6915-XL touchles faucets (13 Pc)   | \$8,905.00  |
| American Standard 2234.001.020 Madera Universal Elongated Toilet Bowl (15 pc)<br>Includes upgrading the plumbing and replacing toilet bowls. | \$6,750.00  |
| Urinal Valve Replacement   | \$1,425.00  |
| Toilet Flush Valve Replacement   | \$4,770.00  |
| Faucet Replacement   | \$2,834.00  |
| Toilet Bowl Replacement<br>With required plumbing  | \$27,000.00 |

|                 |                    |
|-----------------|--------------------|
| <b>Subtotal</b> | \$61,884.00        |
| <b>Discount</b> | \$4,331.88         |
| Sales Tax       | \$2,284.29         |
| <b>Total</b>    | <b>\$59,836.41</b> |

**Payment Schedule**

|                     |             |
|---------------------|-------------|
| Downpayment (35%)   | \$20,942.74 |
| Final Payment (65%) | \$38,893.67 |

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**Notes:**

Tax rate of %9,5 applied materials only.

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Magnolia Science Academy 7

## ESTIMATE

**Prepared For**

Magnolia Science Academy Santa Ana  
2840 W 1st St  
Santa Ana, California 92703  
(760) 587-6031

**Zingo Construction Inc.**

6009 Lindenhurst Ave  
Los Angeles, CA 90036  
Phone: (310) 997-8297  
Email: info@zingocontractors.com  
Web: www.zingocontractors.com

Estimate # 4  
Date 07/26/2022  
Business / Tax # Lic No: 969638

| Description                                | Total              |
|--|--------------------|
| ZER6003PL-ULF-CPM Urinal flush set (18 Pc) | \$8,910.00         |
| ZER6000PL-CPM Toilet flush set (34 Pc)     | \$17,510.00        |
| Zurn z6915-XL touchles faucets (30 Pc)     | \$20,550.00        |
| Urinal Valve Replacement                   | \$5,130.00         |
| Toilet Flush Valve Replacement             | \$10,812.00        |
| Faucet Replacement                         | \$6,540.00         |
| <hr/>                                      |                    |
| <b>Subtotal</b>                            | \$69,452.00        |
| <b>Discount</b>                            | \$5,556.16         |
| Sales Tax                                  | \$4,105.18         |
| <b>Total</b>                               | <b>\$68,001.02</b> |



### Payment Schedule

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|                     |             |
|---------------------|-------------|
| Downpayment (35%)   | \$23,800.36 |
| Final Payment (65%) | \$44,200.66 |

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#### Notes:

Tax rate of %9,5 applied materials only

By signing this document, the customer agrees to the services and conditions outlined in this document.

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Magnolia Science Academy Santa Ana

# Coversheet

## Approval of Revised MPS Independent Study Policy and Master Agreement

|                                  |   |
|----------------------------------|---|
| <b>Section:</b>                  | IV. Action Items  |
| <b>Item:</b><br>Master Agreement | F. Approval of Revised MPS Independent Study Policy and |
| <b>Purpose:</b>                  | Vote  |
| <b>Submitted by:</b>             |   |
| <b>Related Material:</b>         | Revised MPS Independent Study Policy.pdf                |



|                     |  |
|---------------------|--|
| Board Agenda Item # | IV F: Action Item  |
| Date:               | August 11, 2022  |
| To:                 | Magnolia Public Schools - Board of Directors                                       |
| From:               | Alfredo Rubalcava, CEO & Superintendent  |
| Staff Lead:         | Will Gray, Director of Educational Services<br>Erdinc Acar, Chief Academic Officer |
| RE:                 | Approval of Revised MPS Independent Study Policy                                   |

### **Proposed Board Recommendation**

Staff recommends that the MPS Board approves the revised Magnolia Public Schools (MPS) Independent Study Policy and associated Master Agreement for Independent Study.

### **Introduction**

While Magnolia Public Schools acknowledges the effectiveness of in-person instruction for the students and families, as an organization and as allowed by the legislation, we have Independent Study options for pupils where attendance in-person is not possible for any number of reasons.

As independent LEAs, MPS School sites have the flexibility to determine if they will offer long-term independent study programs and will communicate this decision with the Home Office Academic Team and their respective educational partners.

MPS revised its Independent Study programs to address the needs pushed by the COVID-19 pandemic and per AB 130 for the 2021-22 school year. The policy in place was only for the 2021-22 school year and needed to be updated per [AB 181](#) Education Omnibus Budget for the 2022-23 school year.

### **Summary of changes**

To streamline the administration of these programs, the Budget: (1) allows synchronous instruction to count for instructional time in traditional independent study, in addition to student work product; and (2) provides flexibility on the timeline for a local educational agency to collect a signed independent study plan. Additional changes include;

- Clarification on the requirements for special education students, synchronous instruction allowances and chronic attendance triggers for tiered re-engagement and signature timelines.

