



Magnolia Public Schools

Nominating/Governance Committee Meeting

Date and Time

Thursday November 17, 2022 at 5:30 PM PST

Location

<https://zoom.us/j/98382187391?pwd=Ly9ZYmpmdzZYQ2RjK1YxWmxnQmVyZz09>

Meeting ID: 983 8218 7391 **Passcode:** 914164

One tap mobile: +16699009128,,98382187391# US (San Jose)

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

In compliance with the Americans with Disabilities Act (ADA) and upon request, Magnolia Public Schools may furnish reasonable auxiliary aids and services to qualified individuals with disabilities. Members of the public who need special accommodations or translation are strongly encouraged to contact Magnolia Public Schools at least 24 hours in advance of the Board meeting so assistance can be assured.

Any public records relating to an agenda item for an open session which are distributed to all, or a majority of all, of the Board Members shall be available for public inspection. Magnolia Public Schools values public comment during Board meetings. 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 or call 213-628-3634 ext. 21101

Nominating/Governance Committee Members:

Dr. Umit Yapanel, Chair

Ms. Sandra Covarrubias
 Mr. Mekan Muhammedov
 Mrs. Esra Eldem-Tunc (alternate)

CEO and Superintendent:
 Mr. Alfredo Rubalcava

Agenda

	Purpose	Presenter	Time
I. Opening Items			5:30 PM
Opening Items			
A. Call the Meeting to Order			1 m
B. Record Attendance and Guests			1 m
C. Approval of Agenda	Vote		1 m
D. Public Comments			5 m
E. Approval of Minutes from Regular MPS Nominating/Governance Committee Meeting - May 19, 2022	Approve Minutes		1 m
II. Information/Discussion Items			5:39 PM
A. Discussion on the Student Board Member Processes and Responsibilities	Discuss	J.Hernandez	35 m
III. Closing Items			6:14 PM
A. Adjourn Meeting			1 m

Coversheet

Approval of Minutes from Regular MPS Nominating/Governance Committee Meeting - May 19, 2022

Section: I. Opening Items
Item: E. Approval of Minutes from Regular MPS
Nominating/Governance Committee Meeting - May 19, 2022
Purpose: Approve Minutes
Submitted by:
Related Material:
Minutes for Nominating/Governance Committee Meeting on May 19, 2022

APPROVED



Magnolia Public Schools

Minutes

Nominating/Governance Committee Meeting

Date and Time

Thursday May 19, 2022 at 5:30 PM

Location

<https://zoom.us/j/98382187391?pwd=Ly9ZYmpmdzZYQ2RjK1YxWmxnQmVyZz09>

Meeting ID: 983 8218 7391 **Passcode:** 914164

One tap mobile: +16699009128,,98382187391# US (San Jose)

Nominating/Governance Committee Members:

Dr. Umit Yapanel, Chair

Ms. Sandra Covarrubias

Dr. Salih Dikbas (alternate)

CEO and Superintendent:

Mr. Alfredo Rubalcava

Committee Members Present

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

Committee Members Absent

None

I. Opening Items**A. Call the Meeting to Order**

U. Yapanel called a meeting of the Nominating/Governance Committee of Magnolia Public Schools to order on Thursday May 19, 2022 at 5:35 PM.

B.

Record Attendance and Guests

Refer to attendance information recorded above.

C. Approval of Agenda

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

S. Covarrubias seconded the motion.

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

Roll Call

U. Yapanel Aye

S. Covarrubias Aye

D. Public Comments

No public comments were made at this time.

E. Announcements from CEO & Superintendent and Committee Members

A.Rubalcava, CEO & Superintendent, welcomed everyone to the meeting for this afternoon. He announced graduations are coming up and informed the Board that they will be given information to attend the graduations. Committee members expressed their excitement for the upcoming graduations and wished all graduating students the best in their educational career.

