



Magnolia Public Schools

Regular Board Meeting

Date and Time

Friday June 7, 2024 at 3:00 PM PDT

Location

Home Office: 250 E. 1st Street, Suite 1500, Los Angeles, CA 90012

Access to the Board Meeting

Teleconferencing locations are provided at each Magnolia Science Academy school site:

- Magnolia Science Academy-1 (18238 Sherman Way, Reseda, CA 91335)
- Magnolia Science Academy-2 (17125 Victory Blvd, Van Nuys, CA 91406)
- Magnolia Science Academy-3 (1254 E Helmick St, Carson, CA 90746)
- Magnolia Science Academy-4 (11330 W Graham Place, Los Angeles, CA 90064)
- Magnolia Science Academy-5 (18238 Sherman Way, Reseda, CA 91335)
- Magnolia Science Academy-6 (745 S. Wilton Ave, Los Angeles, CA 90005)
- Magnolia Science Academy-7 (18355 Roscoe Boulevard, Northridge, CA 91325)
- Magnolia Science Academy-8 (6411 Orchard Ave, Bell, CA 90201)
- Magnolia Science Academy-Santa Ana (2840 W 1st Street, Santa Ana, CA 92703)
- Magnolia Science Academy-San Diego (6525 Estrella Ave, San Diego, CA 92120)

Any interested parties or community members from remote locations may attend the meeting at any Magnolia Science Academy school, or the addresses where Board Members are joining from.

Dialing information for this meeting is included below:

Dial in: 1-669-444-9171

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

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

Accessibility

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. Please contact Jennifer Lara at 213-628-3634 or email jlara@magnoliapublicschools.org with such requests.

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.

Public Comment Procedures

Magnolia Public Schools greatly values public comment during Board meetings. For members of the public who would like to speak, please fill out the Public Speaker Form which can be accessed at magnoliapublicschools.org, there will also be speaker cards to be filled out prior to the beginning of the meeting. By law, the Board is only allowed to discuss or take action on items listed on the agenda. The Board may, at its discretion, refer a matter to MPS staff or add the issue to a future board meeting date for discussion. Public speakers are limited to three (3) minutes and speakers with interpreters up to six (6) minutes.

Please note that the agenda presenting times for when that item will be discussed, or taken action on, is subject to change on the day of the Board meeting to accommodate public speaker times indicated above.

For any questions regarding this meeting please email board@magnoliapublicschools.org or call (213) 628-3634 ext. 21101.

Board Members:

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

Student Board Member:

Melissa De La Rosa Aparicio

CEO & Superintendent:

Mr. Alfredo Rubalcava

Agenda

	Purpose	Presenter	Time
I. Opening Items			3:00 PM
Opening Items			
A. Call the Meeting to Order			1 m
B. Pledge of Allegiance			1 m
C. Record Attendance and Guests			1 m
D. Approval of Agenda	Vote		1 m
E. Public Comments			6 m
F. Approval of Minutes from MPS Regular Board Meeting - May 9, 2024	Approve Minutes		1 m
G. Approval of Minutes from MPS Special Board Meeting - May 23, 2024	Approve Minutes		1 m
II. Consent Items			3:12 PM
A. Approval of 2024-25 Certification of Assurances, Protected Prayer Certification, and Application for Funding	Vote	Steve Budhreja	1 m
B. Approval of 2024-25 Certification of Signatures Form and Resolution	Vote	Steve Budhreja	1 m
C. Approval of 2024-25 MPS Board Meeting Calendar	Vote	Alfredo Rubalcava	1 m
III. Action Items			3:15 PM
A. Approval of DLR Add Service Proposals for MSA-5 7111 Winnetka Ave Construction Project	Vote	Mustafa Sahin	27 m
B. Approval of Purchase of 7111 Winnetka Ave by MERF from MPM Sherman Winnetka LLC	Vote	Patrick Ontiveros	3 m

	Purpose	Presenter	Time
C. Approval of Revised 2024-25 Pay Raise Scale for Teachers & Non-Classroom Based Academic Positions and School Leaders	Vote	Fiorella Del Carpio	10 m
D. Approval of Revised MPS School Site Classified Employees' Pay Raise Schedule for 2024-25	Vote	Fiorella Del Carpio	10 m
E. Approval of Board Resolution for Creation and Elimination of Positions for MSA-Santa Ana Due To Restructure	Vote	Fiorella Del Carpio	10 m
F. Approval of Overview and Roadmap for Staffing and Organization of New Orange County Schools	Vote	Fiorella Del Carpio	10 m
G. Approval of the Education Protection Act (EPA) Resolution for the 2024-25 School Year	Vote	Steve Budhreja	3 m
IV. Closed Session			4:28 PM
A. Public Announcement of Closed Session	FYI		1 m
B. Public Employee Performance Evaluation (§ 54957) - Title: CEO & Superintendent			30 m
C. Report Out of Closed Session	FYI		1 m
V. Closing Items			5:00 PM
A. Adjourn Meeting			1 m

Coversheet

Approval of Minutes from MPS Regular Board Meeting - May 9, 2024

Section: I. Opening Items
Item: F. Approval of Minutes from MPS Regular Board Meeting - May 9, 2024
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Regular Board Meeting on May 9, 2024

APPROVED



Magnolia Public Schools

Minutes

Regular Board Meeting

Date and Time

Thursday May 9, 2024 at 6:30 PM

Location

Home Office: 250 E. 1st Street, Suite 1500, Los Angeles CA 90012

Board Members:

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

Student Board Member:

Melissa De La Rosa Aparicio

CEO & Superintendent:

Mr. Alfredo Rubalcava

Directors Present

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

Directors Absent

None

Directors who arrived after the meeting opened

S. Dikbas

Guests Present

J. Lara

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 May 9, 2024 at 6:34 PM.

B. Pledge of Allegiance

Board, staff and guests conducted the pledge of allegiance lead by M. De La Rosa, Student Board Member.

C. Record Attendance and Guests

Refer to attendance information recorded above.

D. Approval of Agenda

S. Dikbas arrived at 6:40 PM.

D. Gonzalez made a motion to approve the amended agenda with the removal of Action Items: IVC, IVH and IVH.

S. Covarrubias seconded the motion.

Staff informed the Board and the public the removal of the items.

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

Roll Call

U. Yapanel Aye

M. Muhammedov Aye

S. Dikbas Aye

E. Eldem Tunc Aye

D. Gonzalez Aye

S. Covarrubias Aye

E. Public Comments

P. Ontiveros, General Counsel and Director of Facilities, thanked the CEO & Superintendent for the work done in the various accomplishments Magnolia has received so far. G. Serce, Principal at MSA-San Diego, thanked the Board, leadership and MSA-2 for joining in recognizing MSA-San Diego and MSA-2 in receiving the California

Distinguished Schools award. I. Gavrilof, Principal at MSA-2, also thanked everyone that was there to celebrate the recognition. She also congratulated MSA-2 Boys Volleyball Team for becoming the Division Champions and they will be going to the State Championship. B. Olivares, Chief External Officer, commented that they received the certificate of recognition for the Community Engagement initiative work and thanked MSA-8 for being the pilot school. She added that MSA-1, 5, Santa Ana and San Diego will have committees in the upcoming school year for possibly receiving unrestricted funds for the community engagement work.

F. Announcements

A. Rubalcava, CEO & Superintendent, reported that this week Magnolia recognized Teacher Appreciation Week and expressed gratitude to all the teachers. He also recognized Principals Appreciation Week and thanked all Magnolia Principals. J. Hernandez, Director of Student Services, reported that next week a second Student Forum that will be lead by M. De La Rosa, Student Board Member, will take place and the discussions will be centered on the students input on the Educational Partners Survey.

G. Approval of Minutes from MPS Regular Board Meeting - April 11, 2024

S. Covarrubias made a motion to approve the minutes from Regular Board Meeting on 04-11-24.

M. Muhammedov seconded the motion.

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

Roll Call

D. Gonzalez	Aye
S. Dikbas	Aye
E. Eldem Tunc	Aye
S. Covarrubias	Aye
M. Muhammedov	Aye
U. Yapanel	Aye

II. Consent Items

A. Approval of Health & Safety Policy

S. Covarrubias made a motion to approve the updated MPS Health & Safety Policy.

D. Gonzalez seconded the motion.

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

Roll Call

U. Yapanel	Aye
S. Covarrubias	Aye
E. Eldem Tunc	Aye
M. Muhammedov	Aye
D. Gonzalez	Aye
S. Dikbas	Aye

B. Approval of 2024-25 CTC Form CL-500 Declaration of Need (Emergency Permits)

S. Covarrubias made a motion to approve the Commission on Teaching Credential (“CTC”) Form CL500 Declaration of Need for all MPS schools (MSA-1 through 8, Santa Ana, and San Diego) for the 2024-25 school year.

D. Gonzalez seconded the motion.

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

Roll Call

M. Muhammedov Aye

U. Yapanel Aye

D. Gonzalez Aye

S. Dikbas Aye

E. Eldem Tunc Aye

S. Covarrubias Aye

III. Information/Discussion Items

A. Review Progress of 2022-23 CEO Metrics: Strategic Plan Updates

A. Rubalcava, CEO & Superintendent, reported that on March 18, 2023, MPS brought forward to the Board MPS Strategic Plan and presented which goals from the 2023 CEO Metrics were most crucial as an organization. The Board received an update on November 2023. He reported that this update will inform the Board final updates before the creation of the 2024-25 CEO Metrics. Departments from the Home Office provided strategic updates which included: Academic, Accountability, Finance, Human Resources, Operations, Facilities, Outreach & Communications, and the CEO Departments. Teachers provided comments and questions which were addressed by staff. Board questions were also addressed by staff.

B. 2023-24 MPS Educational Partners Survey Results & Reflections and Public Feedback to Inform LCAP

D. Yilmaz, Chief Accountability Officer, presented high level information from the Educational Partners Survey. Survey data and input was collected from students, families/educational partners and staff. He reported that 98% of students participated, 85.9% of families participated, and 99.5% of staff participated. He went over approval ratings across all responses, recommendations and areas needed for improvement. J. Hernandez, Director of Student Services, reported on the glows and grows feedback collected from the students input. B. Olivares, Chief External Officer, reported on the glows and grows feedback collected from the families/educational partners. F. Del Carpio, Chief People Officer, reported on the glows and grows feedback collected from staff. M. Avsar, Principal at MSA-4, reported on his reflections from the feedback received for his school. Board questions were addressed by staff.

C.

Student Board Membership Update

J. Hernandez, Director of Student Services, updated the Board in regards to the Student Board Membership elections for the 2024-25 year. He presented a timeline of the process including school elections. High School students that were elected by their peers will present to the Board in June. School staff are supporting in the process. Board members questions were addressed by staff. M. De La Rosa, Student Board Member, reported on her plans to support the next Student Board Member.

D. Facilities Project Updates

P. Ontiveros, General Counsel & Director of Facilities, M. Sahin, Facilities Project Manager, and K. Jimenez, Assistant Facilities Project Manager, presented high level updates on various ongoing facilities projects across multiple school sites. Greg from Gateway spoke upon updates on the actions moving the project forward for the 7111 Winnetka Ave. (MSA-5) project. Board questions were addressed by staff. Public comment was made on the timeline which was addressed by staff.

IV. Action Items

A. Approval of MPS Summer Costa Rica Trip

E. Acar, Chief Academic Officer, and J. Hernandez, Director of Student Services, presented the MPS Summer Costa Rica Trip opportunity for students. E. Acar, reported that this will provide an opportunity to students to engage in the graduate profile under MPS Portrait of a Graduate under global citizenship. J. Hernandez, presented MPS core values which are excellence, innovation and connection. He added that these values is what drives this trip. He added that this in a non-programmatic trip and is not a field trip or part of the school year. Costs for the trip is still being discussed with MPS Home Office sponsoring in the means through fundraising. More logistics will be provided at the next board meeting. He reported that staff will be acting as chaperones. Board members provided feedback and questions were addressed by staff. A. Rubalcava, CEO & Superintendent, added that this will be brought back to the Board to address the feedback that they voiced.

S. Covarrubias made a motion to approve the idea concept of proceeding further with a organizationally non-programmatic sponsored trip to Costa Rica, including the development of advertisement strategies and continuation of due diligence. Additionally, for the Board to reserve the final approval of the trip for a subsequent Board Meeting, allowing for further discussion and consideration of details.

U. Yapanel seconded the motion.

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

Roll Call

S. Dikbas	Aye
U. Yapanel	Aye
E. Eldem Tunc	Aye

Roll Call

D. Gonzalez Abstain
S. Covarrubias Aye
M. Muhammedov Aye

B. Approval of Ad Hoc Committee for Facilities Related Projects

P. Ontiveros, General Counsel & Director of Facilities, reported that with the MSA-5 project there are tight timelines for the completion of the project which it was deemed crucial to develop an Ad Hoc Committee to take actions if something with a time sensitive nature needs to be approved. He added that the development of an Ad Hoc Committee will provide that flexibility to ensure the timeline of any such approvals that may come. He reported that as part of the facilities projects updates, he will apprise the Board of actions that the Ad Hoc Committee approves related to the MSA-5 project. The Board discussed and amended the existing motion for the Ad Hoc Committee to be consisting of three (3) board members rather than two (2).

D. Gonzalez made a motion to amend the existing motion and instead approve the establishment of an "Ad Hoc Committee" of the Magnolia Public Schools Board of Directors (the "Board") to ensure timely approvals of time sensitive matters that could impact the timely delivery of the MSA-5 – 7111 Winnetka Construction Project (the "Project"). The Board hereby appoints the following three Board members to be members of the ad hoc committee: Diane Gonzalez, Sandra Covarrubias, and Mekan Muhammedov. Staff further recommend and moves that Ad Hoc Committee be established immediately and be operational from its appointment through the earlier of the Board's resolution to terminate the Ad Hoc Committee or the end of the 2024-25 MPS fiscal year.

S. Covarrubias seconded the motion.

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

Roll Call

E. Eldem Tunc Aye
U. Yapanel Aye
D. Gonzalez Aye
S. Dikbas Aye
S. Covarrubias Aye
M. Muhammedov Aye

C. Approval of DLR Group Change Orders for Magnolia Science Academy-5 Project

This item was removed during the approval of agenda.

D. Approval of Change to the Zingo Contract

K. Jimenez, Assistant Facilities Project Manager, reported that the ask from the Board is to adjust the Zingo Construction existing contract from \$50,000 to \$90,000 in line with fiscal policy change. She added that the purpose is to be retroactive for 2023-24 academic year and in order to maintain school facilities. P. Ontiveros, General Counsel &

Director of Facilities, added that Zingo was selected to provide as needed maintenance services to the schools and the schools provided positive feedback with their services. He clarified that it will be \$90,000 per school. Board Members questions were addressed by Finance and staff.

M. Muhammedov made a motion to amend the existing motion and instead approve the change to the contract of MPS preferred vendor, Zingo Construction, from the previously approved \$50,000 to an increased the amount to \$90,000, in conjunction with the MPS policy for contracting with vendors for services for fiscal year 2023-24.

S. Covarrubias seconded the motion.

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

Roll Call

E. Eldem Tunc	Aye
S. Covarrubias	Aye
D. Gonzalez	Aye
M. Muhammedov	Aye
U. Yapanel	Aye
S. Dikbas	Aye

E. Approval of Amended MPS Volunteer Enrichment Programs Policy

A. Rubalcava, CEO & Superintendent, reported that since the Board's approval of the MPS Volunteer Enrichment Programs Policy in April, he sought further guidance from P. Ontiveros, General Counsel & Director of Facilities. He proposed to include two (2) additional provisions: indemnification and insurance. Legal counsel provided further guidance and wording to the policy. P. Ontiveros, elaborated on the inclusion of the additional provisions on the policy.

D. Gonzalez made a motion to approve the amended MPS Volunteer Enrichment Programs Policy.

M. Muhammedov seconded the motion.

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

Roll Call

M. Muhammedov	Aye
S. Dikbas	Aye
S. Covarrubias	Aye
E. Eldem Tunc	Aye
D. Gonzalez	Aye
U. Yapanel	Aye

F. Approval of MPS Homeless Policy

J. Hernandez, Director of Student Services, reported that there are a few items in the policy that still requires legal guidance that prevents the Board from approving at this meeting. Though the item will not be approved opportunity of questions and comments from the public and board was opened.

D. Gonzalez made a motion to amend the existing motion and instead approve revisiting the MPS Students Experiencing Homelessness Education Policy at a future Board Meeting.

M. Muhammedov seconded the motion.

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

Roll Call

M. Muhammedov Aye

U. Yapanel Aye

E. Eldem Tunc Aye

D. Gonzalez Aye

S. Covarrubias Aye

S. Dikbas Aye

G. Approval of Elegant Learning Solutions Inc. Volunteer Partnership with MPS

This item was removed during the approval of agenda.

H. Approval of Atom Books Inc. Volunteer Partnership with MPS

This item was removed during the approval of agenda.

V. Closed Session

A. Public Announcement of Closed Session

M. Muhammedov announced that the Board will be going into closed session to discuss public employee performance evaluation for title: CEO & Superintendent and would report out any actions that may be taken.

B. Public Employee Performance Evaluation (§ 54957) - Title: CEO & Superintendent

This item was discussed in Closed Session.

C. Report Out of Closed Session

J. Lara, Board Secretary, announced in Open Session at 12:51am that the Board will still be continuing the evaluation for the CEO & Superintendent and no actions were taken.

VI. 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 12:51 AM.

Respectfully Submitted,

M. Muhammedov

Coversheet

Approval of Minutes from MPS Special Board Meeting - May 23, 2024

Section: I. Opening Items
Item: G. Approval of Minutes from MPS Special Board Meeting - May 23, 2024
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Special Board Meeting on May 23, 2024

APPROVED



Magnolia Public Schools

Minutes

Special Board Meeting

Date and Time

Thursday May 23, 2024 at 6:30 PM

Location

Home Office: 250 E. 1st Street, Suite 1500, Los Angeles, CA 90012

Board Members:

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

Student Board Member:

Melissa De La Rosa Aparicio

CEO & Superintendent:

Mr. Alfredo Rubalcava

Directors Present

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

Directors Absent

None

Directors who arrived after the meeting opened

S. Dikbas

Guests Present

J. Lara

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 May 23, 2024 at 6:34 PM.

B. Pledge of Allegiance

Board, staff and guests conducted the pledge of allegiance.

C. Record Attendance and Guests

Refer to attendance information recorded above.

D. Approval of Agenda

U. Yapanel made a motion to approve the amended agenda with the removal of Action Item IIB.

M. Muhammedov seconded the motion.

Staff informed the Board and the public the removal of the item.

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

Roll Call

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

E. Public Comments

G. Serce, Principal at MSA-San Diego, announced that yesterday school staff celebrated being recognized as a California Distinguished School. S. Dikbas, Board Member, was in attendance. He presented recognition plaques to the Board and Student Board Member.

II. Action Items

A. Approval of General Contractor Change Orders for MSA-1 Tenant Improvement Project at 18242 Sherman Way

M. Sahin, Facilities Project Manager, presented that the purpose is to approve the change order from API Construction, general contractor for the 18242 Sherman Way project at MSA-1. He reported that this was not included in the initial RFP which is why staff is seeking Board approval for the addition. He went over the change order requests. Board members questions were addressed by staff.

M. Muhammedov made a motion to approve the change orders for MSA-1's Tenant Improvement project at 18242 Sherman Way (the "Project") in the total amount of \$113,378.52, and further approve that MPS Staff be authorized to negotiate and sign the change order proposal for said services in such form as MPS Staff may deem appropriate and in the best interests of MPS.

U. Yapanel seconded the motion.

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

Roll Call

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

B. Approval of DLR Group Change Orders for Magnolia Science Academy-5 Project

This was removed during the approval of agenda.

C. Proposed Approval of Board Resolution for Creation and Elimination of Positions for the Improvement of Parent Support

S. Dikbas arrived at 6:47 PM.

F. Del Carpio, Chief People Officer, reported it was determined that school funds would be better utilized focusing on parent engagement, support, recruitment, and retention during the enrollment process. She added that currently MPS has six (6) PACE Coordinators, and proposed that eliminating the position and reallocating the funds to partially fund Family Success Coordinator (FSC) positions at the school sites would benefit the schools. B. Olivares, Chief External Officer, added that in her position she identified areas of growth and the FSC position would greatly focus on the enrollment and retention needs and focusing more on the families. Board questions were addressed by staff.

U. Yapanel made a motion to approve the proposed Resolution #20240523-01 for Creation and Elimination of Positions for the Improvement of Parent Support.

D. Gonzalez seconded the motion.

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

Roll Call

E. Eldem Tunc Aye
 D. Gonzalez Aye
 U. Yapanel Aye
 S. Dikbas Aye
 M. Muhammedov Aye
 S. Covarrubias Aye

D. Approval of 2024-25 Home Office Compensation and Salary Bands for Home Office Employees

F. Del Carpio, Chief People Officer, reported that the proposed salary band reflects the upper limit of what is being paid to the home office staff within the band and also reflects the budget that was reviewed at April's Board Meeting with the 4% increase. In addition the titles of General Counsel, Deputy Superintendent and Analyst have been added. She added that this will include the opportunity to do salary market analysis to validate current salary bands or adjust to become more competitive. Board questions were addressed by staff.