- Updates on chronic absenteeism provisions, written agreement requirements, exemptions for students who participate in IS due to necessary medical treatments, etc.
- Updates definition of synchronous instruction.
- Changes provisions of IS to students with an Individualized Education Program.
- Provides intent language around serving students with exceptional needs in IS.

### **Background**

Approved by the Governor on September 23, 2021. AB-167 Education finance: Education omnibus budget trailer bill further clarifies AB 130 IS requirements for LEAs. Assembly Bill AB-130, the education finance omnibus budget trailer bill, was chaptered on July 9, 2021, as an urgency measure, and went into effect immediately. This legislation, *applicable to the 2021-2022 school year only*, allows students to participate in IS when in-person instruction would put the student's health at risk, as determined by the student's parent or legal guardian.

**Independent Study (IS)** is an LEA **operated program not a school**. All eligible students can attend. Schools cannot force any students to attend or provide different curricular offerings. IS is a program that delivers an LEA's existing curriculum virtually and/or in-person through a hybrid model and allows LEAs to claim student attendance for funding purposes.

The education trailer Bill AB-130, revised the existing the current IS laws and authorizes LEAs for

- independent study for a pupil whose **health would be put at risk by in-person instruction, as determined by the parent or guardian,**
- require a charter school to adopt and implement **written policies related to independent study** to be eligible to receive apportionments for independent study by pupils,
- impose **additional requirements for the contents of the required written agreement,** authorize a written agreement to be signed using an electronic signature, and
- impose certain **audit requirements.**

**The 2021 IS requirements included** (*please see the definitions of Live and Synchronous instructions below*);

- **Curriculum, instructional minutes, and student-to-teacher ratios** must be **equivalent to what is offered in-person**
- **Access to technology and Wi-Fi** must be made available for all students attending IS for more than 14 days
- Plans to monitor and keep a record of **daily participation**, which could include online activities, live instruction or completing assignments without teacher supervision
- Plans to **support English learners, students in foster care or other high-needs groups**
- **Meals** must be available for students in distance learning if they qualify for free or reduced-price lunches
- **Plans to transition students who wish to return to in-person instruction** in no less than five instructional days
- **Strategies to re-engage students** who are absent for several days
- **Regular communication** between caregivers, teachers and students regarding a student's academic progress

- For high schools, access to all **courses offered for graduation and approved by the University of California or the California State University**

### **Grade Level Synchronous Instruction Requirements**

1. For pupils in transitional **kindergarten and grades 1 to 3**, inclusive, a plan to provide **opportunities for daily synchronous instruction** for all pupils throughout the school year.
2. For pupils in **grades 4 to 8**, inclusive, a plan to provide opportunities for **both daily live interaction and at least weekly synchronous instruction** for all pupils throughout the school year.
3. For pupils in **grades 9 to 12**, inclusive, a plan to provide **opportunities for at least weekly synchronous instruction** for all pupils throughout the school year.

### **Definitions**

“**Live interaction**” means interaction between the pupil and local educational agency classified or certificated staff, and may include peers, provided for the purpose of maintaining school connectedness, including, but not limited to, wellness checks, progress monitoring, provision of services, and instruction. This interaction may take place in person, or in the form of internet or telephonic communication.

“**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.

**Budget Implication** Parents of students with health conditions have only this option for continuous education. Students’ intend to return forms indicate no more than 20 interested in long term IS. The schools with higher IS programs may require additional certified and classified staff to run the programs. Schools with high unduplicated counts receive additional concentration grants.

### **Attachments**

1. Revised MPS Independent Study Policy
2. Revised MPS Independent Study Master Agreement

## MAGNOLIA PUBLIC SCHOOLS (MPS) INDEPENDENT STUDY POLICY

Magnolia Public Schools (“MPS”) may offer independent study to meet the educational needs of pupils enrolled in any MPS school site. This policy applies to long-term and short-term independent study programs. Each school site shall offer short-term independent study and have the discretion to determine their long-term independent study offerings, and therefore students and families are recommended to communicate with site administrations. Independent study is an optional educational alternative in which no pupil may be required to participate and is designed to teach the knowledge and skills of the core and standards-based curriculum. MPS shall provide appropriate existing services and resources to enable pupils to complete their independent study successfully.