F. Approval of Minutes from MPS Nominating/Governance Committee Meeting - March 17, 2022

U. Yapanel made a motion to approve the minutes from Nominating/Governance Committee Meeting on 03-17-22.

S. Covarrubias seconded the motion.

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

Roll Call

U. Yapanel Aye

S. Covarrubias Aye

II. Recommended Action Items

A. Discussion and Committee Recommendations of MPS Board Member Nominations

U.Yapanel, Vice-Chair and Chair of the Nominating/Governance Committee, explained that the candidates were interviewed by individual board members prior to the committee meeting. The board interviewers completed an evaluation form for the nominees, giving them a score and sharing their thoughts. The nominees are Esra Eldem and Daniel Sheehan. They were given the opportunity to present themselves before the Committee and the public. Both candidates attended the Magnolia Public Schools STEAM Expo where they spoke and met with some parents, teachers and students. Committee members thanked the candidates for applying and shared some questions and concerns to which the nominees addressed. Members of public asked questions to both candidates to which they nominees responded. Both candidates will fill certain skill sets that the Board can benefit from including legal, fundraising, education and community relations expertise. U.Yapanel explained the next steps and that their term if approved by the Board will be for a 5-year term.

U. Yapanel made a motion to recommend Ms. Esra Eldem and Mr. Daniel Sheehan for the Board of Directors Membership for a 5-year term beginning on June 10, 2022 and ending on June 9, 2027.

S. Covarrubias seconded the motion.

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

Roll Call

U. Yapanel Aye

S. Covarrubias Aye

III. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:08 PM.

Respectfully Submitted,
U. Yapanel

Coversheet

Discussion on the Student Board Member Processes and Responsibilities

Section: II. Information/Discussion Items
Item: A. Discussion on the Student Board Member Processes and Responsibilities
Purpose: Discuss
Submitted by:
Related Material:
Student Board Member Discussion.pdf
MPS Student Board Member Job Description (Updated as of 11.17.22).pdf



Agenda Item:	II A: Information/Discussion Item
Date:	November 17, 2022
To:	Magnolia Educational & Research Foundation dba Magnolia Public Schools (“MPS”) Nominating & Governance Committee (the “Committee”)
From:	Alfredo Rubalcava, CEO & Superintendent
Staff Lead(s):	Jason Hernandez, Director of Student Services
RE:	Discussion on the Student Board Member Processes and Responsibilities

Action Proposed for Board Recommendation:

No motion for this item. This is for discussion for Committee feedback.

Purpose:

Student Board Member policies and procedures would ensure effective governance in Magnolia Public Schools (MPS) once this is in full motion.

Background:

Governor Gavin Newsom signed into law AB 824 which requires high school pupils to serve on a school’s governing board. In response to meet these new requirements Magnolia Public Schools (MPS) legal counsel, Young, Minnie & Corr LLC assisted in providing legal language to ensure the MPS Bylaws were reflected accordingly. The Board of Directors approved the amended and restated Bylaws on February 24, 2022.

The Student Board Member as stated in the Bylaws:

- Has preferential voting rights as means of a formal expression of opinion that is recorded in the minutes and cast before the official vote of the Board.
- The term of the student board member shall be one year commencing on July 1st of each year.
- Students enrolled in ninth through twelfth grades are eligible for election to the Board as the student board member.
- Student board members shall be elected by a vote of the student enrolled in the school.
- If the student board member is not fulfilling their duties, the Board may appoint an alternative student board member and if appointed, the Board shall suspend the prior student member’s rights and privileges to service on the Board.

Analysis:

Feedback received from the Board when approving the Bylaws was to ensure that we create policies and procedures for the student board members as well as what their responsibilities would entail as part of the board. Currently, MPS has six schools with high school students. To ensure fairness of the election, a student from each high school would be elected by a majority student vote and those elected students would present to the board for board decision.

This was in collaboration with the Academic & CEO & Superintendent Departments consisting of



the Chief Academic Officer, Director of Student Services, CEO & Superintendent, and Administrators to look for effective measures of implementation. In conjunction with receiving feedback from High School Principals.