M. Muhammedov made a motion to approve the salary band and for the Home Office Positions to be effective as of July 1, 2024.

D. Gonzalez seconded the motion.

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

Roll Call

S. Dikbas Aye
 D. Gonzalez Aye
 E. Eldem Tunc Aye
 S. Covarrubias Aye
 M. Muhammedov Aye
 U. Yapanel Aye

E. Approval of Elegant Learning Solutions Inc. Volunteer Partnership with MPS

E. Acar, Chief Academic Officer, reported that the Board approved the MPS Volunteer Enrichment Programs Policy to explore bringing in partners, operators, and/or providers wanting to extend their services and solutions to MPS schools at a cost-free basis. He reported that the specific operator, Elegant Learning Solutions Inc., provides a program that focuses on the areas of cybersecurity and AI usage. He reported that this can open cybersecurity and computer engineering pathway opportunities to students as part of their expanded learning offerings or afterschool activities. He clarified that this will not be part of the core programs. Board members questions were addressed.

M. Muhammedov made a motion to approve the agreement between Magnolia Public Schools and Elegant Learning Solutions Inc. regarding a cost-free enrichment program on a voluntary basis under the Volunteer Enrichment Programs Policy.

E. Eldem Tunc seconded the motion.

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

Roll Call

M. Muhammedov Aye
 E. Eldem Tunc Aye
 S. Covarrubias Abstain
 U. Yapanel Absent
 D. Gonzalez Aye
 S. Dikbas Aye

F. Approval of Atom Books Inc. Volunteer Partnership with MPS

E. Acar, Chief Academic Officer, reported that similar to the previous item, this volunteer program, Atom Books Inc., carries no cost to MPS. He reported the details of what the program provides such as AI technology and augmented reality (AR) books that can be read using advanced technology, text to speech and visual elements. He also added that this program offers multiple languages. He reported that the goal is to increase students motivation in reading by introducing technology. He mentioned that this would not be a core program and instead be an enrichment for teachers, students and parents to explore. He said that MPS leadership reviewed the program with staff and presented in classrooms for students feedback. Board members questions were addressed by staff. M. Muhammedov made a motion to approve the agreement between Magnolia Public Schools and Atom Book Inc. regarding a cost-free enrichment program on a voluntary basis under the Volunteer Enrichment Programs Policy.

E. Eldem Tunc seconded the motion.

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

Roll Call

S. Dikbas Aye
 D. Gonzalez Aye
 S. Covarrubias Abstain
 E. Eldem Tunc Aye
 U. Yapanel Absent
 M. Muhammedov Aye

G. Approval of Resolution Authorizing Non-Programmatic Summer Trip to Costa Rica

E. Acar, Chief Academic Officer, reported that as mentioned at the May 9th Regular Board Meeting, the Board was asked for approval to explore a trip to Costa Rica aligning with MPS vision and mission. He added that the organization of the trip would be at the Home Office level. A Committee consisting of J. Hernandez, Director of Student Services, himself and others are working on all the logistics of the trip with the consultation of legal counsel. Board questions were addressed by staff and clarified on areas of trip logistics, purpose, student, parent and staff communication and costs.

M. Muhammedov made a motion to approve the resolution to authorize and facilitate a nonprogrammatic summer trip to Costa Rica for up to sixty high school students.

U. Yapanel seconded the motion.

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

Roll Call

D. Gonzalez Aye
 S. Covarrubias Aye
 M. Muhammedov Aye
 U. Yapanel Aye
 S. Dikbas Aye
 E. Eldem Tunc Aye

H. Approval of MPS Scholarship Program and Policy

E. Acar, Chief Academic Officer, reported that MPS is seeking to establish a scholarship program aimed at supporting students participation in the non-programmatic trips based on financial need, without using public school funding. He added that 80% of MPS students are socio-economically disadvantaged and brings in the question of affordability to partake in the experience. He added that this is to ensure that students who would like to attend have access to this unique experience and ensures that this is coming from philanthropic funds. He added that the policy, which was developed by legal counsel, outlines the practices and procedures that MPS will adhere to ensure fairness and consistency in selecting and awarding scholarships, in line with IRS guidelines for charitable organizations. Board questions were addressed by staff.

U. Yapanel made a motion to approve the MPS Scholarship Program and Policy.

S. Covarrubias seconded the motion.

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

Roll Call

U. Yapanel Aye
 D. Gonzalez Aye
 S. Covarrubias Aye
 S. Dikbas Aye
 M. Muhammedov Aye
 E. Eldem Tunc Aye

I. Recommendation and Approval for an Addendum to the MPS Financial Policies and Procedures Manual

S. Budhreja, Chief Financial Officer, reported that in the spirit of supporting international travel for staff and students Finance identified the need to provide logistical support. He added that the existing board policies do not have mechanisms in place to advocate for international travel and the proposed amendment would allow to pay international vendors. He also added that this was reviewed by legal counsel to allow MPS to support and keep within the guidelines. Board questions were addressed by staff.

U. Yapanel made a motion to approve the recommendation for an Addendum to the Fiscal Policies and Procedures Manual.

M. Muhammedov seconded the motion.

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

Roll Call

S. Dikbas	Aye
E. Eldem Tunc	Aye
U. Yapanel	Aye
S. Covarrubias	Aye
D. Gonzalez	Aye
M. Muhammedov	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 8:07 PM.

Respectfully Submitted,
M. Muhammedov

Coversheet

Approval of 2024-25 Certification of Assurances, Protected Prayer Certification, and Application for Funding

Section: II. Consent Items

Item: A. Approval of 2024-25 Certification of Assurances, Protected Prayer Certification, and Application for Funding

Purpose: Vote

Submitted by:

Related Material:

II_A_2024-25 Certification of Assurances, Protected Prayer Certification, Application for Funding, Substitute System for Time Accounting and LCAP Federal Addendum Certification.pdf



Agenda Item:	II A: Consent Item
Date:	June 7, 2024
To:	Magnolia Educational & Research Foundation dba Magnolia Public Schools (“MPS”) Board of Directors (the “Board”)
From:	Alfredo Rubalcava, CEO & Superintendent
Staff Lead(s):	Steve Budhraj Ed.D, Chief Financial Officer
RE:	2024-25 Certification of Assurances, Protected Prayer Certification, Application for Funding, Substitute System for Time Accounting and LCAP Federal Addendum Certification

Action Proposed:

I move for the Board to approve the 2024-25 Certification of Assurances, Protected Prayer Certification, Application for Funding, Substitute System for Time Accounting and LCAP Federal Addendum Certification 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 below should be approved within 6 weeks from the date Consolidated Application Reporting System(CARS).

Budget Implications:

N/A

Exhibits (Attachments):

- 2024-2025 Certification of Assurances
- 2024-2025 Protected Prayer Certification
- 2024-2025 Application for Funding
- Substitute System for Time Accounting
- LCAP Federal Addendum Certification

Magnolia Science Academy (19 10199 6119945)

Status: Certified
Saved by: Omar F Polat
Date: 5/30/2024 6:02 PM**2024–25 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/ca24assurancestoc.asp>.

CDE Program Contact:

Consolidated Application Support Desk, Education Data Office, 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	
Authorized Representative's Title	Chief Executive Officer and Superintendent
Authorized Representative's Signature Date	06/01/2024

*****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 (19 10199 6119945)

Status: Certified
 Saved by: Omar F Polat
 Date: 5/30/2024 6:05 PM

2024–25 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, 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	06/01/2024
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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2024–25 LCAP Federal Addendum Certification

CDE Program Contact:

Local Agency Systems Support Office, LCAPAddendum@cde.ca.gov, 916-323-5233

Initial Application

To receive initial funding under the Every Student Succeeds Act (ESSA), a local educational agency (LEA) must have a plan approved by the State Educational Agency on file with the State. Within California, LEAs that apply for ESSA funds for the first time are required to complete the Local Control and Accountability Plan (LCAP), the LCAP Federal Addendum Template (Addendum), and the Consolidated Application (ConApp). The LCAP, in conjunction with the Addendum and the ConApp, serve to meet the requirements of the ESSA LEA Plan.

In order to initially apply for funds, the LEA must certify that the current LCAP has been approved by the local governing board or governing body of the LEA. As part of this certification, the LEA agrees to submit the LCAP Federal Addendum, that has been approved by the local governing board or governing body of the LEA, to the California Department of Education (CDE) and acknowledges that the LEA agrees to work with the CDE to ensure that the Addendum addresses all required provisions of the ESSA programs for which they are applying for federal education funds.

Returning Application

If the LEA certified a prior year LCAP Federal Addendum Certification data collection form in the Consolidated Application and Reporting System, then the LEA may use in this form the same original approval or adoption date used in the prior year form.

County Office of Education (COE) or District	
For a COE, enter the original approval date as the day the CDE approved the current LCAP. For a district, enter the original approval date as the day the COE approved the current LCAP	
Direct Funded Charter	06/13/2024
Enter the adoption date of the current LCAP	
Authorized Representative's Full Name	Omar F Polat
Authorized Representative's Title	Director of State and Federal Programs

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Magnolia Science Academy (19 10199 6119945)

Status: Draft
Saved by: Omar F Polat
Date: 5/30/2024 6:07 PM**2024–25 Application for Funding****CDE Program Contact:**Consolidated Application Support Desk, Education Data Office, 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	Yes
---	-----

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.

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

*****Warning*****

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Magnolia Science Academy (19 10199 6119945)

Status: Certified
 Saved by: Omar F Polat
 Date: 5/30/2024 6:05 PM

2024–25 Substitute System for Time Accounting

This certification may be used by auditors and by California Department of Education oversight personnel when conducting audits and sub-recipient monitoring of the substitute time-and-effort system. Approval is automatically granted when the local educational agency (LEA) submits and certifies this data collection.

CDE Program Contact:

Hilary Thomson, Fiscal Oversight and Support Office, HThomson@cde.ca.gov, 916-323-0765

The LEA certifies that only eligible employees will participate in the substitute system and that the system used to document employee work schedules includes sufficient controls to ensure that the schedules are accurate.

Detailed information on documenting salaries and wages, including both substitute systems of time accounting, are described in Procedure 905 of the California School Accounting Manual posted on the web at <https://www.cde.ca.gov/fg/ac/sa/>.

2024–25 Request for authorization	Yes
LEA certifies that the following is a full disclosure of any known deficiencies with the substitute system or known challenges with implementing the system (Maximum 500 characters)	No known deficiencies

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Magnolia Science Academy 2 (19 10199 0115212)

Status: Certified
Saved by: Omar F Polat
Date: 5/30/2024 6:10 PM**2024–25 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/ca24assurancetoc.asp>.

CDE Program Contact:

Consolidated Application Support Desk, Education Data Office, 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	
Authorized Representative's Title	Chief Executive Officer and Superintendent
Authorized Representative's Signature Date	06/01/2024

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2024–25 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, 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	06/01/2024
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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2024–25 LCAP Federal Addendum Certification

CDE Program Contact:

Local Agency Systems Support Office, LCAPAddendum@cde.ca.gov, 916-323-5233

Initial Application

To receive initial funding under the Every Student Succeeds Act (ESSA), a local educational agency (LEA) must have a plan approved by the State Educational Agency on file with the State. Within California, LEAs that apply for ESSA funds for the first time are required to complete the Local Control and Accountability Plan (LCAP), the LCAP Federal Addendum Template (Addendum), and the Consolidated Application (ConApp). The LCAP, in conjunction with the Addendum and the ConApp, serve to meet the requirements of the ESSA LEA Plan.

In order to initially apply for funds, the LEA must certify that the current LCAP has been approved by the local governing board or governing body of the LEA. As part of this certification, the LEA agrees to submit the LCAP Federal Addendum, that has been approved by the local governing board or governing body of the LEA, to the California Department of Education (CDE) and acknowledges that the LEA agrees to work with the CDE to ensure that the Addendum addresses all required provisions of the ESSA programs for which they are applying for federal education funds.

Returning Application

If the LEA certified a prior year LCAP Federal Addendum Certification data collection form in the Consolidated Application and Reporting System, then the LEA may use in this form the same original approval or adoption date used in the prior year form.

County Office of Education (COE) or District For a COE, enter the original approval date as the day the CDE approved the current LCAP. For a district, enter the original approval date as the day the COE approved the current LCAP	
Direct Funded Charter Enter the adoption date of the current LCAP	06/13/2024
Authorized Representative's Full Name	Omar F Polat
Authorized Representative's Title	Director of State and Federal Programs

*****Warning*****

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2024–25 Application for Funding**CDE Program Contact:**Consolidated Application Support Desk, Education Data Office, 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.

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

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2024–25 Substitute System for Time Accounting

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CDE Program Contact:

Hilary Thomson, Fiscal Oversight and Support Office, HThomson@cde.ca.gov, 916-323-0765

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Detailed information on documenting salaries and wages, including both substitute systems of time accounting, are described in Procedure 905 of the California School Accounting Manual posted on the web at <https://www.cde.ca.gov/fg/ac/sa/>.

2024–25 Request for authorization	Yes
LEA certifies that the following is a full disclosure of any known deficiencies with the substitute system or known challenges with implementing the system (Maximum 500 characters)	No known deficiencies

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Magnolia Science Academy 3 (19 10199 0115030)

Status: Certified
 Saved by: Omar F Polat
 Date: 5/30/2024 6:12 PM

2024–25 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/ca24assurancetoc.asp>.

CDE Program Contact:

Consolidated Application Support Desk, Education Data Office, 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	
Authorized Representative's Title	Chief Executive Officer and Superintendent
Authorized Representative's Signature Date	06/01/2024

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2024–25 Protected Prayer Certification

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CDE Program Contact:

Miguel Cordova, Title I Policy, Program, and Support Office, MCordova@cde.ca.gov, 916-319-0381

Protected Prayer Certification Statement

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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	06/01/2024
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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2024–25 LCAP Federal Addendum Certification**CDE Program Contact:**Local Agency Systems Support Office, LCAPAddendum@cde.ca.gov, 916-323-5233**Initial Application**

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Returning Application

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County Office of Education (COE) or District	
For a COE, enter the original approval date as the day the CDE approved the current LCAP. For a district, enter the original approval date as the day the COE approved the current LCAP	
Direct Funded Charter	06/13/2024
Enter the adoption date of the current LCAP	
Authorized Representative's Full Name	Omar F Polat
Authorized Representative's Title	Director of State and Federal Programs

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2024–25 Application for Funding**CDE Program Contact:**Consolidated Application Support Desk, Education Data Office, 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

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

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Hilary Thomson, Fiscal Oversight and Support Office, HThomson@cde.ca.gov, 916-323-0765

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2024–25 Request for authorization	Yes
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Magnolia Science Academy 4 (19 64733 0117622)

Status: Certified
 Saved by: Omar F Polat
 Date: 5/30/2024 6:15 PM

2024–25 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/ca24assurancetoc.asp>.

CDE Program Contact:

Consolidated Application Support Desk, Education Data Office, 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	
Authorized Representative's Title	Chief Executive Officer and Superintendent
Authorized Representative's Signature Date	06/01/2024

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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	06/01/2024
Comment	
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2024–25 LCAP Federal Addendum Certification

CDE Program Contact:

Local Agency Systems Support Office, LCAPAddendum@cde.ca.gov, 916-323-5233

Initial Application

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Returning Application

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Direct Funded Charter Enter the adoption date of the current LCAP	06/13/2024
Authorized Representative's Full Name	Omar F Polat
Authorized Representative's Title	Director of State and Federal Programs

*****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.

2024–25 Application for Funding**CDE Program Contact:**Consolidated Application Support Desk, Education Data Office, 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.

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

2024–25 Substitute System for Time Accounting

This certification may be used by auditors and by California Department of Education oversight personnel when conducting audits and sub-recipient monitoring of the substitute time-and-effort system. Approval is automatically granted when the local educational agency (LEA) submits and certifies this data collection.

CDE Program Contact:

Hilary Thomson, Fiscal Oversight and Support Office, HThomson@cde.ca.gov, 916-323-0765

The LEA certifies that only eligible employees will participate in the substitute system and that the system used to document employee work schedules includes sufficient controls to ensure that the schedules are accurate.

Detailed information on documenting salaries and wages, including both substitute systems of time accounting, are described in Procedure 905 of the California School Accounting Manual posted on the web at <https://www.cde.ca.gov/fg/ac/sa/>.

2024–25 Request for authorization	Yes
LEA certifies that the following is a full disclosure of any known deficiencies with the substitute system or known challenges with implementing the system (Maximum 500 characters)	No known deficiencies

*****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: 5/30/2024 6:18 PM**2024–25 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/ca24assurancetoc.asp>.

CDE Program Contact:

Consolidated Application Support Desk, Education Data Office, 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	
Authorized Representative's Title	Chief Executive Officer and Superintendent
Authorized Representative's Signature Date	06/01/2024

*****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.

2024–25 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, 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	06/01/2024
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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2024–25 LCAP Federal Addendum Certification

CDE Program Contact:

Local Agency Systems Support Office, LCAPAddendum@cde.ca.gov, 916-323-5233

Initial Application

To receive initial funding under the Every Student Succeeds Act (ESSA), a local educational agency (LEA) must have a plan approved by the State Educational Agency on file with the State. Within California, LEAs that apply for ESSA funds for the first time are required to complete the Local Control and Accountability Plan (LCAP), the LCAP Federal Addendum Template (Addendum), and the Consolidated Application (ConApp). The LCAP, in conjunction with the Addendum and the ConApp, serve to meet the requirements of the ESSA LEA Plan.

In order to initially apply for funds, the LEA must certify that the current LCAP has been approved by the local governing board or governing body of the LEA. As part of this certification, the LEA agrees to submit the LCAP Federal Addendum, that has been approved by the local governing board or governing body of the LEA, to the California Department of Education (CDE) and acknowledges that the LEA agrees to work with the CDE to ensure that the Addendum addresses all required provisions of the ESSA programs for which they are applying for federal education funds.

Returning Application

If the LEA certified a prior year LCAP Federal Addendum Certification data collection form in the Consolidated Application and Reporting System, then the LEA may use in this form the same original approval or adoption date used in the prior year form.

County Office of Education (COE) or District For a COE, enter the original approval date as the day the CDE approved the current LCAP. For a district, enter the original approval date as the day the COE approved the current LCAP	
Direct Funded Charter Enter the adoption date of the current LCAP	06/13/2024
Authorized Representative's Full Name	Omar F Polat
Authorized Representative's Title	Director of State and Federal Programs

*****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.

2024–25 Application for Funding**CDE Program Contact:**Consolidated Application Support Desk, Education Data Office, 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.

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

*****Warning*****

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2024–25 Substitute System for Time Accounting

This certification may be used by auditors and by California Department of Education oversight personnel when conducting audits and sub-recipient monitoring of the substitute time-and-effort system. Approval is automatically granted when the local educational agency (LEA) submits and certifies this data collection.

CDE Program Contact:

Hilary Thomson, Fiscal Oversight and Support Office, HThomson@cde.ca.gov, 916-323-0765

The LEA certifies that only eligible employees will participate in the substitute system and that the system used to document employee work schedules includes sufficient controls to ensure that the schedules are accurate.

Detailed information on documenting salaries and wages, including both substitute systems of time accounting, are described in Procedure 905 of the California School Accounting Manual posted on the web at <https://www.cde.ca.gov/fg/ac/sa/>.

2024–25 Request for authorization	Yes
LEA certifies that the following is a full disclosure of any known deficiencies with the substitute system or known challenges with implementing the system (Maximum 500 characters)	No known deficiencies

*****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 6 (19 64733 0117648)

Status: Certified
Saved by: Omar F Polat
Date: 5/30/2024 6:20 PM**2024–25 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/ca24assurancetoc.asp>.

CDE Program Contact:

Consolidated Application Support Desk, Education Data Office, 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	
Authorized Representative's Title	Chief Executive Officer and Superintendent
Authorized Representative's Signature Date	06/01/2024

*****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.

2024–25 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, 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	06/01/2024
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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2024–25 LCAP Federal Addendum Certification

CDE Program Contact:

Local Agency Systems Support Office, LCAPAddendum@cde.ca.gov, 916-323-5233

Initial Application

To receive initial funding under the Every Student Succeeds Act (ESSA), a local educational agency (LEA) must have a plan approved by the State Educational Agency on file with the State. Within California, LEAs that apply for ESSA funds for the first time are required to complete the Local Control and Accountability Plan (LCAP), the LCAP Federal Addendum Template (Addendum), and the Consolidated Application (ConApp). The LCAP, in conjunction with the Addendum and the ConApp, serve to meet the requirements of the ESSA LEA Plan.

In order to initially apply for funds, the LEA must certify that the current LCAP has been approved by the local governing board or governing body of the LEA. As part of this certification, the LEA agrees to submit the LCAP Federal Addendum, that has been approved by the local governing board or governing body of the LEA, to the California Department of Education (CDE) and acknowledges that the LEA agrees to work with the CDE to ensure that the Addendum addresses all required provisions of the ESSA programs for which they are applying for federal education funds.