The following written policies have been adopted by the Governing Board:

1. Independent Study is an educational alternative in which no pupil may be required to participate.
2. MPS Independent study programs include the following plan in accordance with Education Code Section 51747(e) for synchronous instruction and live interaction for independent study agreements that are 14 school days or longer in duration as noted on the Master Agreement for that student:
  - a. For students in transitional kindergarten, kindergarten, and grades 1 to 3, inclusive, the plan to provide opportunities for daily synchronous instruction for all pupils throughout the school year by each pupil’s assigned supervising teacher shall be as follows: Each school will designate synchronous learning minutes for the Independent Study students in grades TK-3 to remotely join to the instruction alongside with their in-person classmates. The instructional minutes will be at least 60 minutes. Structured lessons or office hours and academic support will be in place. Schools may provide individual and small group instruction.
  - b. For students in grades 4 to 8, inclusive, a plan to provide opportunities for both daily live interaction between the pupil and a certificated or non-certificated employee of the school and at least weekly synchronous instruction for all pupils throughout the school year by each pupil’s assigned supervising teacher shall be as follows: Each school will provide both daily live interaction and at least 60 minutes of weekly synchronous instruction. The synchronous instruction will be provided remotely by the teacher(s) of record. Magnolia schools will use approved online course providers or classroom teachers for the instruction. Daily live interaction will be made in the form of internet or telephonic communication. Structured lessons or office hours and academic support will be in place. Schools may provide individual and small group instruction.
  - c. For students in grades 9 to 12, inclusive, the plan to provide opportunities for weekly synchronous instruction for all pupils throughout the school year by each pupil’s assigned

supervising teacher(s) shall be as follows: Structured office hours and academic support may be in place. Schools may provide individual and small group instruction.

Independent study teachers are appropriately credentialed and have demonstrated subject matter competence in all core academic subjects they teach. MPS shall provide content aligned to grade level standards that is substantially equivalent to in-person instruction. For high school grade levels this shall include access to all courses offered by the MPS school for graduation and approved by the UC or CSU as creditable under the A-G admissions criteria.

3. Daily attendance, progress monitoring, engagement, re-engagement, notification and communication protocols will be in place.
4. Participation in independent study shall be limited to staffing capacity and shall be maintained to be lower than 20% or a percentage lower than 20% as determined by each school site of the attendance at each campus. Should interest in independent study exceed capacity, participation shall be determined on a first come, first served basis. Priority for independent study shall be provided to those students with written documentation from a physician that student is unable to attend that states that a student cannot safely attend school in-person even with appropriate safety measures as required by the local, state, and federal departments of health.
5. The parent or guardian of a pupil may request that MPS conduct a telephone, videoconference, or in-person pupil-parent-educator conference or other school meeting during which the pupil, parent or guardian, and, if requested by the pupil or parent, an education advocate, may ask questions about the educational options including curriculum offerings and non-academic support available to the student prior to executing an agreement for independent study, before making the decision about enrollment or disenrollment in the various options for learning.
6. A written agreement will be made between the student, assigned supervising teacher, parent/guardian/caregiver and school.
7. Schools will provide access to technology (ChromeBooks) and Wi-Fi (hot-spots) for all students with agreements longer than 14 school days.
8. Schools will have plans to support English learners, Students with Disabilities, students in foster care, students experiencing homelessness and other high-needs groups.
9. Schools will have plans in place to monitor and record academic progress.
10. There will be regular communication between caregivers, teachers, and students regarding a student's academic progress.
11. For those families who are interested in transitioning back to in-person instruction, there will be opportunities and plans in place to return the student to in-person instruction expeditiously, and, in no case, later than five instructional days. Transition plan to In-person Instruction include:



- a. Parents submit a written request for their child to be unenrolled from the IS program and enrolled to the in-person instruction.
  - b. A parent-student-educator meeting is held where all coursework and grades are matched with in-person instruction.
  - c. All in-person instruction teachers provide transitional assistance to the students transitioning from the IS program.
  - d. Student completes the required transitional work.
  - e. Student's academic progress is monitored by school admin teams and counselors as applicable.
12. Parents/guardians/caregivers play a significant role as knowledgeable teaching assistants.
13. For pupils in all grade levels and programs offered by MPS, the maximum length of time that may elapse between the time an assignment is made and the date by which the pupil must complete the assigned work shall be Five (5) school days.
14. The Principal of each MPS school site, or his or her designee, shall conduct an evaluation to determine whether it is in the best interests of the pupil to remain in independent study upon the following triggers:
- a. When any pupil fails to complete five (3) assignments during any period of five (5) school days.
  - b. In the event a student's educational progress falls below satisfactory levels as determined by the Charter School's MTSS or SST policy and protocol which considers ALL of the following indicators:
    - i. The pupil's achievement and engagement in the independent study program, as indicated by the pupil's performance on applicable pupil-level measures of pupil achievement and pupil engagement set forth in Education Code Section 52060(d) paragraphs (4) and (5).
    - ii. The completion of assignments, assessments, or other indicators that evidence that the pupil is working on assignments.
    - iii. Learning required concepts, as determined by the supervising teacher.
    - iv. Progressing toward successful completion of the course of study or individual course, as determined by the supervising teacher.
  - c. A written record of the findings of any evaluation conducted pursuant to this policy shall be treated as a mandatory interim pupil record. The record shall be maintained for a period

of three years from the date of the evaluation and if the pupil transfers to another California public school, the record shall be forwarded to that school.