Impact:

The Board composition will consist of a student member as of July 2023. Making their first meeting of attendance be at the July 13, 2023 Regular Board Meeting.

Budget Implications:

The Student Board Member position is a volunteer position. Reasonable travel expenses for Board-related travel will be paid by Magnolia Public Schools Home Office upon approval of the Board Chair upon request. A laptop computer – subject to the MPS Acceptable Use of Technology Agreement – will be loaned to the Student Board Member for Board-related use during the Student Board Member’s term.

Exhibits:

1. Student Board Member Application
2. Timeline for MPS Student Board Membership
3. MPS Student Board Member Application Poster
4. Request for MPS Student Board Member Informational Letter
5. Student Board Member Roles & Responsibilities



Magnolia Public Schools Student Board (pupil member) Member Application

Information about the Student Board Member Position

Eligibility: Ninth through Twelfth-grade students enrolled in a high school in Magnolia Public Schools may apply for the Student Board Member position during the term in which the student is enrolled.

Term of Office: Term beginning on July 1 of the enrolled school year and ending on June 30 of the enrolled school year. There is no term limit.

Time Requirement: The Student Board Member is expected to dedicate at least one evening a month to attend Regular Board meetings which are usually held on the second Thursday of the month starting between the hours of 5:30 p.m – 6:00 p.m. Board Meetings may last 3-4 hours. Regular Board Meeting Calendar can be found at the end of the application as well as on the Magnolia Public Schools website. Student Board Members are highly encouraged to attend Special Board Meetings and/or off-cycle Regular Board meetings that are not on the second Thursday of the month. In addition, sufficient time is needed prior to the meeting to study the agenda materials and prepare a brief update of school activities to share at the meeting; and, as needed, time to attend selected committee meetings, events, or workshops.

Volunteer Position: The Student Board Member position is a volunteer position. Reasonable travel expenses for Board-related travel will be paid by Magnolia Public Schools Home Office upon approval of the Board Chair upon request. A laptop computer – subject to the MPS Acceptable Use of Technology Agreement- will be loaned to the Student Board Member for Board-related use during the Student Board Member’s term.

Location of Meetings: As of March 2022, Board Meetings will be held virtually pursuant to Government Code Section 54953. In-person Board meetings may also be held as health and safety conditions permit.

Selection, Criteria and Appointment of the Student Board Member

Initial Screening: The selection criteria for the screening of applications includes:

- GPA: Minimum Cumulative GPA of 3.0 (weighted) by the end of the semester prior to application
- Good Behavioral Standing from the time of high school enrollment - Following the Student Conduct & Discipline as described in the MPS Student-Parent Handbook, which includes: attendance policy (95% or higher), disciplinary rules and procedures (No Suspensions or Pending Suspensions; Open Discipline Incidents)
- Parent approval on the application form

- Completed responses to the application
- Recommendation from the administrator, counselor or teacher [using the form here](#)

Completed applications will be returned to your Principals Office as communicated in the application packet. Each Magnolia Public Schools (High School) to conduct an election process and nominate a candidate and email the candidate info MPS Executive Assistant and Board Secretary.

School Elections:

Each Magnolia high school will hold elections for one final nominee to the board. Each high school will run their own candidates for nomination. Student voting will be one week long in the month of April. Only one candidate will move forward. Approved applicants will be listed on a ballot. Voting will take place in ballot boxes located in _____. The candidates with the highest number of votes at each school site will be selected as their school's Student Board Member candidate.

Board Presentation: During the MPS Regular Session of the Board of Directors in May, candidates from each school will be allotted five (5) minutes to give a presentation to the board to explain why they would like to serve as the Student Board Member to share their qualifications for this position.

Final Selection: At the June Regular Board Meeting, the Board will vote to appoint the Student Board Member for a term beginning the upcoming school year.

The first meeting that the Student Board Member will attend will be at the July Regular Board Meeting.