Returning Application

If the LEA certified a prior year LCAP Federal Addendum Certification data collection form in the Consolidated Application and Reporting System, then the LEA may use in this form the same original approval or adoption date used in the prior year form.

County Office of Education (COE) or District For a COE, enter the original approval date as the day the CDE approved the current LCAP. For a district, enter the original approval date as the day the COE approved the current LCAP	
Direct Funded Charter Enter the adoption date of the current LCAP	06/13/2024
Authorized Representative's Full Name	Omar F Polat
Authorized Representative's Title	Director of State and Federal Programs

*****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.

2024–25 Application for Funding**CDE Program Contact:**Consolidated Application Support Desk, Education Data Office, 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.

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

*****Warning*****

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2024–25 Substitute System for Time Accounting

This certification may be used by auditors and by California Department of Education oversight personnel when conducting audits and sub-recipient monitoring of the substitute time-and-effort system. Approval is automatically granted when the local educational agency (LEA) submits and certifies this data collection.

CDE Program Contact:

Hilary Thomson, Fiscal Oversight and Support Office, HThomson@cde.ca.gov, 916-323-0765

The LEA certifies that only eligible employees will participate in the substitute system and that the system used to document employee work schedules includes sufficient controls to ensure that the schedules are accurate.

Detailed information on documenting salaries and wages, including both substitute systems of time accounting, are described in Procedure 905 of the California School Accounting Manual posted on the web at <https://www.cde.ca.gov/fg/ac/sa/>.

2024–25 Request for authorization	Yes
LEA certifies that the following is a full disclosure of any known deficiencies with the substitute system or known challenges with implementing the system (Maximum 500 characters)	No known deficiencies

*****Warning*****

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Magnolia Science Academy 7 (19 64733 0117655)

Status: Certified
 Saved by: Omar F Polat
 Date: 5/30/2024 6:23 PM

2024–25 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/ca24assurancetoc.asp>.

CDE Program Contact:

Consolidated Application Support Desk, Education Data Office, 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	
Authorized Representative's Title	Chief Executive Officer and Superintendent
Authorized Representative's Signature Date	06/01/2024

*****Warning*****

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2024–25 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, 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	06/01/2024
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*****

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.

2024–25 LCAP Federal Addendum Certification**CDE Program Contact:**Local Agency Systems Support Office, LCAPAddendum@cde.ca.gov, 916-323-5233**Initial Application**

To receive initial funding under the Every Student Succeeds Act (ESSA), a local educational agency (LEA) must have a plan approved by the State Educational Agency on file with the State. Within California, LEAs that apply for ESSA funds for the first time are required to complete the Local Control and Accountability Plan (LCAP), the LCAP Federal Addendum Template (Addendum), and the Consolidated Application (ConApp). The LCAP, in conjunction with the Addendum and the ConApp, serve to meet the requirements of the ESSA LEA Plan.

In order to initially apply for funds, the LEA must certify that the current LCAP has been approved by the local governing board or governing body of the LEA. As part of this certification, the LEA agrees to submit the LCAP Federal Addendum, that has been approved by the local governing board or governing body of the LEA, to the California Department of Education (CDE) and acknowledges that the LEA agrees to work with the CDE to ensure that the Addendum addresses all required provisions of the ESSA programs for which they are applying for federal education funds.

Returning Application

If the LEA certified a prior year LCAP Federal Addendum Certification data collection form in the Consolidated Application and Reporting System, then the LEA may use in this form the same original approval or adoption date used in the prior year form.

County Office of Education (COE) or District For a COE, enter the original approval date as the day the CDE approved the current LCAP. For a district, enter the original approval date as the day the COE approved the current LCAP	
Direct Funded Charter Enter the adoption date of the current LCAP	06/13/2024
Authorized Representative's Full Name	Omar F Polat
Authorized Representative's Title	Director of State and Federal Programs

*****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.

2024–25 Application for Funding**CDE Program Contact:**Consolidated Application Support Desk, Education Data Office, 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.

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

*****Warning*****

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2024–25 Substitute System for Time Accounting

This certification may be used by auditors and by California Department of Education oversight personnel when conducting audits and sub-recipient monitoring of the substitute time-and-effort system. Approval is automatically granted when the local educational agency (LEA) submits and certifies this data collection.

CDE Program Contact:

Hilary Thomson, Fiscal Oversight and Support Office, HThomson@cde.ca.gov, 916-323-0765

The LEA certifies that only eligible employees will participate in the substitute system and that the system used to document employee work schedules includes sufficient controls to ensure that the schedules are accurate.

Detailed information on documenting salaries and wages, including both substitute systems of time accounting, are described in Procedure 905 of the California School Accounting Manual posted on the web at <https://www.cde.ca.gov/fg/ac/sa/>.

2024–25 Request for authorization	Yes
LEA certifies that the following is a full disclosure of any known deficiencies with the substitute system or known challenges with implementing the system (Maximum 500 characters)	No known deficiencies

*****Warning*****

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Magnolia Science Academy Bell (19 64733 0122747)

Status: Certified
 Saved by: Omar F Polat
 Date: 5/30/2024 6:27 PM

2024–25 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/ca24assurancetoc.asp>.

CDE Program Contact:

Consolidated Application Support Desk, Education Data Office, 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	
Authorized Representative's Title	Chief Executive Officer and Superintendent
Authorized Representative's Signature Date	06/01/2024

*****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.

2024–25 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, 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	06/01/2024
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*****

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.

2024–25 LCAP Federal Addendum Certification**CDE Program Contact:**Local Agency Systems Support Office, LCAPAddendum@cde.ca.gov, 916-323-5233**Initial Application**

To receive initial funding under the Every Student Succeeds Act (ESSA), a local educational agency (LEA) must have a plan approved by the State Educational Agency on file with the State. Within California, LEAs that apply for ESSA funds for the first time are required to complete the Local Control and Accountability Plan (LCAP), the LCAP Federal Addendum Template (Addendum), and the Consolidated Application (ConApp). The LCAP, in conjunction with the Addendum and the ConApp, serve to meet the requirements of the ESSA LEA Plan.

In order to initially apply for funds, the LEA must certify that the current LCAP has been approved by the local governing board or governing body of the LEA. As part of this certification, the LEA agrees to submit the LCAP Federal Addendum, that has been approved by the local governing board or governing body of the LEA, to the California Department of Education (CDE) and acknowledges that the LEA agrees to work with the CDE to ensure that the Addendum addresses all required provisions of the ESSA programs for which they are applying for federal education funds.

Returning Application

If the LEA certified a prior year LCAP Federal Addendum Certification data collection form in the Consolidated Application and Reporting System, then the LEA may use in this form the same original approval or adoption date used in the prior year form.

County Office of Education (COE) or District	
For a COE, enter the original approval date as the day the CDE approved the current LCAP. For a district, enter the original approval date as the day the COE approved the current LCAP	
Direct Funded Charter	06/13/2024
Enter the adoption date of the current LCAP	
Authorized Representative's Full Name	Omar F Polat
Authorized Representative's Title	Director of State and Federal Programs

*****Warning*****

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2024–25 Application for Funding

CDE Program Contact:

Consolidated Application Support Desk, Education Data Office, 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.

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

*****Warning*****

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2024–25 Substitute System for Time Accounting

This certification may be used by auditors and by California Department of Education oversight personnel when conducting audits and sub-recipient monitoring of the substitute time-and-effort system. Approval is automatically granted when the local educational agency (LEA) submits and certifies this data collection.

CDE Program Contact:

Hilary Thomson, Fiscal Oversight and Support Office, HThomson@cde.ca.gov, 916-323-0765

The LEA certifies that only eligible employees will participate in the substitute system and that the system used to document employee work schedules includes sufficient controls to ensure that the schedules are accurate.

Detailed information on documenting salaries and wages, including both substitute systems of time accounting, are described in Procedure 905 of the California School Accounting Manual posted on the web at <https://www.cde.ca.gov/fg/ac/sa/>.

2024–25 Request for authorization	Yes
LEA certifies that the following is a full disclosure of any known deficiencies with the substitute system or known challenges with implementing the system (Maximum 500 characters)	No known deficiencies

*****Warning*****

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Magnolia Science Academy San Diego (37 68338 0109157)

Status: Certified
Saved by: Omar F Polat
Date: 5/30/2024 6:29 PM**2024–25 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/ca24assurancetoc.asp>.

CDE Program Contact:

Consolidated Application Support Desk, Education Data Office, 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	
Authorized Representative's Title	Chief Executive Officer and Superintendent
Authorized Representative's Signature Date	06/01/2024

*****Warning*****

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Magnolia Science Academy San Diego (37 68338 0109157)

Status: Draft
 Saved by: Omar F Polat
 Date: 5/30/2024 5:29 PM

2024–25 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, 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	06/01/2024
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*****

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.

2024–25 LCAP Federal Addendum Certification

CDE Program Contact:

Local Agency Systems Support Office, LCAPAddendum@cde.ca.gov, 916-323-5233

Initial Application

To receive initial funding under the Every Student Succeeds Act (ESSA), a local educational agency (LEA) must have a plan approved by the State Educational Agency on file with the State. Within California, LEAs that apply for ESSA funds for the first time are required to complete the Local Control and Accountability Plan (LCAP), the LCAP Federal Addendum Template (Addendum), and the Consolidated Application (ConApp). The LCAP, in conjunction with the Addendum and the ConApp, serve to meet the requirements of the ESSA LEA Plan.

In order to initially apply for funds, the LEA must certify that the current LCAP has been approved by the local governing board or governing body of the LEA. As part of this certification, the LEA agrees to submit the LCAP Federal Addendum, that has been approved by the local governing board or governing body of the LEA, to the California Department of Education (CDE) and acknowledges that the LEA agrees to work with the CDE to ensure that the Addendum addresses all required provisions of the ESSA programs for which they are applying for federal education funds.

Returning Application

If the LEA certified a prior year LCAP Federal Addendum Certification data collection form in the Consolidated Application and Reporting System, then the LEA may use in this form the same original approval or adoption date used in the prior year form.

County Office of Education (COE) or District For a COE, enter the original approval date as the day the CDE approved the current LCAP. For a district, enter the original approval date as the day the COE approved the current LCAP	
Direct Funded Charter Enter the adoption date of the current LCAP	06/13/2024
Authorized Representative's Full Name	Omar F Polat
Authorized Representative's Title	Director of State and Federal Programs

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Magnolia Science Academy San Diego (37 68338 0109157)

Status: Draft
Saved by: Omar F Polat
Date: 5/30/2024 6:29 PM**2024–25 Application for Funding****CDE Program Contact:**Consolidated Application Support Desk, Education Data Office, 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

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.

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

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2024–25 Substitute System for Time Accounting

This certification may be used by auditors and by California Department of Education oversight personnel when conducting audits and sub-recipient monitoring of the substitute time-and-effort system. Approval is automatically granted when the local educational agency (LEA) submits and certifies this data collection.

CDE Program Contact:

Hilary Thomson, Fiscal Oversight and Support Office, HThomson@cde.ca.gov, 916-323-0765

The LEA certifies that only eligible employees will participate in the substitute system and that the system used to document employee work schedules includes sufficient controls to ensure that the schedules are accurate.

Detailed information on documenting salaries and wages, including both substitute systems of time accounting, are described in Procedure 905 of the California School Accounting Manual posted on the web at <https://www.cde.ca.gov/fg/ac/sa/>.

2024–25 Request for authorization	Yes
LEA certifies that the following is a full disclosure of any known deficiencies with the substitute system or known challenges with implementing the system (Maximum 500 characters)	No known deficiencies

*****Warning*****

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Magnolia Science Academy Santa Ana (30 76893 0130765)

Status: Certified
Saved by: Omar F Polat
Date: 5/30/2024 6:32 PM**2024–25 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/ca24assurancetoc.asp>.

CDE Program Contact:

Consolidated Application Support Desk, Education Data Office, 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	
Authorized Representative's Title	Chief Executive Officer and Superintendent
Authorized Representative's Signature Date	06/01/2024

*****Warning*****

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2024–25 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, 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	06/01/2024
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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2024–25 LCAP Federal Addendum Certification

CDE Program Contact:

Local Agency Systems Support Office, LCAPAddendum@cde.ca.gov, 916-323-5233

Initial Application

To receive initial funding under the Every Student Succeeds Act (ESSA), a local educational agency (LEA) must have a plan approved by the State Educational Agency on file with the State. Within California, LEAs that apply for ESSA funds for the first time are required to complete the Local Control and Accountability Plan (LCAP), the LCAP Federal Addendum Template (Addendum), and the Consolidated Application (ConApp). The LCAP, in conjunction with the Addendum and the ConApp, serve to meet the requirements of the ESSA LEA Plan.

In order to initially apply for funds, the LEA must certify that the current LCAP has been approved by the local governing board or governing body of the LEA. As part of this certification, the LEA agrees to submit the LCAP Federal Addendum, that has been approved by the local governing board or governing body of the LEA, to the California Department of Education (CDE) and acknowledges that the LEA agrees to work with the CDE to ensure that the Addendum addresses all required provisions of the ESSA programs for which they are applying for federal education funds.

Returning Application

If the LEA certified a prior year LCAP Federal Addendum Certification data collection form in the Consolidated Application and Reporting System, then the LEA may use in this form the same original approval or adoption date used in the prior year form.

County Office of Education (COE) or District For a COE, enter the original approval date as the day the CDE approved the current LCAP. For a district, enter the original approval date as the day the COE approved the current LCAP	
Direct Funded Charter Enter the adoption date of the current LCAP	06/13/2024
Authorized Representative's Full Name	Omar F Polat
Authorized Representative's Title	Director of State and Federal Programs

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Magnolia Science Academy Santa Ana (30 76893 0130765)

Status: Draft
Saved by: Omar F Polat
Date: 5/30/2024 6:33 PM**2024–25 Application for Funding****CDE Program Contact:**Consolidated Application Support Desk, Education Data Office, 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.

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

*****Warning*****

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2024–25 Substitute System for Time Accounting

This certification may be used by auditors and by California Department of Education oversight personnel when conducting audits and sub-recipient monitoring of the substitute time-and-effort system. Approval is automatically granted when the local educational agency (LEA) submits and certifies this data collection.

CDE Program Contact:

Hilary Thomson, Fiscal Oversight and Support Office, HThomson@cde.ca.gov, 916-323-0765

The LEA certifies that only eligible employees will participate in the substitute system and that the system used to document employee work schedules includes sufficient controls to ensure that the schedules are accurate.

Detailed information on documenting salaries and wages, including both substitute systems of time accounting, are described in Procedure 905 of the California School Accounting Manual posted on the web at <https://www.cde.ca.gov/fg/ac/sa/>.

2024–25 Request for authorization	Yes
LEA certifies that the following is a full disclosure of any known deficiencies with the substitute system or known challenges with implementing the system (Maximum 500 characters)	No known deficiencies

*****Warning*****

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Coversheet

Approval of 2024-25 Certification of Signatures Form and Resolution

Section: II. Consent Items
Item: B. Approval of 2024-25 Certification of Signatures Form and Resolution
Purpose: Vote
Submitted by:
Related Material: II_B_2024-25 Certification of Signatures Form and Resolution.pdf



Agenda Item:	II B: Consent Item
Date:	June 7, 2024
To:	Magnolia Educational & Research Foundation dba Magnolia Public Schools (“MPS”) Board of Directors (the “Board”)
From:	Alfredo Rubalcava, CEO & Superintendent
Staff Lead(s):	Steve Budhreja Ed.D, Chief Financial Officer
RE:	Approval of 2024-25 Certification of Signatures Form and Resolution

Action Proposed:

I move that the Board approve the 2024-25 Certification of Signatures Form for Charter School Funds Distribution Authorization. Signatures will be effective July 1, 2024 through June 30, 2025. Signatories will include the CEO & Superintendent, Chief Financial Officer, Chief Operations Officer and MPS Board Members.

Background:

In accordance with Education Codes 35143, 42632, and 42633, the Certification of Signatures form is required to formalize the personnel authorized to sign orders for salary or commercial payments, notices of employment, and contracts. The current form expires June 30, 2024, the new form will be in place July 1, 2024 to June 30, 2025.

Budget Implications:

There are no budget implications.

Exhibits (Attachments):

1. Certifications of Signatures Form
2. Resolution

Magnolia Public Schools

DISTRICT _____

CERTIFICATION OF SIGNATURES

As clerk/secretary to the governing board of the above named district, I certify that the signatures shown below in Column 1 are the verified signatures of the members of the governing board. I certify that the signatures shown in Column 2 are the verified signatures of the person or persons authorized to sign notices of employment, contracts and orders drawn on the funds of the district. These certifications are made in accordance with the provisions of Education Code Sections:

K-12 Districts: 35143, 42632, and 42633

Community College Districts: 72000, 85232, and 85233

If persons authorized to sign orders as shown in Column 2 are unable to do so, the law requires the signatures of the majority of the governing board.

These approved signatures are valid for the period of: July 1, 2024 to June 30, 2025

In accordance with governing board approval dated June 7, 2024.

Signature _____
Clerk (Secretary) of the Board

Typed Name _____
Clerk (Secretary) of the Board

NOTE: Please TYPE name under signature.

Column 1

Signatures of Members of the Governing Board

SIGNATURE	INITIALS
TYPED NAME	
President of the Board of Trustees/Education	
SIGNATURE	INITIALS
TYPED NAME	
Clerk/Secretary of the Board of Trustees/Education	
SIGNATURE	INITIALS
TYPED NAME	
Member of the Board of Trustees/Education	
SIGNATURE	INITIALS
TYPED NAME	
Member of the Board of Trustees/Education	
SIGNATURE	INITIALS
TYPED NAME	
Member of the Board of Trustees/Education	
SIGNATURE	INITIALS
TYPED NAME	
Member of the Board of Trustees/Education	
SIGNATURE	INITIALS
TYPED NAME	
Member of the Board of Trustees/Education	

If the Board has given special instructions for signing warrants or orders, please attach a copy of the resolution to this form.

Column 2

Signatures of Personnel and/or Members of Governing Board authorized to sign Orders for Salary or Commercial Payments, Notices of Employment, and Contracts:

SIGNATURE	INITIALS
TYPED NAME	
Alfredo Rubalcava	
TITLE	
SIGNATURE	INITIALS
TYPED NAME	
Steve Budhreja	
TITLE	
SIGNATURE	INITIALS
TYPED NAME	
Suat Acar	
TITLE	
SIGNATURE	INITIALS
TYPED NAME	
TITLE	
SIGNATURE	INITIALS
TYPED NAME	
TITLE	
SIGNATURE	INITIALS
TYPED NAME	
TITLE	

Number of Signatures required:

ORDERS FOR SALARY PAYMENTS	ORDERS FOR COMMERCIAL PAYMENTS
NOTICES OF EMPLOYMENT	CONTRACTS



CERTIFICATION OF SIGNATURES RESOLUTION

June 7, 2024

Gabriel Leung
Assistant Director
Accounting and Financial Services
Division of School Financial Services Los Angeles County Office of Education

Per LACOE Bulletin #6768, attached is the Certification of Signatures Resolution expiring on June 30, 2024, which was approved during our organizational meeting on June 7, 2024

If you have any questions, please contact, (name and title of district representative at (213-628-3634)).

Sincerely,

Steve Budhrajya Ed.D.

Dr. Steve Budhrajya
Chief Financial Officer
June 7, 2024

Coversheet

Approval of 2024-25 MPS Board Meeting Calendar

Section: II. Consent Items
Item: C. Approval of 2024-25 MPS Board Meeting Calendar
Purpose: Vote
Submitted by:
Related Material: II_C_2024-25 MPS Board Calendar.pdf



Agenda Item:	II C: Consent Item
Date:	June 7, 2024
To:	Magnolia Educational & Research Foundation dba Magnolia Public Schools (“MPS”) Board of Directors (the “Board”)
From:	Alfredo Rubalcava, CEO & Superintendent
Staff Lead(s):	Jennifer Lara, Board Secretary
RE:	2024-25 MPS Board Meeting Calendar

Action Proposed:

I move that the Board approve the calendar for 2024-25 Regular MPS Board Meeting Calendar.

Background:

Per the MPS Board Bylaws, meetings are held the second Thursday of the month unless otherwise stated. For 2024-25 Regular Board Meetings, most meeting dates follow this practice except the meeting in January due to Winter Break Holiday. **The month of June will have two Regular Board Meetings in correspondence to staff preparing for the next school year.**

Magnolia Public Schools will continue to hold all Board meetings in- person. The Board has and will continue to follow the provisions prescribed in the Brown Act and SB 126.

SB126: All Regular Board Meetings will be held within the jurisdiction of Los Angeles County, where the majority of the MPS student population resides. All in-person meetings will be held amongst MSA 1-8 and the MPS Home Office. Additionally, per SB 126, all school sites (MSA 1-8, MSA-Santa Ana and MSA- San Diego), will remain open as remote locations during the duration of all special, emergency and regular committee and board meetings.

Committee Calendar:

Due to the shift of scheduling, staff requires more time to consult with leadership and Committee Chairs’ for feedback and creation of the MPS Board Committee Calendar. This will be brought to the Board at the July Regular Board Meeting for approval.