15. MPS has adopted tiered reengagement strategies\*<sup>1</sup> for the following pupils:

- a. All pupils who are not generating attendance for more than 10 percent of required minimum instructional time over four continuous weeks of MPS's approved instructional calendar;
- b. Pupils found not participatory in synchronous instructional offerings pursuant to Education Code Section 51747.5 for more than 50 percent of the scheduled times of synchronous instruction in a school month as applicable by grade span; or
- c. Pupils who are in violation of the written agreement pursuant to Education Code Section 51747(g).

These procedures shall include local programs intended to address chronic absenteeism, as applicable, with at least all of the following:

- a. Verification of current contact information for each enrolled pupil;
- b. Notification to parents or guardians of lack of participation within three school days of the absence or lack of participation;
- c. Outreach from MPS to determine pupil needs including connection with health and social services as necessary;
- d. When the evaluation described above under paragraph 13.b.iv. is triggered to consider whether remaining in independent study is in the best interest of the pupil, a pupil-parent-education conference shall be required to review a pupil's written agreement and reconsider the independent study program's impact on the pupil's achievement and well-being. This conference shall be a meeting involving, at a minimum, all parties who signed the pupil's written independent study agreement.

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<sup>1</sup>\* The tiered re-engagement strategies, plan for synchronous instruction and live interaction, and plan to transition pupils whose families wish to return to in-person instruction shall not apply to pupils who participate in an independent study program for fewer than 15 schooldays in a school year and pupils enrolled in a comprehensive school for classroom-based instruction who, under the care of appropriately licensed professionals, participate in independent study due to necessary medical treatments or inpatient treatment for mental health care or substance abuse. Local educational agencies shall obtain evidence from appropriately licensed professionals of the need for pupils to participate in independent study pursuant to this subdivision. These sections shall not apply to independent study offered due to school closure or material decrease in attendance for 15 school days or less for affected pupils under one or more of the circumstances described in Education Code Sections 41422 and/or 46392, and 46393 for which the Charter School files an affidavit seeking an allowance of attendance due to emergency conditions.

16. A current written master agreement shall be maintained on file for each independent study pupil, including but not limited to, all of the following:
  - a. The manner, time, frequency, and place for submitting a pupil's assignments, for reporting the pupil's academic progress, and for communicating with a pupil's parent or guardian regarding a pupil's academic progress.
  - b. The objectives and methods of study for the pupil's work, and the methods utilized to evaluate that work.
  - c. The specific resources, including materials and personnel that will be made available to the pupil. These resources shall include confirming or providing access to all pupils to the connectivity and devices adequate to participate in the educational program and complete assigned work.
  - d. A statement of the policies adopted pursuant to Education Code Section 51747, subdivisions (a) and (b) regarding the maximum length of time allowed between the assignment and the completion of a pupil's assigned work, the level of satisfactory educational progress, and the number of missed assignments allowed before an evaluation of whether or not the pupil should be allowed to continue in independent study.
  - e. The duration of the independent study agreement, including the beginning and ending dates for the pupil's participation in independent study under the agreement. Students with a legitimate need for an extended absence of five (5) or more days can enroll in independent study. No independent study agreement shall be valid for any period longer than one school year.
  - f. A statement of the number of course credits or, for the elementary grades, other measures of academic accomplishment appropriate to the agreement, to be earned by the pupil upon completion.
  - g. A statement detailing the academic and other supports that will be provided to address the needs of pupils who are not performing at grade level, or need support in other areas, such as English learners, individuals with exceptional needs in order to be consistent with the pupil's individualized education program or plan pursuant to Section 504 of the federal Rehabilitation Act of 1973 (29 U.S.C. Sec. 794), pupils in foster care or experiencing homelessness, and pupils requiring mental health supports.
  - h. The inclusion of a statement in each independent study agreement that independent study is an optional educational alternative in which no pupil may be required to participate. In the case of a pupil who is referred or assigned to any school, class or program pursuant to Education Code Section 48915 or 48917, the agreement also shall include the statement that

instruction may be provided to the pupil through independent study only if the pupil is offered the alternative of classroom instruction.

- i. For a pupil participating in an independent study program that is scheduled for more than 14 school days, each written agreement shall be signed, prior to the commencement of independent study, by the pupil, the pupil's parent, legal guardian, or care giver, if the pupil is less than 18 years of age, the certificated employee who has been designated as having responsibility for the general supervision of independent study, and all persons who have direct responsibility for providing assistance to the pupil. the certificated employee designated as having responsibility for the special education programming of the pupil, as applicable. Beginning in the 2022–23 school year, for a pupil participating in an independent study program that is scheduled for less than 15 school days, each written agreement shall be signed within 10 school days of the commencement of the first day of the pupil's enrollment in independent study, by the pupil, the pupil's parent, legal guardian, or caregiver, if the pupil is less than 18 years of age, the certificated employee who has been designated as having responsibility for the general supervision of independent study, and the certificated employee designated as having responsibility for the special education programming of the pupil, as applicable. For purposes of this paragraph "caregiver" means a person who has met the requirements of Part 1.5 (commencing with Section 6550) of Division 11 of the Family Code.
  - Written agreements may be signed using an electronic signature that complies with state and federal standards, as determined by the California Department of Education, that may be a marking that is either computer generated or produced by electronic means and is intended by the signatory to have the same effect as a handwritten signature. The use of an electronic signature shall have the same force and effect as the use of a manual signature if the requirements for digital signatures and their acceptable technology, as provided in Section 16.5 of the Government Code and in Chapter 10 (commencing with Section 22000) of Division 7 of Title 2 of the California Code of Regulations, are satisfied.
17. MPS shall comply with the Education Code Sections 51745 through 51749.3 and the provisions of the Charter Schools Act of 1992 and the State Board of Education regulations adopted thereunder
18. The Chief Executive Officer may establish regulations to implement these policies in accordance with the law.