Vacancy and Replacement

If it is determined that the pupil member is not fulfilling their duties, the Board of Directors may appoint an alternate pupil member and if appointed, the Board shall suspend the prior pupil member's rights and privileges related to service on the Board of Directors.

An alternate pupil member will be selected by the board of directors among the initial nominees.

Nominations for any vacant student board member position are due within 30 days of a vacancy in the current school year.

Magnolia Public Schools
 Student Board Member Application
 2022-23

Thank you for your interest in serving the role of the Student Board Member for the Magnolia Public Schools Board of Directors.

Please present information concisely and in the form requested.

Student's Name		Student's E-mail Address		Student's Grade current year
Student's Telephone/Cell Number	High School Name		Principal's Name	
Parent/Guardian Printed Name		Parent/Guardian Contact Telephone Number (if different than student's number)		

Understanding Clause: I have read the information regarding the Student Board Member position at Magnolia Public Schools Board of Directors and the description of the selection and appointment process, which appear on page 1 of this application. By signing, I understand the information and the time commitment of this role. I also understand this is not a paid position. If selected as the Student Board Member, I will perform the responsibilities to the best of my ability.

Parent/Guardian Signature	Date
Student's Signature	Date

5. Please list any community activities and other involvements/work experiences outside your school.

6. Please list any additional information you would like to include for further consideration.

Please return the application and any letters of recommendation to your Principal's Office. Applications received after the deadline will not be considered.

4871-7400-9617, v. 2

Cover page

Applications must be received no later than April 20, 2022 by 3:00 p.m. Applications received after the deadline will not be considered.

Starting on May 2, 2022, through May 6, 2022, by 3:00 p.m., approved candidates applicants will be listed on a ballot for selection as the potential Student Board Member at the students' school where their peers will elect the finalist.

At the May 12, 2022, Board Meeting, selected student candidates from each school at each location will be allotted 5 minutes to give a presentation to the Board to explain why they would like to serve as the Student Board Member and to share their reason for wanting the position and their qualifications for this position.

Final Selection: At the June Regular Board Meeting, the Board will vote to select one of the candidates to appoint the Student Board Member for a term beginning the upcoming school year.

The first meeting that the Student Board Member will attend will be at the July 7, 2022 Regular Board Meeting.



Timeline - MPS Student Board Membership

The purpose of the job aid is to provide school-site leaders with guidance for communicating information to the educational partners, conducting site-based elections, and identifying key timeline dates in order to effectively appoint the first student to the MPS Board.

TIMELINE

- November 17, 2022 - Present the protocols and requirements for the election of the Student Board Member to the Nominating & Governance Committee.
- December 8, 2022 - MPS Board of Directors will review the protocols and requirements for the election of a Student Board Member
- February 1, 2023 - MPS Home Office will send out the first message for the Student Board Membership, along with the application and instructions for submission.
- February 2 - March 9, 2023 - MPS participating school sites will send out at least 3 messages for the position.
- March 10, 2023 - Deadline for students to submit applications for the position
- March 15, 2023 - Deadline for school-site leadership to submit student names to MPS Home Office
- March 20-30, 2023 - MPS participating school sites will provide a platform for student's voices by participating in at least 1 school event to communicate with the student body in a form of a debate, etc.
- April 10-14, 2023 - For 1 week, all participating school sites will hold elections through the platform Survey Monkey.
- May 11, 2023 - Each school representative will be allotted 5 minutes to present to the MPS Board of Directors. The presentation should include sharing qualifications for the position.
- June 8, 2023 - The MPS Board of Directors will vote to appoint the Student Board Member.
- July 13, 2023 - The Student Board Member will attend their first regular board meeting.