Budget Implications:

Costs associated with these meetings will be approved in the 2024-25 MPS budget. Each school site will budget for staff compensation for the extra hours worked during board meetings.



2024-2025 Board Meeting Calendar

Magnolia Educational & Research Foundation
Magnolia Public Schools

Meetings typically begin between the hours of 6:00 pm - 7:00 pm PST and are held on the dates stated below. Any changes with the meeting times and locations are posted on the website following the notice procedures: Regular Board Meetings (72 hours' notice), Special Board Meetings (24 hours' notice), or Emergency Board Meetings (1-hour notice).

Additional information and support are on the agendas or you may visit magnoliapublicschools.org or call (213) 628-3634 ext. 21101.

7/11/2024 – Home Office

8/8/2024 – Home Office

9/12/2024 – MSA- 7

10/10/2024 – MSA- 1

11/14/2024 – MSA- 5

12/12/2024 – Home Office

1/16/2025 – Home Office

2/13/2025 – MSA- 3

3/13/2025 – MSA- 8

4/10/2025 – MSA- 4

5/08/2025 – MSA- 6

6/12/2025 – Home Office

6/26/2025 – Home Office

Coversheet

Approval of DLR Add Service Proposals for MSA-5 7111 Winnetka Ave Construction Project

Section: III. Action Items
Item: A. Approval of DLR Add Service Proposals for MSA-5 7111 Winnetka Ave Construction Project
Purpose: Vote
Submitted by:
Related Material: III_A_DLR Group Change Orders for MSA-5 Project.pdf



<i>Agenda Item:</i>	III A: Action Item
<i>Date:</i>	June 7, 2024
<i>To:</i>	Magnolia Educational & Research Foundation dba Magnolia Public Schools (“MPS”) Board of Directors (the “Board”)
<i>From:</i>	Alfredo Rubalcava, CEO & Superintendent
<i>Staff Lead:</i>	Mustafa Sahin, Project Manager
<i>RE:</i>	Approval of DLR Add Service Proposals for MSA 5 – 7111 Winnetka Ave Construction Project

Action Proposed:

MPS Staff recommends and moves that the Board approve the add service requests from DLR Group in the total amount of Three Hundred Thirty Nine Thousand Eighty Dollars (\$339,080) for the MSA-5 – 7111 Winnetka Modular Construction Project (the “**Project**”) related to the switch from conventional on-site construction to modular in-factory fabrication and on-site installation. Staff further recommends and moves that the Board approve a contingency of Seventy-Five Thousand Dollars (\$75,000), for a total of Four Hundred Fourteen Thousand Eighty Dollars (\$414,080).

Add Service Requests:

Summary of DLR Group Add Service Requests		
1.	DLR and Silver Creek Modular Classroom Design Coordination (Design Development)	\$148,000
2.	DSA Increment 1 - Site Work Revision (Construction Development)	\$53,780
3.	DSA Increment 2 - Silver Creek Modular Classroom Building (Construction Development)	\$137,300
4.	Contingency	\$75,000
	Total:	\$414,080

Purpose:

The purpose of this action is to approve add service requests from DLR for additional and revised services required for the Project related to transitioning the Project from site built to factory built (i.e., modular). This includes approving added service request fees for design coordination, DSA approval, and project management adjustments necessary to meet the extended project requirements.



Background:

Architect of Record Selection & Division of the State Architect Submission

DLR Group (“**DLR**”) was selected as the architect of record (“**AOR**”) for the Project at the Board’s January 12, 2023, meeting. After working with MPS staff on the program and design intent, DLR prepared plans that it submitted to the Division of the State Architect (“**DSA**”).

Modular Design Selection

At its March 21, 2024, meeting the Board approved the selection of Silver Creek Modular (“**SCM**”) to convert the existing DLR design into a modularized version that can be constructed using modular/ prefabricated methods for a total cost of Three Hundred and Fifty-Eight Thousand Dollars (\$358,000).

Analysis:

Due to the high cost of building the Project using conventional on-site construction, MPS Staff recommended, and the Board approved the conversion of the Project to a modular delivery method. SCM was selected to provide the modular design plans. While the floor plan is expected to remain largely unchanged, changing the construction type will require a re-submission to DSA. As the AOR, DLR will submit the SCM prepared plans to DSA. DLR will collaborate with SCM on the preparation of the revised plans which will incorporate some of the work which DLR has already done.

Add Services Request	Rationale
<p>1. DLR and Silver Creek Modular Classroom Design Coordination (Design Development)</p>	<p>Integration of previously approved designs with modular techniques, optimizing classroom layouts for prefabrication, ensuring compliance with educational and building standards. This also includes the service that they provided for the CDE site approval.</p>
<p>2. DSA Increment 1 - Site Work Revision (Construction Development)</p>	<p>This includes preparing and submitting sitework documents to DSA for review and approval. Removal of all sitework from Increment 2 and add to Increment 1.</p>
<p>3. DSA Increment 2 - Silver Creek Modular Classroom Building (Construction Development)</p>	<p>This fee supports preparing and submitting modular classroom building documents to DSA for review and approval</p>



Add Services Request	Rationale
Contingency	To manage unforeseen costs and ensure flexibility in the design phase. This helps maintain project timelines and quality by proactively addressing potential obstacles.

Budget Impact:

The total design fee costs for the Project paid to DLR Group will increase from \$1,795,000 to \$2,134,080. The Board previously approved Silver Creek Modular to provide modular design services for \$358,000. MPS Staff would also like to add \$75,000 as a contingency for unforeseen circumstances, total design costs will be \$2,209,080.

These additional fees are necessary to accommodate expanded scope and to ensure compliance with DSA requirements, and CDE requirements, facilitating a seamless continuation and completion of the project.

The total Project budget, incorporating the add service requests, is as set forth below and shows the changes since the March 2024 budget previously shared with the Board. MPS Staff is working diligently to close the budget gap. For example, GSE, the Project construction manager, believes that approximately \$500,000 in savings will be realized through value engineering.

	March 2024	May 2024 - GSE	Change
Project Costs (Acquisition, Soft, CM and Financing)			
Acquisition Costs	\$ 10,434,239.00	\$ 10,434,239.00	\$ -
Magnolia Soft Costs	\$ 3,600,000.00	\$ 4,655,834.84	\$ 1,055,834.84
Owner's Contingency	\$ 2,000,000.00	\$ 1,500,000.00	\$ (500,000.00)
Financing Costs (CLI Capital)	\$ 1,910,934.00	\$ 1,618,754.09	\$ (292,179.91)
Financing Costs (Banc of California)	\$ 1,121,172.00	\$ 1,121,172.00	\$ -
Erikson Hall payment total	\$ 296,577.00	\$ 218,407.31	\$ (78,169.69)
CM Costs	\$ 2,257,550.00	\$ 2,257,550.00	\$ -
Subtotal	\$ 21,620,472.00	\$ 21,805,957.24	\$ 185,485.24
Development Costs (Hard Costs)			
Sitework	\$ 4,952,486.00	\$ 6,156,873.76	\$ 1,204,387.76
Classroom Bldg (Modular)	\$ 26,651,668.00	\$ 26,813,500.00	\$ 161,832.00
Gym Bldg	\$ 6,385,103.00	\$ 7,734,270.47	\$ 1,349,167.47
Play Area	\$ 219,400.00	\$ -	\$ (219,400.00)
FF&E	\$ 453,575.00	\$ 453,575.00	\$ -
Miscellaneous	\$ 50,000.00	\$ 200,000.00	\$ 150,000.00
Acceleration Premium	\$ 1,016,000.00	\$ 1,016,000.00	\$ -
Subtotal	\$ 39,728,232.00	\$ 41,358,219.23	\$ 1,629,987.23
Total Est Development Cost w/ Gym	\$ 61,348,704.00	\$ 63,164,176.47	\$ 1,815,472.47
State Award Amount	\$ 50,832,332.00	\$ 50,832,332.00	\$ -
Surplus/Deficit w/ Gym	\$ (9,410,221.00)	\$ (12,331,844.47)	\$ 2,921,623.47
Total Est Development Cost w/o Gym	\$ 53,973,768.00	\$ 55,429,906.00	\$ 1,456,138.00
Available Fund	\$ 50,832,332.00	\$ 50,832,332.00	\$ -
Surplus/Deficit w/o Gym	\$ (3,141,436.00)	\$ (4,597,574.00)	\$ 1,456,138.00



Exhibits:

- Exhibit A: DLR and Silver Creek Modular Classroom Design Coordination (Design Development)***
- Exhibit B: DSA Increment 1 - Site Work Revision (Construction Development)***
- Exhibit C: DSA Increment 2 - Silver Creek Modular Classroom Building (Construction Development)***



Exhibit A

DLR and Silver Creek Modular Classroom Design Coordination (Design Development)



ARCHITECTURE ENGINEERING PLANNING INTERIORS

700 South Flower St., 22nd Floor
Los Angeles, CA 90017

January 26, 2024 **Revised April 8, 2024**

Sent via Email – pontiveros@magnoliapublicschools.org

Patrick Ontiveros, Esq.
Magnolia Public Schools
250 E. 1st St. Suite 1500
Los Angeles, CA 90012

Re: Magnolia SA5 New Middle and High School
DLR Group Project No. 75-23204-00

Subject: Professional Services Fee Proposal / Letter Agreement for
Classroom Building Re-Design for Silver Creek Modular Construction

Dear Patrick:

DLR Group is pleased to offer this Fee Proposal / Letter Agreement for the above referenced Project. All services are offered subject to the terms and conditions set forth in executed Architectural Services Agreement AIA B101-2017 dated Jan. 19, 2023. The services described below include such related services which are usual and customary thereto:

SCOPE OF SERVICES:

These services are for revisions to DLRG's and our consultant's drawings and calculations in response to constructing the Classroom Building with modular construction by Silver Creek, rather than standard steel construction. Concept review/discussion for a possible modular Gym is included in this proposal.

Work will include:

- DSA Pre-Application meeting.
- Coordination with Silver Creek for architectural design revisions.
- Revisions to architectural/interiors drawings based on structural revisions
- Coordination with Silver Creek for mechanical, plumbing, electrical, fire alarm, low voltage, security, fire sprinkler drawings based on revisions.
- Coordination with civil engineering drawings based on modular design revisions.
- Meetings with Silver Creek, Gateway Construction, and Magnolia School.
- Design studies for modifications to building corner screen/sign.
- Design studies for open-air paved basketball court at current Gym location.
- Design studies for Classroom Buildings rooftop PV systems.
- DLRG coordination for California Department of Education application modifications in relation to Silver Creek modular construction and no Gym for new DSA package.

Note that fees for revised DLRG Architectural drawings, DLRG Structural eng. drawings for site stairs, Lunch Shelter, and LID planter revisions, Civil eng. revisions, Landscape revisions, Site Electrical eng. revisions, and new drawings for DLRG Fire Alarm eng., Low Voltage eng., Security-Convergence eng., and for P2S Fire Sprinkler eng. documents will be covered in a separate add service proposal to follow.

PROJECT DELIVERABLES:

- Coordination sketches
- Design studies drawings
- DSA Pre-Application submittal forms

TIME OF PERFORMANCE:

Work will be completed in coordination with the Owner and the Construction Manager on an agreed-upon schedule.

COMPENSATION:

DLR Group's proposed fee to perform the work outlined in the "Scope of Services" is as follows:

- DLR Group Architects shall provide the above scope of services for the fixed fee of One Hundred Forty Eight Thousand Dollars (**\$148,000**).

ADDITIONAL SERVICES:

Any services outside the scope of this Fee Proposal / Letter Agreement shall be performed as an additional service in accordance with executed Architectural Services Agreement AIA B101-2017 dated Jan. 19, 2023. DLR Group shall not proceed with any additional services without the prior written consent of the Owner.

ACCEPTANCE:

Signature by the Client below shall constitute acceptance of this Fee Proposal / Letter Agreement and, upon return to DLR Group, a notice to proceed with the services. The Effective Date of this Fee Proposal / Letter Agreement shall be the date the Client signs this document.

We look forward to a successful relationship with you on this project. Please do not hesitate to contact me if you have any questions regarding this Fee Proposal / Letter Agreement.

Sincerely,

Accepted by:

DLR Group

Magnolia Public Schools



Andrew Thompson
Client Leader, Principal

Patrick Ontiveros
Project Executive

Cc: file



Exhibit B

DSA Increment 1 - Site Work Revision (Construction Development)



700 South Flower St., 22nd Floor
Los Angeles, CA 90017

April 8, 2024 **Revised April 19, 2024**

Sent via Email – pontiveros@magnoliapublicschools.org

Patrick Ontiveros, Esq.
Magnolia Public Schools
250 E. 1st St. Suite 1500
Los Angeles, CA 90012

Re: Magnolia SA5 New Middle and High School
DLR Group Project No. 75-23204-00

Subject: Professional Services Fee Proposal / Letter Agreement for
DSA Increment 1 Site Work Revision

Dear Patrick:

DLR Group is pleased to offer this Fee Proposal / Letter Agreement for the above referenced Project. All services are offered subject to the terms and conditions set forth in executed Architectural Services Agreement AIA B101-2017 dated Jan. 19, 2023. The services described below include such related services which are usual and customary thereto:

SCOPE OF SERVICES:

These services are for revisions to DLRG's and our engineer's/consultant's DSA approved project #03-123228 on Aug. 1, 2023. These revised and additional drawings will be submitted to DSA as a Revision. Scope will include extension of utilities and grading and paving for the parking lot. This Revision has been discussed with the DSA plan checker for assurance as to the correct way to provide documents for this additional work.

Scope of Revision is as follows:

1. Extend underground utilities (sanitary sewer, storm sewer, water, fire water (no gas)) to within 10 ft. of new modular Classroom Building POCs. (Civil Eng.)
2. Extend underground utilities (electrical, low voltage) to within 10 ft. of new modular Classroom Building POCs. (Site Elec. Eng.)
3. Provide underground conduit for site lighting poles and EV charging stations and EV ready stations. (Site Elec. Eng.)
4. Provide asphalt parking lot and north paved area for construction staging. (Civil Eng.)
5. Install duplex pumps for the LID system beneath the parking lot paving. (Civil Eng.)
6. Provide a gravel pad for the asphalt court (replacing the Gym) and the construction crane. (Civil Eng.)
7. Excavate/grade to the bottom of the crawl space for the new modular Classroom Building (with 10 ft. of overex.) (Civil Eng.)
8. Construct the CMU trash enclosure and transformer enclosure (foundation, cmu walls). (Struc, Eng.)
9. Provide revised Specifications for above. (Spec Writer)

Work will include:

- Coordination with Gateway Construction for revisions scope.
- Meetings with Gateway Construction, Magnolia School, and our project engineers, spec writer.

- Revisions and additional drawings for architectural, civil, site electrical, structural engineering scope.
- Coordination with VCA Civil Engineering, DLRG Electrical and Structural Engineering, and SpecStudio.
- Design studies & construction documents for scope listed above.
- Revised Specifications
- DSA process for review and approval.
- Additional RFIs and Submittals review for added scope.
- Additional Project Closeout scope for added scope.

PROJECT DELIVERABLES:

- DSA Revision forms
- Construction Documents for DSA Revision submission

TIME OF PERFORMANCE:

Work will be completed in coordination with the Owner and the Construction Manager on an agreed-upon schedule.

COMPENSATION:

DLR Group's proposed fee to perform the work outlined in the "Scope of Services" is as follows:

- DLR Group Architects shall provide the above scope of services for the fixed fee of Sixteen Thousand Five Hundred Dollars (**\$16,500**).
- DLR Group Electrical Engineers shall provide the above scope of services for the fixed fee of Six Thousand Dollars (**\$6,000**).
- DLR Group Structural Engineers shall provide the above scope of services for the fixed fee of Seven Thousand Dollars (**\$7,000**).
- VCA Civil Engineers shall provide the above scope of services for the fixed fee of Twenty Two Thousand Six Hundred Eighty Dollars (**\$22,680**). See attached VCA proposal.
- SpecStudio Specification Writers shall provide the above scope of services for the fixed fee of One Thousand Six Hundred Dollars (**\$1,600**).
- **Total fee is Fifty Three Thousand Seven Hundred Eighty Dollars (\$53,780).**

ADDITIONAL SERVICES:

Any services outside the scope of this Fee Proposal / Letter Agreement shall be performed as an additional service in accordance with executed Architectural Services Agreement AIA B101-2017 dated Jan. 19, 2023. DLR Group shall not proceed with any additional services without the prior written consent of the Owner.

ACCEPTANCE:

Signature by the Client below shall constitute acceptance of this Fee Proposal / Letter Agreement and, upon return to DLR Group, a notice to proceed with the services. The Effective Date of this Fee Proposal / Letter Agreement shall be the date the Client signs this document.

We look forward to a successful relationship with you on this project. Please do not hesitate to contact me if you have any questions regarding this Fee Proposal / Letter Agreement.

Sincerely,

Accepted by:

DLR Group

Magnolia Public Schools

Andrew Thompson
Client Leader, Principal

Patrick Ontiveros
Project Executive

Cc: file

Attached:
Exhibit A – VCA Civil Engineering Proposal



Exhibit C

DSA Increment 2 - Silver Creek Modular Classroom Building (Construction Development)



700 South Flower St., 22nd Floor
Los Angeles, CA 90017

Increment #2

April 22, 2024

Sent via Email – pontiveros@magnoliapublicschools.org

Patrick Ontiveros, Esq.
Magnolia Public Schools
250 E. 1st St. Suite 1500
Los Angeles, CA 90012

Re: Magnolia SA5 New Middle and High School
DLR Group Project No. 75-23204-00

Subject: Professional Services Fee Proposal / Letter Agreement for
Project Re-Design for Silver Creek Modular Classroom Building

Dear Patrick:

DLR Group is pleased to offer this Fee Proposal / Letter Agreement for the above referenced Project. All services are offered subject to the terms and conditions set forth in executed Architectural Services Agreement AIA B101-2017 dated Jan. 19, 2023. The services described below include such related services which are usual and customary thereto:

SCOPE OF SERVICES:

These services are for revisions to DLRG's and our consultant's drawings, and new drawings, in response to constructing the Classroom Building with modular construction by Silver Creek. DLRG will oversee the re-design documents for submission to DSA for their review and approval. This scope also includes construction services scope in coordination with Silver Creek. The proposed re-design site work will be under the direction that the Gym is removed from the project and replaced with an asphalt basketball/volleyball court.

Beyond the revision and creation of new architectural drawings, this add service proposal includes fees for revision work by DLRG Structural Eng., DLRG Site Electrical Eng., DLRG Fire Alarm Eng., DLRG Low Voltage Eng., DLRG Security-Convergence Eng., VCA Civil Eng., Capouya Landscape Architects, and P2S Fire Sprinkler Eng.

Work will include:

- Overall coordination of the DSA package.
- Response to DSA comments and backcheck process to achieve DSA approval.
- Meetings with Silver Creek, Gateway Construction, engineers, and Magnolia School.
- Coordination with Silver Creek for revised architectural site drawings.
- Revisions to architectural/interiors drawings not covered in Silver Creek scope.
- Coordination with Silver Creek for mechanical, plumbing, electrical, fire alarm, low voltage, security, fire sprinkler drawings based on revisions.
- Coordination and revised drawings from VCA Civil Engineering and Capouya Landscape Architects based on Silver Creek design revisions and Gym removal.
- Coordination with DLRG Site Electrical Eng., and their coordination with LADWP, based on Silver Creek design revisions.

- Coordination with DLRG Electrical Eng. for Classroom Buildings rooftop PV systems.
- Coordination with and revised drawings from DLRG Structural Eng. for site stairs, Lunch Shelter, LID planter revisions, new net poles at asphalt court, and other site structural elements.
- Coordination with and revised drawings from DLRG Fire Alarm Eng., DLRG Low Voltage Eng., DLRG Security-Convergence Eng.
- Coordination with and revised drawings from P2S Fire Sprinkler Eng.

PROJECT DELIVERABLES:

- Construction Documents, in coordination with Silver Creek
- DSA submittal required documents, in coordination with Silver Creek

TIME OF PERFORMANCE:

Work will be completed in coordination with the Owner and the Construction Manager on an agreed-upon schedule.

COMPENSATION:

DLR Group's proposed fee to perform the work outlined in the "Scope of Services" is as follows:

- DLR Group Architects shall provide the above scope of architectural and coordination services for the fixed fee of Thirty Eight Thousand Five Hundred Dollars (\$38,500). (Includes 10% of engineering fees below.)
- DLR Group Structural Engineers shall provide the above scope of services for the fixed fee of Forty Thousand Dollars (\$40,000).
- DLR Group Electrical Engineers shall provide the above scope of services for the fixed fee of Seven Thousand Dollars (\$7,000).
- DLR Group Fire Alarm Engineers shall provide the above scope of services for the fixed fee of Eleven Thousand Five Hundred Dollars (\$11,500).
- DLR Group Low Voltage Engineers shall provide the above scope of services for the fixed fee of Four Thousand Four Hundred Forty Dollars (\$7,500).
- DLR Group Security-Convergence Engineers shall provide the above scope of services for the fixed fee of Seven Thousand Four Hundred Dollars (\$7,500).
- VCA Civil Engineers shall provide the above scope of services for the fixed fee of Sixteen Thousand Dollars (\$16,000). See attached VCA proposal, Exhibit A.
- P2S Fire Sprinkler Engineers shall provide the above scope of services for the fixed fee of Seven Thousand Three Hundred Dollars (\$7,300). See attached P2S proposal, Exhibit B.
- SpecStudio Specification Writers shall provide the above scope of services for the fixed fee of Two Thousand Dollars (\$2,000).