## MASTER AGREEMENT FOR INDEPENDENT STUDY

|                             |                       |                    |
|-----------------------------|-----------------------|--------------------|
| Student Name: _____         | Date of Birth: _____  | Grade: _____       |
| Parent/Guardian Name: _____ |                       |                    |
| Home Address: _____         |                       |                    |
| Phone #: _____              | Email: _____          |                    |
| Agreement Duration: _____   | Beginning Date: _____ | Ending Date: _____ |

**The manner, time, frequency, and place for submitting a pupil's assignments, for reporting the pupil's academic progress, and for communicating with a pupil's parent or guardian regarding a pupil's academic progress:**

**Manner of Reporting:**  One-on-one  Small Group  E-mail/digital/online platform  Fax  Mail

**Time:** \_\_\_\_\_ **Frequency:** \_\_\_\_\_ **Place of Meeting:** \_\_\_\_\_

**Method of Study:** Specific methods of study will be designated on the Student Assignment Sheet and Attendance Record incorporated herein. Examples of methods of study for the student will include but are not limited to:

- Independent Reading  Textbook Activities  Problem Solving  Study Projects  Drill & Practice
- Experiential Learning  Computerized Curriculum  Web/Internet Research  Library Research  Field Trips  Learning Center Courses  Other \_\_\_\_\_

**Method of Evaluation:** Academic evaluations will be designated on the Student Assignment Sheet and Attendance Record incorporated herein. Examples of acceptable methods of evaluation include but are not limited to:

- Teacher-made Tests  Student Conferences  Progress/Report Cards  Chapter/Unit Tests  Work Samples
- Observations  Portfolios  State Standards Testing  Learning Journals
- Presentations  Quizzes  Labs  Finals  Other \_\_\_\_\_

**Resources:** The school will provide appropriate instructional materials and personnel to enable the student to complete the assigned work. Resources must include those reasonably necessary to the achievement of the objectives and must include resources that are normally available to all students on the same terms as the terms on which they are available to all. The school will confirm or provide access to all pupils to the connectivity and devices adequate to participate in the educational program and complete assigned work, such as Chromebooks and hotspots. Assignments and specific resources will be designated on the Assignment and Attendance Record incorporated herein.

**Board Policies:**

1. For pupils in all grade levels and programs offered by MPS, the maximum length of time that may elapse between the time an assignment is made and the date by which the pupil must complete the assigned work shall be five (5) school days.

Curriculum and Instruction  
Agreement

## Independent Study Policy – Master

2. The Principal of each MPS school site, or his or her designee, shall conduct an evaluation to determine whether it is in the best interests of the pupil to remain in independent study, upon the following triggers:
- a. When any pupil fails to complete three (3) assignments during any period of five (5) school days.
  - b. In the event a student’s educational progress falls below satisfactory levels as determined by the Charter School’s MTSS or SST policy and protocol which considers ALL of the following indicators:
    - i. The pupil’s achievement and engagement in the independent study program, as indicated by the pupil’s performance on applicable pupil-level measures of pupil achievement and pupil engagement set forth in Education Code Section 52060(d) paragraphs (4) and (5).
    - ii. The completion of assignments, assessments, or other indicators that evidence that the pupil is working on assignments.
    - iii. Learning required concepts, as determined by the supervising teacher.
    - iv. Progressing toward successful completion of the course of study or individual course, as determined by the supervising teacher.

**Objectives:** The student will complete the courses listed below. All course objectives will be consistent with the established MPS board policy and are consistent with MPS standards, as outlined in MPS’ subject/course descriptions. The pupil shall engage in content provided by MPS which is aligned to grade level standards that substantially equivalent to in-person instruction. For high school grade levels this shall include access to all courses offered by MPS for graduation and approved by the UC or CSU as credible under the A-G admissions criteria. Assignment Sheet and Attendance Record will include additional descriptions of the major objectives and activities of the courses of study covered by this agreement including the evaluation of student work and is incorporated herein. The term “Course Value” (“CV”) refers to the number of days of work the student will attempt, or if applicable, the number of credits the student will attempt (secondary education).