RESOURCES

- [W Student Board Member Application \(4871-7400-9617.v2\).docx](#)
- [Request for MPS Student Board Member Informational Letter](#)
- [MPS Student Board Member Application Poster](#)

LIST OF PARTICIPATING SCHOOLS

- Magnolia Science Academy #1
- Magnolia Science Academy #2
- Magnolia Science Academy #3
- Magnolia Science Academy #4
- Magnolia Science Academy #5
- Magnolia Science Academy Santa Ana



Student Government Opportunity

**Attention: High School Students
(2023-24 10th-12th Grade)**

**Position Open
2023-24 Student Board Member
Magnolia Public Schools Board**

APPLY NOW!

Who is eligible to apply?

Any student who will be enrolled at an MPS High School, in good standing in the 2023-24 school year, and will be available to participate in board meetings is eligible to apply.

What is the position?

The Student Board Member is a ~~full voting member~~ of the MPS Board of Directors, the governing body sets policy for all MPS schools.

Proposed revision: The Student Board Member is a student representative on the MPS Board of Directors. They will have the opportunity to give a formal expression of opinion before the Board of Directors casts a vote on an item.

What is the commitment?

The Student Board Member is asked to (1) attend ~~one regular board and special meetings of the board~~, typically 1 evening every month second Thursday of the month (meeting may be held virtually as dictated by public health circumstances); (2) give sufficient time to review agenda items coming before the board; and (3) assume the responsibilities ~~of a full member of the board~~. *indicated on the roles and responsibilities set forth.*

When are applications due?

A complete application must be received by the MPS Board no later than 3:00 pm, Friday, April 14, 2023. Please submit your application via email at: _____. A single PDF of the application, letters of recommendation, transcript, and supplemental items are preferred.

Where can I find the application?

[W Student Board Member Application \(4871-7400-9617.v2\).docx](#)

Questions?

Jason Hernandez, Director of Student Services | jhernandez@magnoliapublicschools.org | 213-628-3634



Magnolia Public Schools

250 E. 1st Street, Suite 1500
Los Angeles, CA 90012
Phone: 213-628-3634
Fax: 714-362-9588

Contact

Jason Hernandez, Director of Student Services

Request For Application for the 2023-24 Magnolia Public Schools Student Board Member

Magnolia Public Schools (MPS) is accepting applications for the 2023-24 Student Board Member position. Any student who will be enrolled at an MPS High School, in good standing in the 2023-24 school year, and will be available to participate in board meetings is eligible to apply.

The estimated time commitment required for the Student Board Member will be at least one evening a month to attend Regular Board meetings which are usually held on the second Thursday of the month starting between the hours of 5:30 p.m – 6:00 p.m. (meeting may be held virtual as dictated by public health circumstances). Student Board Members are highly encouraged to attend Special Board Meetings and/or off-cycle Regular Board meetings that are not on the second Thursday of the month. In addition, sufficient time is needed prior to the meeting to study the agenda materials and prepare a brief update of school activities to share at the meeting; and, as needed, time to attend selected committee meetings, events, or workshops.

For more information, including the 2023-24 Student Board Member application, please visit the posting for more information,

[W Student Board Member Application \(4871-7400-9617.v2\).docx](#)

A complete application must be received by MPS by April 14, 2023, by 3:00 pm. Please submit your application via email at: _____. A single PDF of the application, letters of recommendation, transcripts, and supplemental items are preferred.

Jason Hernandez, M.Ed.
Director of Student Services
Magnolia Public Schools



Student Board Member Roles & Responsibilities

History

Magnolia Public Schools believes in the power of students' voices and the importance of seeking out and considering students' viewpoints and reactions. Therefore to enhance communication and collaboration between the governing board and the student body, the MPS Board of Directors supports the participation of high school students in the school's governance.