- Total fee is One Hundred Thirty Seven Thousand Three Hundred Dollars (**\$137,300**).

ADDITIONAL SERVICES:

Any services outside the scope of this Fee Proposal / Letter Agreement shall be performed as an additional service in accordance with executed Architectural Services Agreement AIA B101-2017 dated Jan. 19, 2023. DLR Group shall not proceed with any additional services without the prior written consent of the Owner.

ACCEPTANCE:

Signature by the Client below shall constitute acceptance of this Fee Proposal / Letter Agreement and, upon return to DLR Group, a notice to proceed with the services. The Effective Date of this Fee Proposal / Letter Agreement shall be the date the Client signs this document.

We look forward to a successful relationship with you on this project. Please do not hesitate to contact me if you have any questions regarding this Fee Proposal / Letter Agreement.

Sincerely,

Accepted by:

DLR Group

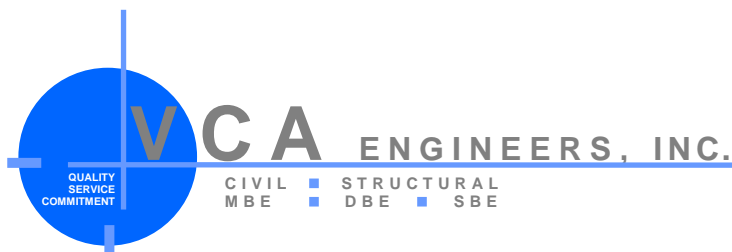
Magnolia Public Schools

Andrew Thompson
Client Leader, Principal

Patrick Ontiveros
Project Executive

Cc: file

Attachments:
VCA Proposal - Exhibit A
P2S Proposal - Exhibit B



April 04, 2024

Mark R. Stankard, AIA, LEED AP
Senior Project Manager | Senior Associate
DLR Group
700 South Flower Street, 22nd Floor
Los Angeles, CA
T: (213) 800-9400

Subject: Fee Proposal for Additional Civil Engineering Services for
Magnolia Public Schools Magnolia Science Academy 5 Middle and High School
7111 Winnetka Ave., Winnetka, CA 91306
Revise Civil Drawings (Increment 2)

Dear Mark:

VCA Engineers is very pleased to submit this fee proposal to perform civil engineering services associated with the above project. Based on the email received dated March 28, 2024, we are being requested to revise our civil drawings to accommodate Increment 2 which includes site work coordination with Increment 1 plus the New Silver Creek Classroom Building outline and the paving of the basketball courts which will replace the Gym on the Magnolia Science Academy site in the City of Winnetka.

- 1) Increment 2 includes site work coordination with Increment 1, plus the New Silver Creek Classroom Building outline, paving of the basketball courts which will replace the Gym.

Accordingly, we have prepared this fee proposal which will cover the following: (I) our proposed scope of work, (II) the project schedule, and (III) our consulting fee. Our scope of services will be all inclusive as required to complete the project in a concise and timely manner as mandated by project schedules and standard requirements of professional practice.

Our understanding of the civil scope of work to be provided is as follows:

I. Civil Engineering Scope of Services

1. Revise civil drawings to accommodate changes to Increment 2 package which will include revisions to our site plan, site grading, site demo and site utilities.
2. Revise LID plan to accommodate changes to Increment 2 package.
3. Obtain DSA approval of civil drawings.
4. Incorporate DSA comments/corrections, if any.
5. Provide written response to contractor's questions and clarifications during construction.
6. Assist in reviewing contractor's change orders related to civil works.
7. Provide additional coordination.

Los Angeles County
1041 S Garfield Ave, Alhambra CA 91801
Tel: 323-729-6098 ▪ Fax: 323-729-6043
e-mail: vca@vcaeng.com

Orange County
2151 Michelson Dr. #240, Irvine, CA 92612
Tel: 949-679-0870(x102) ▪ Fax: 949-679-9370
www.vcaeng.com

Fee Proposal for Additional Civil Engineering Services for
Magnolia Public Schools Magnolia Science Academy 5 Middle and High School
7111 Winnetka Ave., Winnetka, CA 91306
April 04, 2024
Page 2 of 3

II. Project Schedule

Our service will commence upon receiving written Notice-to-Proceed from you and approval of this letter proposal. We are committed to abiding by your project schedule. Each design phase is to be performed following our in-house requisite quality control procedures.

III. Compensation

Our compensation for providing the above engineering services will be lump sum per the fee breakdown below. The proposed fee will be billed at the monthly percentage completion of each task. Please note that other direct cost items for travel, one original set for submittal at milestones and mailing to you are included in the fees. Reproductions for multiple submittals are not included and are reimbursable at cost plus 10% administrative costs. Please note that our 2024 Schedule of Rates is attached herein for your reference and for any additional time and material work.

Fee Breakdown: Increment 2

Construction Documents	\$ 13,920
Permitting, Bid and Award	\$ 480
Construction Administration	\$ 1,600
TOTAL	\$ 16,000

Again thank you for the opportunity to be a member of your team and please do not hesitate to call us if you have any question.

Sincerely,
VCA Engineers, Inc.



Virgil C. Aoanan, P.E., S.E., QSD
Principal

ACCEPTED BY:
DLR Group

BY: _____

DATE: _____

Fee Proposal for Additional Civil Engineering Services for
 Magnolia Public Schools Magnolia Science Academy 5 Middle and High School
 7111 Winnetka Ave., Winnetka, CA 91306
 April 04, 2024
 Page 3 of 3

2024 VCA ENGINEERS SCHEDULE OF FEES

PROFESSIONAL STAFF

HOURLY RATE

Principal	\$220.00
Project Manager	\$200.00
Lead/Senior Project Engineer	\$180.00
Project Engineer	\$165.00
Engineer	\$155.00
BIM Modeler	\$130.00
Senior CADD Technician	\$110.00
CADD Technician	\$100.00
Clerical/Admin	\$70.00

MILEAGE AND SUBSISTENCE

Auto Mileage	\$ 0.67 per mile plus 10%
Parking	Actual Cost plus 10%
Air Travel and Car Rental	Actual Cost plus 10%
Subsistence (overnight out of LA)	Actual Cost plus 10%

DIRECT SERVICES

Milestone Reproducible Submittal (one set)	Included in Proposed Fees
Messenger and Overnight Delivery Services	Actual Cost plus 10%
Long Distance Phone	Actual Cost plus 10%
Outside B&W Plotting	Actual Cost plus 10%
Sepia/Mylar	Actual Cost plus 10%
Reprographic Services (binding, mounting and etc.)	Actual Cost plus 10%

LIABILITY INSURANCE

During the terms of this agreement, VCA shall at all times procure and maintain insurance. VCA carries General, Automobile Liability Insurance and Workers Compensation at \$2M each occurrence and Professional Liability Insurance at \$2M per claim.

CLAIMS AND DISPUTES

Client and VCA agree to negotiate and resolve all disputes between them in good faith as a first attempt. If the dispute cannot be resolved therein, the parties shall mutually agree to submit the matter to mediation and arbitration in accordance with the American Arbitration Association's Commercial Mediation Rules if the total dispute is less than \$49,000. The results of the arbitration, as decided by three (3) arbitrators, each party choosing their own arbitrator and the two arbitrator choosing a third member, shall be final, and judgment may be entered upon it in any court of competent jurisdiction in the City where the work is performed.

Los Angeles County

1041 S Garfield Ave, Alhambra CA 91801
 Tel: 323-729-6098 ▪ Fax: 323-729-6043
 e-mail: vca@vcaeng.com

Orange County

2151 Michelson Dr. #240, Irvine, CA 92612
 Tel: 949-679-0870(x102) ▪ Fax: 949-679-9370
 www.vcaeng.com



April 2, 2024

DLR Group

Mark Stankard, AIA, LEED
AP, Senior Project
Manager/ Senior Associate
700 South Flower St, 22nd
Flr.
Los Angeles, CA 90015

SUBJECT: Fire Protection Engineering Add Service Proposal for Magnolia Science Academy

Dear Mark,

Thank you for your request for proposal for providing additional engineering services for the referenced project. We are pleased to provide the following proposal that defines our statement of understanding, scope of services, assumptions, schedule, deliverables, and fees based on your email on March 27, 2024, and the revised scope site plan from the same date.

STATEMENT OF UNDERSTANDING

The original scope was adjusted from 46,000 sq. ft to approximately 39,000 sq. ft. since the gym building area will be removed. The original construction type of the building was originally a Type II, noncombustible material; the new classroom building is now proposed to be a modular construction by Silver Creek.

FIRE SPRINKLER – CONSTRUCTION DOCUMENTS ADDITIONAL SCOPE

1. Update the sprinkler and piping layout to match the new architectural backgrounds.
2. Update hydraulic calculations.
3. Coordinate hangers and supports based on the new proposed structure.
4. Update seismic calculations.
5. Attend four (4) additional coordination meetings.


*The Permitting, Bid Support, and Construction Administration phases and fees remain unchanged from our February 23, 2023 fee proposal.

ASSUMPTIONS

1. The gym building has been removed from the project scope.
Any future additions to the building's area will be reviewed separately.
2. It is assumed that the new building construction will be of a noncombustible type, and no additional sprinkler coverage will be needed in the concealed spaces above ceilings.
3. Cost Estimating will be provided by others and reviewed by P2S.
4. There is adequate pressure for fire protection water, and a fire pump is not required for the fire water service to the new building.
5. The fire Protection point of connection will be 5' from the building.
6. The client will provide a current fire flow test to design the fire sprinkler system no older than six months from the new plan check submission date.

P2S Inc.

9665 Chesapeake Dr. #230
San Diego, CA 92123

 619.618.2347

 P2SIN C. COM

Engineering Services Proposal to:
Mark Stankard, AIA, LEED AP, Senior Project Manager/ Senior Associate, DLR Group
April 2, 2024

- 7. Commissioning services and Title 24 acceptance testing are excluded from our services.
- 8. Plan check and permit fees are not included in the engineering scope of services.

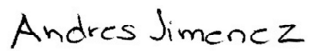
FEE

We propose to undertake the project defined in this proposal for a fixed fee per phase per the breakdown below.

Fire Protection	Fee
Construction Documents – Add Service	\$7,300

We look forward to working with you to complete this project successfully. Should you have any questions or need clarifications, please contact us.

Sincerely,



Andres Jimenez, FPE, CPD, CFPS
Fire Protection Studio Lead

Coversheet

Approval of Purchase of 7111 Winnetka Ave by MERF from MPM Sherman Winnetka LLC

Section: III. Action Items
Item: B. Approval of Purchase of 7111 Winnetka Ave by MERF from MPM
Sherman Winnetka LLC
Purpose: Vote
Submitted by:
Related Material:
III_B_Purchase of 7111 Winnetka Ave by MERF from MPM Sherman Winnetka LLC.pdf



Agenda Item:	III B: Action Item
Date:	June 7, 2024
To:	Magnolia Educational & Research Foundation dba Magnolia Public Schools (“MPS”) Board of Directors (the “Board”)
From:	Alfredo Rubalcava, CEO & Superintendent
Staff Lead(s):	Patrick Ontiveros, General Counsel & Director of Facilities
RE:	Approval of Purchase of 7111 Winnetka Ave by MERF from MPM Sherman Winnetka LLC

Action Proposed:

MPS Staff recommends and moves that Board approve the purchase of 7111 Winnetka Ave (the “**Property**”) by MERF from MPM Sherman Winnetka LLC for a minimum purchase price of \$10,150,000 or such price as MPS Staff may deem appropriate and in the best interest of MPS. MPS Staff further recommend and moves that the Board approve MPS Staff to negotiate a purchase and sale agreement in such form as MPS Staff may deem appropriate and in the best interest of MPS.

Purpose:

The purpose of this action is to approve the purchase of the Property by MPS from MPM Sherman Winnetka LLC MPS must hold title to use site acquisition funds from its State of California Office of Public-School Construction Charter School Facility Program (“**CSFP**”) award.

Background:

Acquisition of Winnetka Ave Property

On December 19, 2021, the MPS Board approved a purchase and sale agreement (PSA) for the Property. Escrow opened on December 22, 2021. By June 16, the Board had approved a loan from CLI Capital to finance the acquisition.

Subsequently, MPS assigned the rights to acquire and hold title to the property to MPM Sherman Winnetka LLC (“**Winnetka LLC**”), a subsidiary of Magnolia Properties Management, Inc. (“**MPM**”), a 501(c)(3) support corporation. Concurrently, MPS entered into a lease agreement with Winnetka LLC. Escrow closed successfully on October 21, 2022. In 2022, Winnetka LLC secured the property with financing from CLI Capital.

CSFP Award

To facilitate the development of a campus for Magnolia Science Academy 5, MPS received a state award for \$50.8 million under the CSFP to build a new campus for Magnolia Science Academy—5.

Magnolia Property Management Board Meeting



The MPM Board of Directors met on May 23, 2024, and approved the sale by Winnetka LLC to MPS.

Analysis:

The purchase and sale will allow MPS to use CSFP funds to acquire the transfer simplifies the property's ownership structure under MERF. This move is expected to expedite the development process of the new campus by eliminating potential hurdles that could arise with multiple holding entities.

Budget Impact:

MPS will use the proceeds from the CSFP award to purchase the Property. Specifically, MPS will use the advanced site acquisition funds from the CSFP award. MPS may take title to the Property subject to the existing acquisition loan from CLI Capital and repay the loan in full upon receipt of the funds from the State.

Exhibits:

None

Coversheet

Approval of Revised 2024-25 Pay Raise Scale for Teachers & Non-Classroom Based Academic Positions and School Leaders

Section: III. Action Items
Item: C. Approval of Revised 2024-25 Pay Raise Scale for Teachers & Non-Classroom Based Academic Positions and School Leaders
Purpose: Vote
Submitted by:
Related Material:
III_C_2024-25 Employee Pay Raise Scale for Full-Time Teaching Positions & NCBA Positions & School Leaders.pdf



Agenda Item:	III C: Action Item
Date:	June 7, 2024
To:	Magnolia Educational & Research Foundation dba Magnolia Public Schools (“MPS”) Board of Directors (the “Board”)
From:	Alfredo Rubalcava, CEO & Superintendent
Staff Lead(s):	Fiorella Del Carpio, Chief People Officer
RE:	Revised 2024-25 Employee Pay Raise Scale for Full-Time Teaching Positions & Non-Classroom Based Academic (“NCBA”) Positions & School Leaders

Action Proposed:

I move that the Board approve the revised 2024-25 Employee Pay Raise Scale for Full-Time Teaching Positions & Non-Classroom Based Academic (“NCBA”) Positions & School Leaders.

Analysis:

The MPS Board of Directors approved the 2024-25 teachers and NCBA positions & school leaders pay raise scale during the April 2024 board meeting.

As the specific needs arise at the school site level, below are the proposed changes to the 2024-25 pay raise scale.

- Addition of Speech Therapist position with 15 position points.
- Addition of Instructional Coach position with 10 position points.
- Addition of SPED Coordinator position with 15 position points.
- Increasing Athletic Director (both CIF and Multiple Grade Level) position to 5 position points.
- Addition of Lead Teacher as an annual assignment at 10 points.
- Substitute teacher pay policy

Budget Implications:

There will be no net increase or decrease to the budget for this item. All details will be presented on June 17, 2024 to the Board.

Exhibits (attachments):

- Revised 2024-25 MPS Employee Pay Raise Scale for Full-Time Teaching Positions & NCBA, and School Leaders (clean)- all the changes and additions are highlighted in the pay raise scale.
- Instructional Coach job description
- Speech Therapist job description
- SPED Coordinator job description



MPS EMPLOYEE PAY RAISE SCALE

FULL-TIME TEACHING POSITIONS

&

NON-CLASSROOM-BASED ACADEMIC POSITIONS

Last Amended: 06/07/2024

MPS EMPLOYEE PAY RAISE SCALE (FULL-TIME TEACHING POSITIONS & NON-CLASSROOM BASED ACADEMIC POSITIONS)

SALARY CALCULATIONS

Components of Employee Pay

School Level: Teaching Positions & Non-Classroom Based Academic Positions	
1.	Base School Salary
	+
2.	Employee Qualifications Pay
	+
3.	Position Pay (where applicable)
4.	Employee Performance Pay
5.	Pay for Additional Duties

□ Base Employee Salary

Narrative:

1) The MPS Board of Directors will work closely with the Home Office to review and update this Employee Pay Raise Scale and approve it at one of its meetings prior to the start of the fiscal year in which it applies.

This Board-approved pay raise scale will be in effect as of July 1, 2024 until the subsequent Board approval of an updated scale. MPS reserves the right to modify this pay raise scale, as well as any policies affecting employee compensation, including but not limited to maintaining any pay raise scale at all.

2) This policy replaces and overrides any previous pay/bonus policy pay raise scale or other policies affecting compensation to the extent they are in conflict.

3) This pay raise scale applies to all full-time teaching staff and non-classroom based academic staff.

4) Pay for full-time teaching positions has four major components: base school salary, employee qualifications pay, employee performance pay, and pay for additional duties. Pay for non-classroom based academic positions has the same four components, with the addition of a fifth component for position pay. Base school salary, position pay (where applicable), and employee qualifications pay make up the base employee salary as they reflect their job position and qualifications. Employee performance pay and pay for additional duties are variable pays based on the employee's performance rating and the additional duties assigned to the employee and are not a part of the base employee salary.

5) Performance pay may be awarded to regular, full-time employees based on the employee meeting performance metrics during the school year. Only those regular, full-time employees who have worked at least 85% of the workdays between the start of the school year and May 15 may be eligible for performance pay. No performance pay will be given in the case of voluntary or involuntary termination before the end of the school year, or for part-time, temporary, or seasonal employees. Performance pay is **NOT** part of the employee's base salary and will be paid separately in a **one-time lump-sum amount** on the June 20th payroll simultaneous with the end of the school year and reported in the same school year in which the performance pay was earned. (See "Employee Performance" for details.)

6) Additional duties for employees will be assigned add-on points as explained further in this scale. These duties have

to be approved by the school administration and the Home Office. The add-on points for such additional duties are not part of an employee's base salary; they are earnings on top of the base employee salary designated for the extra duties performed for the specific year of service. Payment for additional duties will be made during and only for the fiscal year in which the duties are performed. Additional duties that are an outgrowth of MPS's instructional program, including the Additional Duties enumerated herein, are reportable to the employee's STRS retirement account. See "Additional Duties" for details.

8) Employees will be able to update their degree or credential during the new work year, and these updated qualifications will be used in prorated salary calculations as of the date of submission. The employee will not be eligible to receive retroactive pay for any period before they reported the degree or credential to MPS and provided satisfactory documentation of the same.

9) MPS pays semi-monthly salaries in whole dollar amounts; therefore, any semi-monthly salary that is not in whole dollar amount will be rounded up to the next whole dollar amount and the annual pay amount will be adjusted accordingly.

10) For employment-based visa holders, proposed salary based on scale cannot be under the prevailing wages as determined by the DOL.

11) A one-time signing bonus may be provided to new employees for hard-to-fill positions upon approval by the CEO on a case by case basis. Such bonus shall be paid at the end of the school year. Signing bonuses are contingent upon employee completing at least one year of service and any employee who fails to do

12) The pay raise scale limitations may be waived to increase base pay in unique situations with approval from the CEO that the waiver is financially sound, academically necessary, and consistent with MPS' commitment to equal opportunities for all staff without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability or genetic information, and all other bases as described by the EEOC. (See the Employee Handbook for details.)

13) Whether identified or not in this scale, the Home Office will make the final determination regarding salary calculations for any employee at any position and has the authority to make any revisions based on changing budget conditions.

1) BASE SCHOOL SALARY

Base School Salary		
<u>Location</u>	<u>School</u>	<u>Base</u>
Los Angeles County (Reseda)	MSA-1	\$61,000
Los Angeles County (Van Nuys)	MSA-2	\$61,000
Los Angeles County (Carson)	MSA-3	\$61,000
Los Angeles County (Los Angeles)	MSA-4	\$61,000
Los Angeles County (Reseda)	MSA-5	\$61,000
Los Angeles County (Los Angeles)	MSA-6	\$61,000
Los Angeles County (Northridge)	MSA-7	\$61,000
Los Angeles County (Bell)	MSA-Bell	\$61,000
San Diego County (San Diego)	MSA-San Diego	\$61,000
Orange County (Santa Ana)	MSA-Santa Ana	\$61,000

Narrative:	
1)	The Base School Salary for each school is determined based on the specific school budget, size, and challenge, as well as the cost of living at the school location.
2)	Based on the above parameters, the Board may adjust the Base School Salaries each year.