**Course Credits or Other Measures of Academic Achievement to be Earned upon Completion:****Grades TK-5:**

| <b>Subject Area</b>     | <b>Specific Course</b> | <b>CV</b><br><i>(Days attempted)</i> | <b>Modified</b> |
|-------------------------|------------------------|--------------------------------------|-----------------|
| Elementary School Grade | Grade-level work       |                                      | No              |
| Other                   |                        |                                      | No              |
| Other                   |                        |                                      | No              |
| Other                   |                        |                                      | No              |

**Grades 6-12:**

| <b>Subject Area</b> | <b>Specific Course</b> | <b>CV</b><br><i>(Days or credits attempted)</i> | <b>Modified</b> |
|---------------------|------------------------|---|-----------------|
| English             |                        |   | No              |
| Mathematics         |                        |   | No              |
| Science             |                        |   | No              |

|                        |  |  |    |
|------------------------|--|--|----|
| History/Social Science |  |  | No |
| Other                  |  |  | No |
| Other                  |  |  | No |
| Other                  |  |  | No |

**Statement of Academic and Other Supports for Special Populations:** MPS shall utilize strategies described in its Charters and relevant existing policies such as MTSS and SST to address the needs of pupils who are not performing at grade level, or who need support in other areas, such as English Learners, pupils in foster care or pupils who are experiencing homelessness, and/or pupils requiring mental health support. MPS complies with the Individuals with Disabilities Education Act (“IDEA”) and is committed to meeting the needs of individuals with exceptional needs in order to be consistent with the pupil’s individualized education program (“IEP”). Policies, procedures, and guidelines are in place to ensure that pupils are identified, assessed, and provided a free appropriate public education in the least restrictive environment. The school complies with Section 504 of the federal Rehabilitation act of 1973 (29 U.S.C. Sec. 794) and is committed to providing equivalent access to and providing a free appropriate public education to all students with disabilities.

**Voluntary Statement:** It is understood that independent study is an optional educational alternative in which no pupil may be required to participate. In the case of a pupil who is referred or assigned to any school, class or program pursuant to Education Code Section 48915 or 48917, instruction may be provided to the pupil through independent study only if the pupil is offered the alternative of classroom instruction.

**Pupil-Parent-Educator Conference:** Before signing this written agreement, the parent or guardian of a pupil may request that the Charter School conduct a telephone, videoconference, or in-person pupil-parent-educator conference or other school meeting during which the pupil, parent or guardian, and, if requested by the pupil or parent, an education advocate, may ask questions about the educational options, including which curriculum offerings and nonacademic supports will be available to the pupil in independent study, before making the decision about enrollment or disenrollment in the various options for learning.

#### Signatures and Dates<sup>1</sup>:

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

|   |             |
|---|-------------|
| Student: _____  | Date: _____ |
| Parent/Guardian/Caregiver: _____  | Date: _____ |
| Certificated employee designated as having responsibility for the general supervision of independent study: |             |
| _____   | Date: _____ |

<sup>1</sup> Written agreements may be signed using an electronic signature that complies with state and federal standards, as determined by the California Department of Education that may be a marking that is either computer generated or produced by electronic means and is intended by the signatory to have the same effect as a handwritten signature. The use of an electronic signature shall have the same force and effect as the use of a manual signature if the requirements for digital signatures and their acceptable technology, as provided in Section 16.5 of the Government Code and in Chapter 10 (commencing with Section 22000) of Division 7 of Title 2 of the California Code of Regulations, are satisfied.

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Certificated employee designated as having responsibility for the special education programming of the pupil, as applicable

\_\_\_\_\_ Date: \_\_\_\_\_



**ASSIGNMENT SHEET**

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Assignment Period: \_\_\_\_\_ to \_\_\_\_\_  
*Month/Day/Year* *Month/Day/Year***STUDENT ASSIGNMENTS****Students:**

- Student understands that this agreement will remain in effect as written, unless amended.
- Student will turn in all completed assignments to the Dean of Academics (or designee) as soon as they are completed or at the frequency agreed upon in the master agreement.
- Student understands that he/she will complete assigned work by its due date, as explained by teachers and described in written assignments.

**Teachers:**

- Please include a brief summary of the assignment, the resources to be used to complete the assignment, and the method of evaluation of the assignment. (Attach additional sheets as necessary.)
- Academic Credit/Evaluation is completed AFTER the student returns and the work has been evaluated.
- Submit this contract to the Office with an original student work sample within 5 days of student's return. Samples should have student name, date, subject, and marks of evaluation.