Student Responsibilities

1. Duty of Care
 - Empowerment of student's voice by becoming a member of the MPS executive board. Per California Education Code AB 468
 - Prepare by reviewing agenda materials, in preparation to attend and participate in all MPS Board and Committee meetings
 - Provide communication between school-based leadership and the school board, and the community
2. Duty of Loyalty
 - Practice effective positive communication skills to create an atmosphere of mutual respect between students and adults to communicate the needs, desires, concerns, and successes of fellow students across the MPS
 - Interact with colleagues and other members of the school community to plan programs and activities that will enhance the atmosphere of the MPS campus and create a more positive learning environment for all students
3. Duty of Obedience
 - Continuously increases the understanding of policy governance roles focusing on broad issues and goals of MPS.
 - Effectively invest and manage time in business administration and policy-making tasks

Suggested Activities

- Plan an orientation for new students.
- Sponsor a school-wide "spring clean-up day."
- Become involved in legislative issues and activities.
- Participate in a celebration honoring all volunteers and their commitment to MPS.
- Accept nomination to the nominating committee.
- Participate in planning next year's activities.
- Help choose the next year's membership theme.
- Schedule a college application entrance exam preparation night.

Requirements & Qualifications

- Enrolled in Magnolia Public Schools entering the following school year in 9th-11th grade
- Maintain a minimum GPA of 3.0
- Acceptable Average Daily Attendance 95%+
- Acceptable Behavioral Rating (No Pending Disciplinary Actions - Suspensions and Expulsions)
- Parental approval of participation
- Recommendations from school-site leaders



Student Board Member Roles & Responsibilities

History

Magnolia Public Schools believes in the power of students' voices and the importance of seeking out and considering students' viewpoints and reactions. Therefore, to enhance communication and collaboration between the governing board and the student body, the MPS Board of Directors supports the participation of high school students in the school's governance.

Deleted: Therefore

Student Responsibilities as a Member of the Board

1. Duty of Care

- The Student Board Member must ensure that they are adequately informed about the issues before the Board. This includes:
 - Preparing for each Board meeting by reviewing agenda materials; and
 - Attending and participating in all Board and Committee meetings
- Provide communication between school-based leadership and the school board, and the community

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2. Duty of Loyalty

- Act in the best interest of MPS while voting on matters before the Board

Commented [KR1]: Jennifer, what does this language mean? Is the pupil member supposed to communicate with the community or facilitate communication between leadership and the community?

3. Duty of Obedience

- Continuously increases the understanding of policy governance roles focusing on broad issues and goals of MPS.
- Effectively invest and manage time in business administration and policy-making tasks

Deleted: <#>Practice effective positive communication skills to create an atmosphere of mutual respect between students and adults to communicate the needs, desires, concerns, and successes of fellow students across the MPS ¶
Interact with colleagues and other members of the school community to plan programs and activities that will enhance the atmosphere of the MPS campus and create a more positive learning environment for all students

Behavior Expectations

- Conduct oneself at all times with dignity and respect as a representative of MPS
- Practice effective positive communication skills to create an atmosphere of mutual respect between students and adults to communicate the needs, desires, concerns, and successes of fellow students across the MPS
- Interact with colleagues and other members of the school community to plan programs and activities that will enhance the atmosphere of the MPS campus and create a more positive learning environment for all students
- Exercise independent judgment when making decisions, including whether to accept or reject proposals, recommendations, or advice from others.

Commented [KR2]: Same comment as above.

Suggested Activities

- Plan an orientation for new students.
- Sponsor a school-wide "spring clean-up day."

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- Become involved in legislative issues and activities.
- Participate in a celebration honoring all volunteers and their commitment to MPS.
- Accept nomination to the nominating committee.
- Participate in planning next year's activities.
- Help choose the next year's membership theme.
- Schedule a college application entrance exam preparation night.

Requirements & Qualifications

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- Maintain a minimum GPA of 3.0
- Acceptable Average Daily Attendance 95%+
- Acceptable Behavioral Rating (No Pending Disciplinary Actions - Suspensions and Expulsions)
- Parental approval of participation
- Recommendations from school-site leaders

~~4874-9669-5359, v. 2~~

Commented [KR3]: These activities seem to be more student council-related activities versus director-type activities. Members of the Board should be making policy decisions/organization-wide decisions, but are generally not involved in day to day activities. Maybe the student member could be required to chair a committee that plans and oversees these types of activities.

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