2) EMPLOYEE QUALIFICATIONS PAY

Qualifications				
<u>Field #</u>	<u>Qualification</u>	<u>Coefficient</u>	<u>Points</u>	<u>Max</u>
1	Degree	\$1,015	1 or 3. See notes.	3
2	Credential	\$1,015	1 or 2. See notes.	2
3	Prior Experience	\$1,015	1 for each year up to 15	15
4	MPS Experience	\$1,015	1 for each year	N/A

Narrative:	
1)	Degree: 1 point for master's degree; 3 points for doctoral degree. Points are non-cumulative; the highest degree will be considered. Any earned degree point(s) during the school year will be reflected in the agreement only until January 31 st . After January 31 st , all earned degree point(s) will be reflected in the following school year agreements.
2)	Credential: 1 point for California Clear Teaching Credential; 1 point for California Preliminary or Clear Administrative Services Credential; 1 point for job-related credential or certificate, e.g., college counseling certificate; 2 points for National Board Certification. Points are not added except for the addition of the National Board Certification points (2) and the CA Clear Teaching Credential point (1). CA Preliminary Teaching Credential does not earn points. Any earned credential point(s) during the school year will be reflected in the agreement only until January 31 st . After January 31 st , all earned credential point(s) will be reflected in the following school year agreements.
3)	Prior Experience: Cap of 15 years will be applied for prior full-time teaching, school leader, and other related field work experience when the employee completed a full year of employment in the position. Student teaching as part of the credentialing program does not count for experience. Employees need to verify their prior employment. Final decision will be made by the Home Office. Any required changes of prior years of experience will be reflected on the agreement at the beginning of the school year. Any change request submitted after January 31 st will be included in the following school year's agreement.
4)	MPS Experience: Prior full-time, regular employment with MPS as a teacher, school leader, or in other related field work positions. Student teaching as part of the credentialing program does not count for experience. Each year of full-time employment with MPS shall count for 1 point if the employee worked at least 85% of the work year. Final decision will be made by the Home Office. Any required changes of MPS years of experience will be

reflected on the agreement at the beginning of the school year. Any change request submitted after January 31st will be included in the following school year's agreement.

5) Qualifications pay is NOT an additional amount based on extra work. It is paid prorated over the course of the employee's work year and paid in the same amount for all employees in the same position with the same qualifying points.

3) POSITION PAY

Position Pay				
Field #	Type of Pay	Coefficient	Points	Max
1	Position	\$1,015	See notes.	10

Position Points	
College Counselor, Librarian, EL Coordinator, Language/Literacy Coach, Title-I/Intervention Coordinator, School Counselor	5
Instructional Coach	10
Education Specialist, SPED Coordinator, Psychologist, Speech Therapist	15
Athletic Director (CIF, Multiple Grade Levels)	5
School-Social Worker	0

Narrative:

1)Position: Staff with non-classroom-based academic positions will receive additional points based on their position. See the table above.

2) This is a component of Base Employee Salary as it is earned through the performance of the employee’s regular job duties and **NOT** an additional amount based on extra work. It is paid prorated over the course of the employee’s work year and paid in the same amount for all employees in the same position. Position pay is only separated to illustrate how pay is formed.

4) EMPLOYEE PERFORMANCE PAY

Available Performance Pay	
Teaching & Non-Classroom Based Academic Positions	\$2,000

End-of-Year Overall Evaluation Ratings	
Rating	Earns % of Available Performance Pay
4: Highly Effective (HE)	100%
3: Effective (E)	100%
2: Developing (D)	0

1: Ineffective (I)	0
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Misc. Roles

Substitute Teachers

<u>Location</u>	<u>School</u>	<u>Average Rate</u>
Los Angeles County (Reseda)	MSA-1	\$35.70
Los Angeles County (Van Nuys)	MSA-2	\$35.70
Los Angeles County (Carson)	MSA-3	\$36.40
Los Angeles County (Los Angeles)	MSA-4	\$36.40
Los Angeles County (Reseda)	MSA-5	\$35.70
Los Angeles County (Los Angeles)	MSA-6	\$36.40
Los Angeles County (Northridge)	MSA-7	\$36.40
Los Angeles County (Bell)	MSA-Bell	\$35.70
San Diego County (San Diego)	MSA-San Diego	\$36.40
Orange County (Santa Ana)	MSA-Santa Ana	\$36.40

Narrative:

Substitute teachers are paid an average hourly rate as listed above. More experienced substitutes, or substitutes for difficult to staff positions, may be paid above the average in the discretion of the Chief Financial Officer and the Chief People Officer.

The average rate will increase each year at the same percentage as hourly, classified staff at the same school site.

- The Home Office will develop a performance evaluation system where employees will earn annual performance points out of 100.
- Employees who receive a “3: Effective (E)” and a “4: Highly Effective (HE)” rating on their end-of-year overall evaluation will earn 100% of the available performance pay. Those who receive a rating of 2 or 1 will be ineligible for performance pay.
- Available performance pay will be a maximum of \$2,000 for school-level teaching staff and non-classroom based academic staff.
- Performance pay may be awarded to regular, full-time employees based on the employee meeting performance metrics during the school year. Only those regular, full-time employees who have worked at least 85% of the workdays between the start of the school year and May 15 may be eligible for performance pay. No performance pay will be given in the case of voluntary or involuntary termination before the end of the school year, or for part-time, temporary, or seasonal employees.
- Performance pay is **NOT** part of the employee’s base salary and will be paid separately in a **one-time lump-sum amount** on the June 20th payroll simultaneous with the end of the school year and reported in the same school year in which the performance pay was earned. (See "Employee Performance" for details.)
- MPS believes in use of data in determining employee performance. As explained in detail in MPS’ board-approved employee evaluation protocols, survey and student assessment data as well as supervisor’s evaluation of the employee performance are used in evaluations of teaching and non-classroom based academic staff.

MPS Board Approved Additional Duties-Annual Assignment (Coefficient for Additional Duties is \$1,000.00)			
	<u>Duties</u>	<u>Add-on Points</u>	<u>JOB DESCRIPTION</u>
Organization Wide Teacher on Special Assignment (TOSA) Duties (to be assigned by Home Office)			
1	History / Social Sciences	5	<ul style="list-style-type: none"> Coordinate collaboration and professional development activities across all MPS schools. Specifically; - Hold grade level/span scope and sequence planning activities quarterly, - Support three MPS-wide PD (symposia) days - Maintain and coordinate Google classroom for PD and email groups for resource and info dissemination - Help selection of high quality and effective instructional materials and resources in alignment with CA Standards and Frameworks. - Meet quarterly with the Academic Team and CAO to coordinate events and activities, - Organize other network-wide activities and events as assigned.
2	Science	5	<ul style="list-style-type: none"> Coordinate collaboration and professional development activities across all MPS schools. Specifically; - Hold grade level/span scope and sequence planning activities quarterly, - Support three MPS-wide PD (symposia) days - Maintain and coordinate Google classroom for PD and email groups for resource and info dissemination - Help selection of high quality and effective instructional materials and resources in alignment with CA Standards and Frameworks. - Meet quarterly with the Academic Team and CAO to coordinate events and activities, - Organize other network-wide activities and events as assigned. - Support the selection and implementation of a proven STEAM enrichment program - Provide professional development for Implementing a multi-level and multi-dimensional curriculum including NGSS - Support MPS Wide Annual STEM EXPO - Develop and Implement Professional Development Workshops for MPS Wide Enrichment Instructional Support
3	Computer Science and Technology	5	<ul style="list-style-type: none"> Coordinate collaboration and professional development activities across all MPS schools. Specifically; - Hold grade level/span scope and sequence planning activities quarterly, - Support three MPS-wide PD (symposia) days - Maintain and coordinate Google classroom for PD and email groups for resource and info dissemination - Help selection of high quality and effective instructional materials and resources in alignment with CA Standards and Frameworks. - Meet quarterly with the Academic Team and CAO to coordinate events and activities, - Organize other network-wide activities and events as assigned.
4	Electives (Spanish, Art, PE, and other Electives)	5	<ul style="list-style-type: none"> Coordinate collaboration and professional development activities across all MPS schools. Specifically; - Hold grade level/span scope and sequence planning activities quarterly, - Support three MPS-wide PD (symposia) days - Maintain and coordinate Google classroom for PD and email groups for resource and info dissemination - Help selection of high quality and effective instructional materials and resources in alignment with CA Standards and Frameworks. - Meet quarterly with the Academic Team and CAO to coordinate events and activities, - Organize other network-wide activities and events as assigned.
5	Elementary Programs	5	<ul style="list-style-type: none"> Coordinate collaboration and professional development activities across all MPS schools. Specifically; - Hold grade level/span scope and sequence planning activities quarterly, - Support three MPS-wide PD (symposia) days - Maintain and coordinate Google classroom for PD and email groups for resource and info dissemination - Help selection of high quality and effective instructional materials and resources in alignment with CA Standards and Frameworks. - Meet quarterly with the Academic Team and CAO to coordinate events and activities, - Organize other network-wide activities and events as assigned.
6	Math	5	<ul style="list-style-type: none"> - Support the coordination, collaboration and professional development activities across all MPS schools. Specifically; - Support grade level/span scope and sequence planning activities quarterly, - Support three MPS-wide PD (symposia) days

			<ul style="list-style-type: none"> - Support and maintain Google classroom and website for PD, resources and info dissemination - Coordinate at least 2 annual MPS-wide math competitions (growth mindset, Pi day, etc.) - Support development of the math assessment timeline and manage data collection and analysis - Serve as a member of the math materials adoption cohort to assist with the selection of high quality and effective instructional materials and resources in alignment with CA Standards and Framework. - Meet monthly with the Director of Math programs and quarterly with the Academic Team and CAO
7	English	5	<ul style="list-style-type: none"> - Support the coordination of collaboration and professional development activities across all MPS schools. Specifically; - Support grade level/span scope and sequence planning activities quarterly, - Support three MPS-wide PD (symposia) days - Support and Maintain Google classroom and/or website for PD, resources and info dissemination - Coordinate 2 annual MPS-wide ELA competitions (Creative Writing, Poetry Out Loud, NaNoWriMo, Women's History Month Essay Contest, etc.) - Support development of the ELA assessment timeline and manage data collection and analysis - Support with the selection and/or development of an MPS-wide writing framework and/or curriculum adoption - Meet monthly with the ELA Program Coordinator, and quarterly with the Academic Team
8	GATE	5	<ul style="list-style-type: none"> - Research and Development for Adopting a Researched Based "proven" Enrichment Program/Curriculum for all MPS Schools. - Support the coordination, collaboration and professional development activities across all MPS schools for Gifted and Talented program support. - Assist with Identification of GATE students including: PD's for Deans, Assistance with obtaining and administering OLSAT and Raven's Tests - Support MPS GATE Coordinators in implementing Enrichment and STEAM Activities at all Sites - Support three MPS-wide PD (symposia) days - Support and maintain Google classroom and website for PD, resources and info dissemination - Lead the Coordination of the annual Steam Expo with all participating MPS schools - Meet monthly with the Director of SPED programs and quarterly with the Academic Team and CAO. - Seek out Enrichment opportunities for students (Science camp, JPL Scholarships etc.)
9	SPED	5	<ul style="list-style-type: none"> - MPS Wide District Level Usage on the SEIS and Welligent Systems - Weekly monitoring and reporting to Director of SPED / Re:School Compliance - Support MPS GATE Coordinators in implementing Enrichment and STEAM Activities - Monitor the Compliance of 504 Plan Implementation - Provides Professional Development for SPED Teachers at 3 symposiums and ongoing support for newly hired SPED Teachers - Adds, Deletes, Monitors and Maintains Users for the SEIS and Welligent Systems (Creates passwords for adult users, adds students from CAL-PADS to SEIS and Welligent as appropriate).
10	STEAM Enrichment	5	<ul style="list-style-type: none"> Coordinate collaboration and professional development activities across all MPS schools. Specifically; - Support the selection and implementation of a proven STEAM enrichment program - Support MPS Wide Annual STEAM EXPO - Develop and Implement Professional Development Workshops for MPS Wide Enrichment Instructional Support- Support three MPS-wide PD (symposia) days - Maintain and coordinate Google classroom for PD and email groups for resource and info dissemination - Meet quarterly with the Academic Team and CAO to coordinate events and activities, - Organize other network-wide activities and events as assigned.
11	Math Enrichment	5	<ul style="list-style-type: none"> Coordinate collaboration and professional development activities across all MPS schools. Specifically; - Support the selection and implementation of a proven Math enrichment programs for Elementary, Middle and High School programs -Coordinate at least 2 annual MPS-wide math competitions (MathCounts, AMC, Pi day, etc.) - Support MPS Wide Annual STEAM EXPO - Develop and Implement Professional Development Workshops for MPS Wide Enrichment - Maintain and coordinate Google classroom for PD and email groups for resource and info dissemination - Meet quarterly with the Academic Team and CAO to coordinate events and

			activities, - Organize other network-wide activities and events as assigned.
12	Robotics Programs Enrichment	5	"Coordinate enrichment activities across all MPS schools. Specifically; - Support the selection and implementation of a proven Robotics enrichment programs at the Elementary, Middle and High School levels -Coordinate at least MPS-wide Robotics competitions (FLL, VEX, etc.) - Support MPS Wide Annual STEAM EXPO - Develop and Implement Professional Development Workshops for MPS Wide Enrichment - Maintain and coordinate Google classroom for PD and email groups for resource and info dissemination - Meet quarterly with the Academic Team and CAO to coordinate events and activities, - Organize other network-wide activities and events as assigned. "
13	College Mentorship Programs Enrichment	5	Supports the CAP Mentors supervising students in working towards earning a recognition from the Congressional Award Program by helping them set goals, organize their activities, track their accomplishments, and submit their evidence to the program. "Participants earn Bronze, Silver, and Gold Certificates and Bronze, Silver, and Gold Medals. Each level involves setting goals in four program areas; Voluntary Public Service, Personal Development, Physical Fitness, and Expedition/Exploration." https://www.congressionalaward.org/the-program/
School wide Coordination Duties			
1	Discipline Coordinator	5	The Coordinator is a critical teammate on the student service team, under the direction of the Dean of Students. The Coordinator's primary responsibility is to respond to student behavior. This will happen through the management of systems across the school, and through the creation of meaningful interventions to build student capacity to make strong, future-ready decisions. The coordinator builds strong relationships with students and champions family engagement to develop partnerships between the school and families to support the success of students.
2	I.T. Coordinator/Technician	5	I.T. Coordinator/Technician is a staff member who: - Maintains staff, students, and classroom technology (tracks in inventory system/configured for operation) - Responds to school's basic technology issues like troubleshooting internet/wireless connection, or printing etc. - Gives feedback on usage and research/analysis results on continuously improving educational technology and recommend them to the school and other schools' IT technician team members. - Trains fellow staff members on certain software/hardware usage and on basic computer security, and technology equipment handling if needed.
3	Testing Coordinator	5	Testing coordinator will coordinate and supervise school-wide implementation of local and state tests (SBAC, MAP, IAB Benchmark tests, GATE, ELPAC, AP tests). Other tasks include scheduling, informing parents, encouraging students, assist school staff with preparation for test administrations, and assisting Math and English teachers with testing strategies and preparation. In additional working closely with SPED and EL departments along with communicating with IT Manager to ensure accommodations are enabled according to the individual needs of students. The testing coordinator will also assist in providing data to admin for as needed, to teachers for intervention and data driven analysis. Perform other duties as assigned by the principal.
4	After School Coordinator	5	Responsible for on-site program administration and oversight, including supervising staff such as tutors and enrichment staff. Prepares Attendance Reports. Monitors staff and completes a professional development needs assessment of each staff member. Works with admin and teacher to identify clubs and tutoring offered/needed, generates/communicates the after-school schedule, promotes the attendance for after school programs, checks classrooms regularly, helps with ordering supplies, collects the data and submits to authorizers.
5	MTSS Coordinator (incl. RTI, Title I, etc.)	5	Under the direction of the Dean of Students, the MTSS Coordinator is an integral part of the school's culture. The coordinator collaborates with team members to provide academic and behavior strategies for students with various needs.
6	EL Coordinator	5	Implements and is compliant with the MPS EL Master Plan, supports ELA and ELD teachers with instructional strategies, consults with the MPS EL Coordinator, identifies EL students, supports EL student achievement reports and data analysis of EL student, planning and administering ELPAC, monitors student progress through various assessments such as SBAC, MAP, Lexile reports, compiles student portfolios, attends district/school-wide PDs and meetings
7	Literacy Program Coordinator (incl. myON, A.R., etc.)	3	Coordinates the school-wide literacy program (myON, AR, etc.), including scheduling and supporting professional development and training for teachers, supporting teachers with best practices for program implementation, planning events and competitions which promote literacy, monitoring literacy data such

			as: lexile growth, minutes/books read, etc. and sharing such data with school staff to improve students' literacy development and growth.
8	STEAM Festival/Expo Coordinator	2	STEAM Coordinator is an active participant of annual STEAM EXPO event in collaboration with the Home Office. Organizes a local and school-wide STEAM EXPO. Follows up with deadlines at the school level, communicates the guidelines via emails and meetings. Supports teachers and staff to maximize student/project participation. Assists with the logistics such as transportation and food, etc.
9	Community and Family Outreach Coordinator	2	A high-energy multi-tasker with dynamic leadership ability who builds coalitions and partnerships. The Coordinator works to build social capital by fostering person-to-person and people-to-place relationships, develop the skill and will of parents and community leaders to take on leadership roles within schools and in their community, and encourage civic engagement in order to build neighborhoods where the stakeholders want to invest their time and resources to transform their communities. The Coordinator will be flexible and a self-starter, working with a network of engaged and empowered stakeholders in the MSA Communities. They will make connections with residents to broaden and deepen the community network, support local advocacy, and develop leaders who will carry out the work.
10	WASC Self-Study Coordinator (Not On Renewal Cycle Year)	3	The WASC Self-Study Coordinator is the primary contact with WASC, compiling all the necessary information to complete the self-study. The Coordinator utilizes the guidelines set by WASC and with the help of MSA administration, identify a team of faculty, staff, and school leaders to write and assemble the various components of the self-study by their identified deadline. The Coordinator will be available to the WASC administration and team for all communication and will lead and facilitate the WASC team visit. Through the completion of the self-study process, the school will have accomplished: 1) the involvement and collaboration of all stakeholders to support student achievement; 2) the clarification and measurement of what all students should know, understand, and be able to do through schoolwide learner outcomes and academic standards; 3) the analysis of data about students and student achievement; 4) the assessment of the entire school program and its impact on student learning in relation to the schoolwide learner outcomes, academic standards, and WASC/CDE criteria; 5) the alignment of a long-range action plan to the school's areas of need; and 6) the capacity to implement and monitor the accomplishment of the plan.
11	Blended Learning Coordinator	1	The Blended Learning Coordinator provides leadership, staff development, and instructional support to all instructional and administrative staff. In addition, this position serves as a liaison between school and org-wide technology initiatives and school based implementation and support for administrators and teachers.
12	Extracurricular Activities Coordinator	1	After School Coordinator is responsible for on-site program administration and oversight, including supervising staff such as tutors and enrichment Instructors. Prepares Attendance Reports. Monitors staff and completes a professional development needs assessment of each staff member in the program.
13	504 Coordinator (1-10 cases)	2	The Support Services coordinator will focus on supporting schools in maintaining and building records and documentation for all students eligible under Section 504. Ensure the implementation of Section 504 procedures at each Magnolia school including: Coordinating referrals; Determining appropriate Section 504 accommodations, team composition and participating in Section 504 team meetings as needed. Assisting with 504 professional development workshops for MPS school sites. Serve as a daily resource to MPS administrators, teachers, and staff regarding Section 504.
14	504 Coordinator (11 or more)	3	The Support Services coordinator will focus on supporting schools in maintaining and building records and documentation for all students eligible under Section 504. Ensure the implementation of Section 504 procedures at each Magnolia school including: Coordinating referrals; Determining appropriate Section 504 accommodations, team composition and participating in Section 504 team meetings as needed. Assisting with 504 professional development workshops for MPS school sites. Serve as a daily resource to MPS administrators, teachers, and staff regarding Section 504.
15	SSPT Coordinator	2	Serve as a liaison between the schools and appropriate partners in supporting students and families. Using a MTSS Framework, the SSPT coordination includes the following, Support students in acquiring linguistic, academic, behavioral, and social competencies using tiered interventions.