**Course:****Teacher:****Email:**

Summary:

Resources:

Method of Evaluation:

**ASSIGNMENT SHEET**







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Assignment Period: \_\_\_\_\_ to \_\_\_\_\_  
*Month/Day/Year* *Month/Day/Year***STUDENT ASSIGNMENTS****Students:**

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**Course:****Teacher:****Email:**

Summary:

Resources:

Method of Evaluation:

ASSIGNMENT SHEET

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Assignment Period: \_\_\_\_\_ to \_\_\_\_\_  
*Month/Day/Year Month/Day/Year*

**STUDENT ASSIGNMENTS**

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**Course:**

**Teacher:**

**Email:**

Summary:

Resources:

Method of Evaluation:



DAILY ENGAGEMENT

MPS recognizes that families may not evenly distribute student’s work assignments over weekdays. However, due to strict State law requirements for charter school attendance, MPS expects each student to be engaged in an educational activity required of them in the assignments on each weekday that MPS is in session and asks that this “daily engagement” be documented on a daily basis on this sheet by the parent/guardian. This should not be read to prohibit schoolwork on weekends and should not be read to dictate the manner in which a family distributes the assignments over the independent study period. MPS asks that a parent/guardian refrain from documenting any “daily engagement” on a day where a student did not engage in any educational activity required of them by the assignments. By law, work done on weekends or other days when school is not in session cannot be used to “make-up” weekdays where no “daily engagement” occurred.

**Note:** In addition to parent/guardian affirmation, MPS may use a variety of means to document student’s daily engagement. These include, but are not limited to, daily time the student spent on online learning platforms, live interactions with the student, educational activity the student engaged in, and other means as verified by the supervising teacher.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_  
 Assignment Period: \_\_\_\_\_ to \_\_\_\_\_  
Month/Day/Year Month/Day/Year

| Daily Engagement in Educational Activities Assigned by the School on Days the School is in Session |                 |                 |                 |                 |                 |
|--|-----------------|-----------------|-----------------|-----------------|-----------------|
| Week 1   |                 |                 |                 |                 |                 |
|  | Mon ___/___/___ | Tue ___/___/___ | Wed ___/___/___ | Thu ___/___/___ | Fri ___/___/___ |
| English  |                 |                 |                 |                 |                 |
| Mathematics  |                 |                 |                 |                 |                 |
| Science  |                 |                 |                 |                 |                 |
| History/Soc. S.  |                 |                 |                 |                 |                 |
| Other  |                 |                 |                 |                 |                 |
| Other  |                 |                 |                 |                 |                 |
| Other  |                 |                 |                 |                 |                 |

*Parent – Please fill in the date and **initial** on subjects in which the student was engaged on each day.*

Parent/Guardian/Caregiver: \_\_\_\_\_ Date: \_\_\_\_\_  
 (and/or) Supervising Teacher: \_\_\_\_\_ Date: \_\_\_\_\_



Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Assignment Period: \_\_\_\_\_ to \_\_\_\_\_  
*Month/Day/Year Month/Day/Year*

**Daily Engagement in Educational Activities Assigned by the School on Days the School is in Session**  
**Week 2**

|                 | Mon __/__/__<br>/__ | Tue __/__/__ | Wed __/__/__ | Thu __/__/__ | Fri __/__/__ |
|-----------------|---------------------|--------------|--------------|--------------|--------------|
| English         |                     |              |              |              |              |
| Mathematics     |                     |              |              |              |              |
| Science         |                     |              |              |              |              |
| History/Soc. S. |                     |              |              |              |              |
| Other           |                     |              |              |              |              |
| Other           |                     |              |              |              |              |
| Other           |                     |              |              |              |              |

*Parent – Please fill in the date and **initial** on subjects in which the student was engaged on each day.*

Parent/Guardian/Caregiver: \_\_\_\_\_ Date: \_\_\_\_\_

(and/or) Supervising Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

**Daily Engagement in Educational Activities Assigned by the School on Days the School is in Session**  
**Week 3**

|                 | Mon __/__/__<br>/__ | Tue __/__/__ | Wed __/__/__ | Thu __/__/__ | Fri __/__/__ |
|-----------------|---------------------|--------------|--------------|--------------|--------------|
| English         |                     |              |              |              |              |
| Mathematics     |                     |              |              |              |              |
| Science         |                     |              |              |              |              |
| History/Soc. S. |                     |              |              |              |              |
| Other           |                     |              |              |              |              |
| Other           |                     |              |              |              |              |
| Other           |                     |              |              |              |              |

*Parent – Please fill in the date and **initial** on subjects in which the student was engaged on each day.*

Parent/Guardian/Caregiver: \_\_\_\_\_ Date: \_\_\_\_\_

(and/or) Supervising Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Assignment Period: \_\_\_\_\_ to \_\_\_\_\_  
*Month/Day/Year Month/Day/Year*

| <b>Daily Engagement in Educational Activities Assigned by the School on Days the School is in Session</b> |                         |                 |                 |                 |                 |
|---|-------------------------|-----------------|-----------------|-----------------|-----------------|
| <b>Week 4</b>   |                         |                 |                 |                 |                 |
|   | Mon ___/___/___<br>/___ | Tue ___/___/___ | Wed ___/___/___ | Thu ___/___/___ | Fri ___/___/___ |
| English   |                         |                 |                 |                 |                 |
| Mathematics   |                         |                 |                 |                 |                 |
| Science   |                         |                 |                 |                 |                 |
| History/Soc. S.   |                         |                 |                 |                 |                 |
| Other   |                         |                 |                 |                 |                 |
| Other   |                         |                 |                 |                 |                 |
| Other   |                         |                 |                 |                 |                 |