16	GATE Coordinator	2	Assist schools in enhancing collaborative and supportive schoolwide PBIS culture for all school partners. Assist the Director in designing and implementing a Magnolia Wide GATE enrichment curriculum.
17	SPED Coordinator	5	<ul style="list-style-type: none"> * School site support with SPED coordination. * School Based Case management * Child Find - accessing all students enrolled in the science academy in CALPADS, SEIS or Welligent. * Ensuring an annual IEP meeting is held for each student, either identified as an "annual review" or a Triennial. * Working with SPED Teacher to ensure service provision is taking place. * Providing pertinent information to SPED Director to ensure CALPADS data is accurate. * Managing caseload to ensure compliance with all meetings, service provision and accommodations are in place for each student. * SPED Coordinators are also responsible for working with SPED para's and instructing SPED students in pull out sessions. * SPED Coordinators are responsible for team teaching with all general education teachers to ensure students are receiving support for assignments, projects and are being graded according to their IEP. * SPED Coordinators meet with the SPED director at school level SPED meetings, and once monthly at the CMO level SPED meetings. All SPED teachers meet weekly with their SPED coordinators and/or admin teams. * Prepares the department for annual audits and authorizer oversight. * Works with all service providers
18	Alumni Success Coach - Tier 1 (1-150 Alumni)	2	<ul style="list-style-type: none"> Build relationships with seniors. (ex: Advisory teacher or college readiness class teacher) Conduct Summer Send-off meetings Stay in contact with Alumni and use GradSnapp as directed ZOOM/Phone/Email Check-Ins re: grades, needed materials, questions/concerns, financial aid, connecting with college allies In-person visits to high-population institutions Would work with the CCRP Coordinator during monthly meetings and individual check-ins Inform alumni about MPS-wide alumni events Coordinate site-specific alumni events in collaboration with the College Counselor (ex: potlucks, alumni panels, etc)
19	Alumni Success Coach - Tier 2 (151-300 Alumni)	3.5	<ul style="list-style-type: none"> Build relationships with seniors. (ex: Advisory teacher or college readiness class teacher) Conduct Summer Send-off meetings Stay in contact with Alumni and use GradSnapp as directed ZOOM/Phone/Email Check-Ins re: grades, needed materials, questions/concerns, financial aid, connecting with college allies In-person visits to high-population institutions Would work with the CCRP Coordinator during monthly meetings and individual check-ins Inform alumni about MPS-wide alumni events Coordinate site-specific alumni events in collaboration with the College Counselor (ex: potlucks, alumni panels, etc)
20	Alumni Success Coach - Tier 3 (300+ Alumni)	5	<ul style="list-style-type: none"> Build relationships with seniors. (ex: Advisory teacher or college readiness class teacher) Conduct Summer Send-off meetings Stay in contact with Alumni and use GradSnapp as directed ZOOM/Phone/Email Check-Ins re: grades, needed materials, questions/concerns, financial aid, connecting with college allies In-person visits to high-population institutions Would work with the CCRP Coordinator during monthly meetings and individual check-ins Inform alumni about MPS-wide alumni events Coordinate site-specific alumni events in collaboration with the College Counselor (ex: potlucks, alumni panels, etc)
21	<p>WASC Self-Study Coordinator (During Renewal Cycle)</p> <p>(ONLY FOR MPS SCHOOLS ON WASC RENEWAL CYCLE YEAR ARE ELIGIBLE FOR THIS SPECIFIC ADD ON)</p>	5	<p>The WASC Self-Study Coordinator is the primary contact with WASC, compiling all the necessary information to complete the self-study. The Coordinator utilizes the guidelines set by WASC and with the help of MSA administration, identify a team of faculty, staff, and school leaders to write and assemble the various components of the self-study by their identified deadline. The Coordinator will be available to the WASC administration and team for all communication and will lead and facilitate the WASC team visit. Through the completion of the self-study process, the school will have accomplished:</p> <ol style="list-style-type: none"> 1) the involvement and collaboration of all stakeholders to support student achievement; 2) the clarification and measurement of what all students should know, understand, and be able to do through schoolwide learner outcomes and academic standards; 3) the analysis of data about students and student achievement; 4) the assessment of the entire school program and its impact on student

			learning in relation to the schoolwide learner outcomes, academic standards, and WASC/CDE criteria; 5) the alignment of a long-range action plan to the school's areas of need; and 6) the capacity to implement and monitor the accomplishment of the plan.
Chair/Mentorship/Special Committee Duties			
1	Department Chair (5+ teachers)	3	Supports teachers with teaching curriculum and instruction, course pacing, planning, providing feedback and tools, conducts peer observations twice a semester, holds monthly department meetings, attends specific admin-led meetings, coaches teachers, helps teachers with ordering/selection of materials.
2	Department Chair (1-4 teachers)	2	Supports teachers with curriculum and instruction, course pacing, planning, providing feedback and tools, conducts peer observations twice a semester, holds monthly department meetings, attends specific admin-led meetings, coaches teachers, helps teachers with ordering/selection of materials.
3	Grade Level Chair (5+ teachers)	3	Under the direction of the Dean of Academics/Assistant Principal, the Grade Level Chair is an integral part of the school's leadership team in which the team member collaborates with multiple committees, including MTSS, to design and execute the school's long-term strategic vision. The teacher leader needs to be able to master and navigate instructional shifts to take on new learning challenges and coach colleagues to high levels of proficiencies that close the achievement gap for all students.
4	Grade Level Chair (1-4 teachers)	2	Under the direction of the Dean of Academics/Assistant Principal, the Grade Level Chair is an integral part of the school's leadership team in which the team member collaborates with multiple committees, including MTSS, to design and execute the school's long-term strategic vision. The teacher leader needs to be able to master and navigate instructional shifts to take on new learning challenges and coach colleagues to high levels of proficiencies that close the achievement gap for all students.
5	Student Leadership / Gov't Advisor	2	Under the guidance of Dean of Students, a student council advisor guides student leaders in successfully planning events, making decisions and representing their fellow students. This role is essential to developing students' leadership skills and supporting their efforts to serve their school.
6	BTSA / Teacher Mentor	1.5	The mentor will be assigned one or multiple teachers or teacher candidates with preliminary credentials. The mentor will help these teachers to clear their credentials with direct support, guidance, timeline follow up with lesson planning, curriculum development and classroom management. The mentor will also provide PD opportunities for the mentees.
7	CAP Mentor	1	The CAP Mentor supports students in working towards earning a recognition from the Congressional Award Program by helping them set goals, organize their activities, track their accomplishments, and submit their evidence to the program. "Participants earn Bronze, Silver, and Gold Certificates and Bronze, Silver, and Gold Medals. Each level involves setting goals in four program areas; Voluntary Public Service, Personal Development, Physical Fitness, and Expedition/Exploration." https://www.congressionalaward.org/the-program/
8	Reflection Committee Team Member	1	Under the direction of the Dean of Students, the Committee is an integral part of the school's culture in which the team member collaborate to provide academic and behavior strategies for students with various needs. Instead of the "waiting for failure" assessment model, the Committee team member is able to take a proactive approach to identify students with social-emotional, academic, and behavioral needs. Additionally, the team member is responsible for providing information and professional development to the school site teams, ensuring that MTSS components are implemented effectively throughout. Early interventions and assessments for these students can greatly improve their academic & behavioral successes.
9	Student Safety Committee	1	Support administration during the academic year, with morning drop-off and after school dismissal this includes parking lot supervision and valet duties to ensure safety of students and other pedestrians. Additional responsibilities include assisting students in and out of the car in the valet line, supervising students in the dismissal area, and assisting the management of traffic.
10	CIF Athletic Director (1-3 teams)	5	The primary responsibility of an athletic director is to oversee all aspects of the athletic programs that are sponsored by the school. Schedules practice/game locations and times. Monitors athletes academics and behavior with administration. Supervise athletic competitions. Ensure that documentation and CIF guidelines (i.e., physicals, gpa, code of conduct). Organize and arrange transportation, referee, facilities, and any other sport related items. Manages inventory and acquisition of equipment and uniforms for each sport. Assist with the hiring of staff and coaches. Teaching assignment 75%
11	CIF Athletic Director (4-6 teams)	10	The primary responsibility of an athletic director is to oversee all aspects of the athletic programs that are sponsored by the school. Schedules practice/game locations and times. Monitors athletes academics and behavior with administration. Supervise athletic competitions. Ensure that documentation and CIF guidelines (i.e., physicals, gpa, code of conduct). Organize and arrange transportation, referee, facilities, and any other sport related items. Manages

			inventory and acquisition of equipment and uniforms for each sport. Assist with the hiring of staff and coaches. Teaching assignment 50%
12	Instructional Coach	3	The Instructional Coach/Mentor is a teacher who has instructional expertise and ability to collaborate using a coaching and learning approach on campus among all educational partners. The Coach focuses on enhancing teacher ability to provide instruction that builds student understanding and skills, is academically rigorous, addresses the curriculum standards and frameworks, enhances student sense of engagement in and ownership of learning, and provides a safe and nurturing learning environment. The Coach, together with the classroom teacher(s), looks at student work, data, and supports the teacher in creating standards-based, high-quality instruction.
13	Lead Teacher	10	The lead teacher is a teacher who enhances the quality of education and provides leadership within the classroom, supporting both teachers and students through exemplary instructional practices, mentorship, and coordination of educational activities in alignment with Magnolia Public Schools' academic model.
Club/Competition Duties			
1	Special Club (Category 1)	1	Club (Category 1) includes approved clubs that either have a STEM focus or prepare students for a special competition but do not require as extensive time commitment and preparation as a Category 2 club. Ex: Advanced Math/Math Counts, Science Olympiad, and other approved STEM clubs; Spelling Bee, Geography Bee, and other approved clubs that prepare for a competition.
2	Special Club (Category 2)	2	Club (Category 2) includes approved clubs that have a special focus, typically in STEM fields, require an extensive time commitment and preparation, and generally culminate in a competition. Ex: VEX/Seaperch Robotics, FIRST Lego, Future City, Academic Decathlon/Pentathlon.
3	Extra Club / Tutoring	1	Extra clubs are clubs employees offer in addition to their required two (2) after-school tutoring/club sessions.
Additional Teaching Duties			
1	AP Teacher (per AP course)	2	Understands and organizes the curriculum of the AP course based on the College Board's course guidelines and exam blueprints, stays current with course content, attends summer seminars as needed, submits the course syllabus to the AP course ledger, works with the admin for the roster of the course, prepares summer work, registers students on College Board's class portal, administers a full-long practice exam in Spring.
2	Extra Teaching Hours (per hour per week)	1	Carries out regular teaching duties (5 courses per day) for an additional class requiring an extra prep.
3	Additional Prep Time (3 or more prep per week)	1	Provides weekly lesson plans and instruction for 3 or more assigned classes.
4	Independent Study Synchronous Instruction (30 min per week)	1.8	Provide weekly 30 minutes of Synchronous Instruction under the MPS Independent Study Policy. Focus should be standards review and practice. Teachers will use current grade level resources and IXL programs.
5	Independent Study Synchronous Instruction (60 min per week)	3.6	Providing Synchronous Instruction (60 min per week under MPS Independent Study Policy. Focus should be standards review and practice. Teachers will use current grade level resources and IXL programs.
6	Independent Study Supervising Teacher (for each 5 students)	1	Supervising Teacher with these conditions and duties Definition of Supervising Teacher: Education Code Section 51747.5: The independent study by each pupil or student shall be coordinated, evaluated, shall be under the general supervision of an employee of the school who possesses a valid certification document pursuant to Section 44865 or an emergency credential pursuant to Section 44300, registered as required by law. Supervising Teacher: "General supervision" means the supervising teacher's (1) continuing oversight of the study design, implementation plan, allocation of resources, and evaluation of student's independent study; and (2) personal determination or personal review of the determination made by another certificated teacher of the time values for apportionment purposes of each pupil's or adult education student's work products.
Additional Duties			

7	Dual Enrollment Coordinator	5	The Site Dual Enrollment Coordinator will oversee the various aspects of the DE program including: collaboration between their MSA & partner community college; coordination of registration workshops; dissemination & collection of necessary forms; collaboration with site leadership on master schedule; monitoring students' progress in courses & recommending appropriate interventions; and other aspects of Dual Enrollment implementation including collection of data & analysis of outcomes
8	MTSS Member	1	MTSS Member - staff member is responsible for supporting the implementation of the MTSS/PBIS framework within a school. Members collaborate with school staff to collect and analyze student data, provide professional development, and design interventions. Additionally, members play a crucial role in fostering a positive school culture through monitoring PBIS Recognition and conducting collaborative school-wide activities for the student body
9	MTSS PBIS Coach	3	PBIS Coach will work closely with the Dean of Students, or PBIS Lead to help guide and support the PBIS Ambassadors and the teams, attend LACOE or regional PBIS training, lead PBIS team meetings, monitor team progress, collaborate with tiered PBIS groups, plan and lead school wide events such as PBIS assemblies and competitions, support school wide professional development related to PBIS strategies, and help the school develop and revise school wide behavioral matrices.
10	MPS People "Excellence" Committee	3	The "MPS People Excellence Committee" will be responsible for reviewing, revising, and implementing the "MPS recruitment and retention plan" and "MPS pay scales and benefits for all employees". In addition, this committee is responsible for coordinating all MPS wellness activities across the organization.
11	MPS "Connection" Committee	3	MPS Connection Committee serves as the cross collaboration opportunity celebrating milestones and achievement across our school sites to elevate the voice of all Ed Partners through inclusive Culturally constructed opportunities. The Connection Committee is responsible for the planning, logistics, and execution of org-wide Magnolia events. Members of this committee will contribute to events such as Magnolia Gala, family day, and other events celebrating our shared values and creating meaningful connection among all Magnolia community members. Possible time commitment: Minimum 1-2 times a month but as the event approaches we may meet monthly
12	MPS "Innovation" Committee	3	MPS Innovation Committee serves as a catalyst for positive change in our schools, promoting a culture of innovation, collaboration, and continuous improvement. Through its dedication to exploring new ideas, leveraging technology, and fostering creativity, the committee strives to provide an exceptional educational experience that prepares students for success in an ever-evolving world. Some projects will include enriching educational programs, Expanded Learning Programs, WASC and continues improvement processes, teacher and leadership capacity building.

MPS Board Approved Additional Duties-One Time Assignment for the 2024-25 School Year				
Additional Duties – One-Time Assignment				
	COMPONENT NAME	DOLLAR AMOUNT	PER	DESCRIPTION
* Hourly staff will not be paid according to the below rates but will be paid with respect to their hourly rates to the extent their job duties encompass any of the duties below.				
1	Home Visit Program	\$50	VISIT	Refer to Home Visit Policy
2	Virtual Home Visit	\$25	VISIT	Refer to Home Visit Policy
3	Saturday School Teacher	\$70	HOUR	Refer to School Admin
4	Parent Academy Coordinator	\$70	HOUR	Refer to School Admin
5	Parent Academy Teacher	\$70	HOUR	Refer to School Admin
6	After School Coordinator	\$30	HOUR	Refer to School Admin
7	After School Support	\$30	HOUR	Refer to School Admin
8	Zero Period Assistance	\$30	HOUR	Refer to School Admin
9	Substituting for another teacher	\$50	PERIOD	Refer to School Admin
10	Edge Coaching-Mentoring	\$35	HOUR	Refer to School Admin
11	Providing PD/Workshop	\$50	HOUR	Refer to School Admin
12	School Camp-Trip-Only for Overnight Trips	\$200	DAY	Refer to School Admin
13	SAT/ACT or College Prep Boot Camp	\$30	HOUR	Refer to School Admin
14	Assisting enrollment recruitment event, orientation meeting, open houses	\$50	HOUR	Refer to School Admin
15	Saturday/Sunday Community Activity (STEAM EXPO, Festivals or similar events)	\$150	EVENT	Refer to School Admin
16	Assisting Saturday or Summer New student Testing Proctor	\$35	HOUR	Refer to School Admin
17	Extra Tutoring Sessions	\$30	HOUR	Refer to School Admin
18	Attending PDs stipend (weekends, holidays, and summer; outside of work days)-Max 4 Days	\$150	DAY	Refer to School Admin
19	Attending Trainings Outside Class Hours (such as Infinite Campus)	\$30	HOUR	Refer to School Admin
20	Sustained Silent Reading (SSR) Period & Advisory Period Coverage	\$35	PERIOD	Refer to School Admin
21	High School Seasonal Sports Coach (per sport)	\$2,500	Season	Athletic coaches provide instruction and coach students to develop skills and ability to excel in sport assigned. Contribute to education program as a whole and to growth of students involved in athletics. Duties will include: knowledge of CIF rules and protocols, manage and supervise athletic activities and contest, monitor and enforce student eligibility criteria, collaboration with administration and

				athletic director to schedule and coordinate competition, maintain inventory of all fixed assets, and manage other aspects related to the assigned sport.
22	Middle School or Elementary School Seasonal Sports Coach (per sport)	\$2,000	Season	Athletic coaches provide instruction and coach students to develop skills and ability to excel in sport assigned. Contribute to education program as a whole and to growth of students involved in athletics. Duties will include: knowledge of league rules and protocols, manage and supervise athletic activities and contest, monitor and enforce student eligibility criteria, collaboration with administration to schedule and coordinate competition, maintain inventory of all fixed assets, and manage other aspects related to the assigned sport.
23	Assistant coach HS (per sport)	\$1,500	Season	The assistant coach duties include assisting the head coach in all aspects of planning and supervision of team practices and games, team strength/conditioning programs, game scheduling, assisting with team eligibility processes, budget management, and manage other aspects related to the assigned sport.
24	Assistant coach MS/ES (per sport)	\$1,000	Season	The assistant coach duties include assisting the head coach in all aspects of planning and supervision of team practices and games, team strength/conditioning programs, game scheduling, assisting with team eligibility processes, budget management, and manage other aspects related to the assigned sport.
25	Referee assignment	\$40	GAME	In case we can't locate a referee and one of our team members conduct this duty during the game
26	Dual enrollment college co-teacher after hours	\$1,500	Course	The co-teacher will work with students who are enrolled in college courses outside of the regular school day to follow up on student attendance, work submission, logistical support for students and will serve as the liaison between the professor and the students. The co-teacher will also attend all synchronous course sessions taught by college professors as well as provide at least 1 additional hour of support per week to students outside of the professor's synchronous sessions to support students. Further, the co-teacher will follow up with the professor, students, parents and school administration to provide targeted interventions to support students who are struggling with academics and attendance matters. This stipend is paid for each 1 college course of support.
27	Targeted Intervention	\$50.00	Hourly	After reviewing data (NWEA, SBAC etc) a certificated teacher will host a small group (no more than 10 students) of intervention outside of the classroom time. Pre and Post data will be required to measure specific student growth during the intervention. The teacher will be required to send parents notification letters to invite them to the intervention groups for at least 6 weeks. The intervention must occur at least 2-3 times per week and for increments of 4-8 weeks in length.
28	Parent meeting outside home	\$50	Visit	As an ever evolving community school connection with families, we will allow educators to coordinate Magnolia Family visits at a community based location open to the public as an opportunity to connect families with community resources. This will be an extension of a project focused on community reflective tours.
29	Administrative Hearing Committee	\$70	HOUR	The Administrative Hearing Panel is a specialized committee composed of certificated teachers and administrators with experience in education law and student discipline, designed to hear cases on behalf of the governing board. The panel is to be impartial and "on call" to hear cases related to expulsions, involuntary removal, records review, etc. Meetings will be held in person or via Zoom, depending on the case, with a maximum of 2 hours of service.

				Appointments to the Panel will be approved by the site principal and Director of Student Services. Max 2 hours. Mileage reimbursement available for in person attendance to hearings.
30	Intersession Instruction (Winter, Spring, etc.)	\$70	HOURLY	Teach enrichment, intervention and remediation courses and programs. Supervise students and manage related operations.

NARRATIVE

- 1) For additional duties assigned on an annual basis, the coefficient is \$1,000 per add-on point. The pay for additional duties assigned on a one-time basis may be per hour, per day, per event, or another increment selected by the School. One-time assignments are not limited to one-time use and may be elected as needed throughout the school year.
- 2) Additional duties for employees will be assigned add-on points or pay as indicated in the respective tables. These duties have to be approved by the school administration, and for annual assignments by the school administration and the Home Office, prior to the duties being performed.
- 3) Pay for additional duties is not part of an employee's base salary; it represents earnings on top of the base employee salary designated for the extra duties performed.
- 4) Payment for additional duties will be made during and only for the fiscal year in which the duties are performed. Depending on the duties, this amount can be prorated across all paychecks for the work year (annual assignments) or paid in the pay period in which the work was performed (one-time assignments).
- 5) Final decision for any add-on points or one-time pay will be made by the school administration and the Home Office.