*Parent – Please fill in the date and **initial** on subjects in which the student was engaged on each day.*

Parent/Guardian/Caregiver: \_\_\_\_\_ Date: \_\_\_\_\_

(and/or) Supervising Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

| <b>Daily Engagement in Educational Activities Assigned by the School on Days the School is in Session</b> |                         |                 |                 |                 |                 |
|---|-------------------------|-----------------|-----------------|-----------------|-----------------|
| <b>Week 5</b>   |                         |                 |                 |                 |                 |
|   | Mon ___/___/___<br>/___ | Tue ___/___/___ | Wed ___/___/___ | Thu ___/___/___ | Fri ___/___/___ |
| English   |                         |                 |                 |                 |                 |
| Mathematics   |                         |                 |                 |                 |                 |
| Science   |                         |                 |                 |                 |                 |
| History/Soc. S.   |                         |                 |                 |                 |                 |
| Other   |                         |                 |                 |                 |                 |
| Other   |                         |                 |                 |                 |                 |
| Other   |                         |                 |                 |                 |                 |

*Parent – Please fill in the date and **initial** on subjects in which the student was engaged on each day.*

Parent/Guardian/Caregiver: \_\_\_\_\_ Date: \_\_\_\_\_  
 (and/or) Supervising Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_  
 Assignment Period: \_\_\_\_\_ to \_\_\_\_\_  
Month/Day/Year Month/Day/Year

**Daily Engagement in Educational Activities Assigned by the School on Days the School is in Session**  
**Week 6**

|                 | Mon ___/___/___<br>/___ | Tue ___/___/___ | Wed ___/___/___ | Thu ___/___/___ | Fri ___/___/___ |
|-----------------|-------------------------|-----------------|-----------------|-----------------|-----------------|
| English         |                         |                 |                 |                 |                 |
| Mathematics     |                         |                 |                 |                 |                 |
| Science         |                         |                 |                 |                 |                 |
| History/Soc. S. |                         |                 |                 |                 |                 |
| Other           |                         |                 |                 |                 |                 |
| Other           |                         |                 |                 |                 |                 |
| Other           |                         |                 |                 |                 |                 |

*Parent – Please fill in the date and **initial** on subjects in which the student was engaged on each day.*

Parent/Guardian/Caregiver: \_\_\_\_\_ Date: \_\_\_\_\_  
 (and/or) Supervising Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

**Daily Engagement in Educational Activities Assigned by the School on Days the School is in Session**  
**Week 7**

|                 | Mon ___/___/___ | Tue ___/___/___ | Wed ___/___/___ | Thu ___/___/___ | Fri ___/___/___ |
|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| English         |                 |                 |                 |                 |                 |
| Mathematics     |                 |                 |                 |                 |                 |
| Science         |                 |                 |                 |                 |                 |
| History/Soc. S. |                 |                 |                 |                 |                 |
| Other           |                 |                 |                 |                 |                 |
| Other           |                 |                 |                 |                 |                 |
| Other           |                 |                 |                 |                 |                 |

*Parent – Please fill in the date and **initial** on subjects in which the student was engaged on each day.*

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|                                     |             |
|-------------------------------------|-------------|
| Parent/Guardian/Caregiver: _____    | Date: _____ |
| (and/or) Supervising Teacher: _____ | Date: _____ |

ATTENDANCE RECORDS

**For Supervising Teacher Completion:**

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

|  |   |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |
|--|---|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| a. Days of Daily Engagement on Educational Activities Required by the School on Days the School is in Session  | _____   |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |
| b. Time Value of Student Work Product as Personally Judged by the Supervising Teacher<br><i>(Measured in days)</i>   | _____   |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |
| c. Attendance Approved by Teacher<br><i>[Insert lesser of a &amp; b]</i>   | _____   |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |
| d. Dates for Which Attendance Has Been Earned Through Independent Study  | <table border="1"> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> </table> | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| _____  | _____   | _____ | _____ | _____ |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |
| _____  | _____   | _____ | _____ | _____ |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |
| _____  | _____   | _____ | _____ | _____ |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |
| _____  | _____   | _____ | _____ | _____ |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |
| _____  | _____   | _____ | _____ | _____ |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |
| e. Check to Indicate Representative Work Sample(s) Collected   |   |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |
| Signature of Supervising Teacher (or designee): By signing below, I certify the days the student has engaged in educational activities required by the school on days that school is in session, and I certify my personal judgment of the time value of the student work product: |   |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |
| Signature _____ Date: _____  |   |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |



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