Revision History:

Revision	Date	Description of changes	Requested By
0	5/12/14	Initial Release	David Yilmaz
1	3/10/16	The difference in pay between teachers teaching different subjects is removed; one percent is added to base pay (excluding benefits).	Terri Boatman
2	3/8/17	Additional duties and corresponding add-on points are revised by the Home Office.	Orielle Revish
3	3/8/18	Edited to reflect new base school salaries and language for employee evaluation ratings. Prior and total experience caps, prior experience pay, and available performance pay amounts are revised. Added details for performance pay. Included position points for non-classroom-based academic positions. Also added language for signing bonus, waiver, and rounding semi-monthly salary to the next whole dollar amount.	David Yilmaz
4	3/21/19	Base school salary increased from \$46,600 to \$50,000 for MSA-1 through MSA-8 and from \$46,600 to \$48,000 for MSA-Santa Ana and MSA-San Diego.	Suat Acar
5	05/27/20	Base school salary increased from \$50,000 to \$52,000 for MSA-1 through MSA-8 and from \$48,000 to \$50,000 for MSA-Santa Ana and MSA-San Diego	Suat Acar
6	06/03/21	Base school salary increased from \$48,000 to \$49,000 for MSA- Santa Ana and MSA-San Diego and the \$52,000 base school salary for MSA-3 through MSA-8 is decreased to \$51,000 for 2021-22 school year. Position points for Education Specialist and Psychologist increased from 10 points to 15 points. A new position, School Social Worker is added. Minor changes/details were added throughout the pay raise scale for clarifying purposes. Updated the annual assignment and one-time assignment lists.	Suat Acar
7	02/10/22	Adding regular/virtual home visit one-time annual assignment to school leaders pay raise scale	Suat Acar

8	04/06/22	Base school salary increased to \$53,000 for MSA- Santa Ana and MSA-San Diego. Base school salary increased to \$57,000 for MSA-1-8. A new position, Athletic Director is added. Minor changes/details were added throughout the pay raise scale for clarifying purposes. Updated the annual assignment and one-time assignment lists.	Suat Acar
9	06/08/22	Base school salary increased to \$57,000 for MSA- Santa Ana and MSA-San Diego. New positions with three tiers, Alumni Success Coaches are added. Degree and Credential point(s) reflection to the agreement has been added.	Suat Acar
10	10/13/22	Instructional coach annual assignment is added. Saturday school one-time assignment has increased to \$70 per hour.	Suat Acar
11	03/09/23	Base school salary increased to \$59,000 for MSA-3, 4, 6, 7, Santa Ana and MSA-San Diego. Base school salary increased to \$61,000 for MSA-1, 2, 5, and 8.	Suat Acar
12	06/22/23	The title of Guidance Counselor changed to School Counselor. One time assignments hourly rates of Parent Academy Coordinator and Parent Academy Teacher increased from \$50 to \$70. All additions and changes on the annual assignments have been highlighted in yellow.	Suat Acar
13	04/11/24	Base school salary increased to \$61,000 for MSA-3, 4, 6, 7, San Diego and Santa Ana.	Fiorella Del Carpio
15	06/07/24	Instructional coach (10 position points), speech therapist (15 position points), add lead teacher (10 points) annual assignment list, SPED Coordinator (15 position points) are added. Athletic director position is increased to 5 points. Substitute teacher pay policy is added.	Fiorella Del Carpio



MPS EMPLOYEE PAY RAISE SCALE

SCHOOL LEADER POSITIONS

Last Amended: 06/07/2024

MPS EMPLOYEE PAY RAISE SCALE (SCHOOL LEADER POSITIONS)

SALARY CALCULATIONS

Components of Employee Pay

School Level: School Leader Positions	
1.	Base School Salary
	+
2.	Employee Qualifications Pay
	+
3.	Position Pay (where applicable)
4.	Employee Performance Pay

□ Base Employee Salary

Narrative:

- 1) The MPS Board of Directors will work closely with the Home Office to review and update this Employee Pay Raise Scale and approve it at one of its meetings prior to the start of the fiscal year in which it applies.
- 2) This Board-approved pay raise scale will be in effect as of July 1, 2024 and until the Board approval of an updated scale. MPS reserves the right to modify this pay raise scale, as well as any policies affecting employee compensation, including but not limited to maintaining any pay raise scale at all.
- 3) This policy replaces and overrides any previous pay/bonus policy.
- 4) This pay raise scale applies to all full-time school leaders, i.e., principals, APs, and deans.
- 5) Pay for school leader positions has four major components: base school salary, employee qualifications pay, position pay, and employee performance pay. Base school salary, employee qualifications pay, and position pay make up the base employee salary. Employee Performance Pay is a variable pay based on employee's performance rating and is not part of the base employee salary.
- 6) Performance pay may be awarded to regular, full-time employees based on the employee meeting performance metrics during the school year. Only those regular, full-time employees who have worked at least 85% of the workdays between the start of the school year and May 15 may be eligible for performance pay. No performance pay will be given in the case of voluntary or involuntary termination before the end of the school year, or for part-time, temporary, or seasonal employees. Performance pay is **NOT** part of the employee's base salary and will be paid separately in a **one- time lump-sum amount** in June simultaneous with the end of the school year and reported in the same school year in which the performance pay was earned. (See "Employee Performance" for details.)
- 7) The following salary bands will be applied to school leader positions:

Assistant Principal/Dean	Minimum: \$80,000
Principal	Minimum: \$100,000

If the pay raise calculations for a school leader result in an amount either below the band minimum or above the band maximum, the minimum or the maximum amounts will be applied respectively.
- 8) Employees will be able to update their degree or credential during the new work year, and these updated qualifications will be used in prorated salary calculations as of the date of submission. The employee will not be eligible to receive retroactive pay for any period before they reported the degree or credential to MPS and provided satisfactory documentation of the same
- 9) MPS pays semi-monthly salaries in whole dollar amounts; therefore, any semi-monthly salary that is not in whole dollar amount will be rounded up to the next whole dollar amount and the annual pay amount will be adjusted accordingly.
- 10) For employment-based visa holders, proposed salary based on scale cannot be under the prevailing wages as determined by the DOL.
- 11) A one-time signing bonus may be provided to new employees for hard-to-fill positions upon approval by the CEO on a case by case basis. Such bonus shall be paid at the end of the school year. Signing bonuses are

contingent upon the employee completing at least one

(1) year of service and any employee who fails to do so must return the signing bonus to the School.

12) The pay raise scale limitations/caps may be waived to increase base pay in unique situations with approval from the CEO that the waiver is financially sound, academically necessary, and consistent with MPS' commitment to equal opportunities for all staff without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability or genetic information, and all other bases as described by the EEOC. (See the Employee Handbook for details.)

13) Whether identified or not in this scale, the Home Office will make the final determination regarding salary calculations for any employee at any position and has the authority to make any revisions based on changing budget conditions.

1) BASE SCHOOL SALARY

Base School Salary		
<u>Location</u>	<u>School</u>	<u>Base</u>
Los Angeles County (Reseda)	MSA-1	\$61,000
Los Angeles County (Van Nuys)	MSA-2	\$61,000
Los Angeles County (Carson)	MSA-3	\$61,000
Los Angeles County (Los Angeles)	MSA-4	\$61,000
Los Angeles County (Reseda)	MSA-5	\$61,000
Los Angeles County (Los Angeles)	MSA-6	\$61,000
Los Angeles County (Northridge)	MSA-7	\$61,000
Los Angeles County (Bell)	MSA-Bell	\$61,000
San Diego County (San Diego)	MSA-San Diego	\$61,000
Orange County (Santa Ana)	MSA-Santa Ana	\$61,000

Narrative:

- 1) The Base School Salary for each school is determined based on the specific school budget, size, and challenge, as well as the cost of living at the school location.
- 2) Based on the above parameters, the Board may adjust any elements of compensation including the Base School Salaries each year.

2) EMPLOYEE QUALIFICATIONS PAY

Qualifications				
Field #	Qualification	Coefficient	Points	Max
1	Degree	\$1,015	1 or 3. See notes.	3
2	Credential	\$1,015	1 or 2. See notes.	2
3	Prior Experience (Other)	\$1,015	1 for each year up to 15	15
4	Prior Experience (AP/Dean)	\$1,015	1 for each year up to 15	15
5	Prior Experience (Principal)	\$1,015	1 for each year up to 15	15
6	MPS Experience (Other)	\$1,015	1 for each year	N/A
7	MPS Experience (AP/Dean)	\$1,015	1 for each year	N/A
8	MPS Experience (Principal)	\$1,015	1 for each year	N/A

Narrative:

- 1) Degree: 1 point for master's degree; 3 points for doctoral degree. Points are non-cumulative; the highest degree will be considered. Any earned degree point(s) during the school year will be reflected in the agreement only until January 31st. After January 31st, all earned degree point(s) will be reflected in the next school year agreements.
- 2) Credential: 1 point for California Preliminary Administrative Services Credential; 2 points for California Clear Administrative Services Credential. Points are not added. Any earned credential point(s) during the school year will be reflected in the agreement only until January 31st. After January 31st, all earned credential point(s) will be reflected in the next school year agreements.
- 3) Prior Experience: Cap of 15 years will be applied for prior full-time school leader, teaching, and other related field work experience when the employee completed a full year of employment in the position. See the table above for coefficients. For prior experience that is more than 15 years, experience with higher coefficients will be prioritized, i.e., principal experience will be considered first, followed by AP/Dean experience and other related field work experience. Student teaching as part of the credentialing program does not count for experience. Employees need to verify their prior employment. Final decision will be made by the Home Office.
- 4) MPS Experience: Prior full-time, regular employment with MPS in the same or a similar role. Each year of full-time employment with MPS shall count for 1 point if the employee worked at least 85% of the work year. Final decision will be made by the Home Office.
- 5) Qualifications pay is **NOT** an additional amount based on extra work. It is paid prorated over the course of the employee's work year and paid in the same amount for all employees in the position with the same qualifying points.

3) POSITION PAY

Position Points				
Assistant Principal	30			
Dean	25			
Principal	School Enrollment:			
Grade Span:	0-199	200-399	400-599	600+
K-5 or 6-8	30	35	40	45
K-8, 9-12 or 6-12	35	40	45	50
K-12	40	45	50	55
Narrative:				
<p>1) Position: See the table above for points for each position. Principal’s position points will be based on the grade span of the school for the new work year and the school enrollment based on the P-2 report of the current year. Based on Census Day data of the new work year, i.e., first Wednesday of October, if an increase in enrollment requires an adjustment to the position points, updated position points will be used in prorated salary calculations as of November. Final decision will be made by the Home Office for extenuating circumstances.</p> <p>2) This is a component of Base Employee Salary as it is earned through the performance of the employee’s regular job duties and NOT an additional amount based on extra work. It is paid prorated over the course of the employee’s work year and paid in the same amount for all employees in the same position. Position pay is only separated to illustrate how pay is formed.</p>				

4) EMPLOYEE PERFORMANCE PAY

Available Performance Pay	
School Leader Positions	\$2,000

End-of-Year Overall Evaluation Ratings	
Rating	Earns % of Available Performance Pay
4: Highly Effective (HE)	100%
3: Effective (E)	100%
2: Developing (D)	0
1: Ineffective (I)	0

Narrative:

- 1) The Home Office will develop a performance evaluation system where employees will earn annual performance points out of 100.
- 2) Employees who receive a “3: Effective (E)” and a “4: Highly Effective (HE)” rating on their end-of-year overall evaluation will earn 100% of the available performance pay. Those who receive a rating of 2 or 1 will be ineligible for performance pay. Available performance pay will be a maximum of \$2,000 for school leader positions.
- 3) Performance pay may be awarded to regular, full-time employees based on the employee meeting performance metrics during the work year. Only those regular, full-time employees who have worked at least 85% of the workdays between the start of the school year and May 15 may be eligible for performance pay. No performance pay will be given in the case of voluntary or involuntary termination before the end of the work year, or for part-time, temporary, or seasonal employees.
- 4) Performance pay is **NOT** part of the employee’s base salary and will be paid separately in a **one-time lump-sum amount** on the June 20th payroll simultaneous with the end of the school year and reported in the same school year in which the performance pay was earned. (See "Employee Performance" for details.)
- 5) MPS believes in use of data in determining employee performance. As explained in detail in MPS’ board-approved employee evaluation protocols, survey and student assessment data as well as supervisor’s evaluation of the employee on California Professional Standards for Educational Leaders (CPSEL) are used in school leader evaluations.

MPS Board Approved Additional Duties-One Time Assignment for the 2024-25 School Year			
Additional Duties of School Admin – One-Time Assignment			
	COMPONENT NAME	DOLLAR AMOUNT	PER
1	Saturday School	\$70	HOUR
2	Home Visit Program	\$50	VISIT
3	Virtual Home Visit	\$25	VISIT
4	Admin Teaching in Class (Covering for an absent teacher is excluded)	\$50	PERIOD
5	School Camp-Trip-Only for Overnight Trips Admin Support	\$200	DAY
6	Weekend Events Administrative Support. Supporting school events in regards to athletic, promotional activities. Eligibility threshold starts after providing 10 hours first. Hours after 10 hours will be honored to the staff. Max 25 hours a year.	\$50	HOUR
7	Opening/facilitating the MPS Board of Director meetings	\$70	UP TO 1 HOUR
8	Opening/facilitating the MPS Board of Director meetings	\$210	1- 3 HOURS
9	Opening/facilitating the MPS Board of Director meetings	\$350	3 PLUS HOURS
10	Administrative Hearing Committee	\$70	HOUR
11	Intersession Instruction (Winter, Spring, etc.)	\$70	HOUR

Revision History:

Revision	Date	Description of changes	Requested By
0	5/12/14	Initial Release	David Yilmaz
1	3/25/15	One percent is added to base pay (excluding benefits); base school salaries and coefficients for employee qualifications are revised.	Oswaldo Diaz
2	5/12/16	Salary bands are introduced.	Terri Boatman
3	3/8/18	Edited to reflect new base school salaries and language for employee evaluation ratings. The band maximums, coefficients for employee qualifications, and available performance pay amounts are revised; school enrollment is made a factor in principal position points. Added details for performance pay. Also added language for signing bonus, waiver, and rounding semi-monthly salary to the next whole dollar amount.	David Yilmaz
4	3/21/19	-Base school salary increased from \$46,600 to \$50,000 for MSA-1 through MSA-8 and from \$46,600 to \$48,000 for MSA-Santa Ana and MSA-San Diego. -Position points for Assistant Principal/Dean under the "Employee Qualifications Pay" increased from 15 points to 20 points. (Proposed separately in Board Agenda Item III. C)	Suat Acar
5	05/27/20	-Base school salary increased from \$50,000 to \$52,000 for MSA-1 through MSA-8 and from \$48,000 to \$50,000	Suat Acar
6	06/03/21	Base school salary increased from \$48,000 to \$49,000 for MSA- Santa Ana and MSA-San Diego and the \$52,000 base school salary for MSA-3 through MSA-8 is decreased to \$51,000 for 2021-22 school year. Added clarifying details for one-time signing bonus.	Suat Acar
7	02/10/22	Adding regular/virtual home visit one-time annual assignment to school leaders pay raise scale	Suat Acar

8	04/06/22	Base school salary increased to \$53,000 for MSA- Santa Ana and MSA-San Diego. Base school salary increased to \$57,000 for MSA-1-8. A new position, Athletic Director is added. Minor changes/details were added throughout the pay raise scale for clarifying purposes. Updated the annual assignment and one-time assignment lists.	Suat Acar
9	06/08/22	Base school salary increased to \$57,000 for MSA- Santa Ana and MSA-San Diego. Degree and Credential point(s) reflection to the agreement has been added.	Suat Acar
10	10/13/22	Clarifying language added to one-time annual assignment for Admin Teaching in Class (Covering for an absent teacher is excluded). Saturday school one-time assignment has increased to \$70 per hour.	Suat Acar
11	03/09/23	Base school salary increased to \$59,000 for MSA-3, 4, 6, 7, Santa Ana and MSA-San Diego. Base school salary increased to \$61,000 for MSA-1, 2, 5, and 8. The position point for Assistant Principal increased from 25 to 30. Updated the one-time assignment list	Suat Acar
12	6/22/23	New two one-time assignments have been added and highlighted in yellow.	Suat Acar
13	04/11/24	Base school salary increased to \$61,000 for MSA-3, 4, 6, 7, San Diego and Santa Ana.	Fiorella Del Carpio



Job Title: Instructional Coach

Location: Magnolia Science Academy-2

Position Type: Full-time - 11 Months - Certificated

Position Points: 10 points

Reports to: Principal/School Administrator

Job Summary:

The Instructional Coach plays a critical role in supporting and enhancing the professional development of educators within the school. This individual is responsible for working closely with teachers to improve instructional strategies, student learning outcomes, and overall educational practices. The Instructional Coach serves as a resource, mentor, and collaborator for educators, helping them develop the skills and knowledge necessary to create engaging and effective learning environments.

Key Responsibilities:

- **Teacher Support:**
 - Provide one-on-one and group coaching to teachers to improve instructional strategies, lesson planning, and classroom management using a coaching cycle process.
 - Observe classroom instruction and provide constructive feedback for improvement, including, but not limited to:
 - Building student understanding and skills
 - Academically rigorous instruction
 - Addressing the curriculum standards and frameworks
 - Enhancing student engagement in and ownership of learning
 - Providing a safe and nurturing learning environment
 - Model effective, differentiated instruction, as needed
- **Curriculum Development and Lesson Planning:**
 - Collaborate with teachers and curriculum development teams to align curriculum with best practices
 - Identify and share educational resources, tools, and technologies to enhance teaching and learning
 - Support teachers with effective lesson plan development, including providing support for all student groups
- **Data analysis:**
 - Analyze student data and assessment results to identify trends and areas for improvement
 - Work with teachers to develop data-driven strategies for student success
- **Professional Development:**
 - Assist in the identification of both school wide and individual professional development needs and create professional development plans for teachers
 - Facilitate workshops, training sessions, and peer learning opportunities for educators
 - Keep up-to-date with the latest research and trends in education to inform professional development initiatives
- **Team Collaboration:**

- Works collaboratively and collegially with other Instructional Coaches, Mentors, School Administrators, and Home Office Personnel to implement organization-wide initiatives with fidelity and create a culture of continuous improvement
- Participate in school improvement initiatives and committees
- Other Duties:
 - Meet weekly with the School Administrators to review and collaborate on individual instructional staff job performance and goal setting
 - Support school safety and culture as assigned by School Administrators
 - Support tours for prospective candidates during hiring process
 - Onboarding new instructional staff including any necessary trainings pertinent to the position and/or support for intern or induction programs
 - Other job related duties as assigned by supervisor

Qualifications:

- Bachelor's degree in education or related field; a Master's degree is preferred
- Valid clear California Teaching Credential
- At least three years of teaching experience
- Strong knowledge of instructional strategies and pedagogy
- Knowledge of technology tools and their integration into the classroom
- Excellent communication and interpersonal skills
- Strong data analysis and problem-solving skills
- Ability to work collaboratively and adapt to diverse educational environments
- A commitment to ongoing professional development
- Flexible to changing work environment; always presents with a positive attitude
- Ability to meet deadlines, to conduct and direct research into issues, and to take initiative in the development and completion of projects

Preferred Qualifications:

- Previous experience as an instructional coach or mentor teacher
- Teaching experience at the secondary level
- Familiarity with state and national educational standards
- Experience with adult learning and professional development

Salary Range:

- HR to post



Job Description

Speech and Language Pathologist/ Therapist

Job Description: Speech and Language Pathologist/Therapist

Position Title: Speech and Language Pathologist/Therapist

Position Type: Certificated and 11 months

Position Points: 15 points

Department: Special Education

Reports To: Director of Special Education

Supervises: Up to two ASHA-certified Speech-Language Pathology Assistants (SLPAs)

Location: Site based

Position Summary:

The Speech and Language Pathologist (SLP) carries out the Speech-Related Special Education program for Magnolia Public Schools. The SLP will provide direct services to students, oversee the implementation of Individual Educational Plans (IEPs), and supervise and support Speech-Language Pathology Assistants (SLPAs), ensuring compliance with state and federal regulations, CMO policies, and evidence-based practices. The SLP will also collaborate with school staff and contribute to the development of instructional materials and strategies for students with special needs.

Essential Job Functions:

1. Assessment and Evaluation:

- Conduct comprehensive assessments of speech, language, voice, fluency, and communication skills for students.
- Interpret assessment results and develop individualized education plans (IEPs) based on identified needs.
- Screen, assess, and provide specialized speech and language services to students who qualify for services as established by State standards.

2. Therapeutic Interventions:

- Develop and implement evidence-based therapy programs tailored to the individual needs of students.
- Provide direct, individual, or small group instruction to identified pupils on a regularly scheduled basis as required in their IEPs.

- Provide direct therapy to students, both individually and in groups, as needed.
- 3. **Supervision and Support:**
 - Oversee and supervise the work of up to two ASHA-certified SLPAs, providing guidance, mentorship, and professional development.
 - Ensure that SLPAs are delivering services in accordance with their scope of practice and district policies.
 - Conduct regular performance evaluations of SLPAs and provide constructive feedback.
- 4. **Collaboration:**
 - Work collaboratively with teachers, parents, and other educational professionals to support student success.
 - Participate in multidisciplinary team meetings to discuss student progress and develop intervention strategies.
 - Consult with school and home office staff to support student needs.
 - Serve as a resource for staff on speech and language development, disorders, and interventions.
- 5. **Compliance and Documentation:**
 - Maintain accurate and up-to-date records of student progress, assessments, and therapy sessions.
 - Ensure all documentation meets the requirements of state and federal regulations, as well as district policies.
 - Prepare and submit required reports in a timely manner.
- 6. **Instructional Materials Development:**
 - Develop instructional materials and strategies for Special Education students in the mainstream classroom.
- 7. **Professional Development:**
 - Stay current with developments in the field of speech-language pathology through continuing education and professional activities.
 - Share knowledge and expertise with district staff through in-service training and workshops.
- 8. **Adherence to Mission and Values:**
 - Demonstrate knowledge of, and support, Magnolia Public Schools' mission, vision, goals, core values, standards, policies, and procedures, operating instructions, confidentiality standards, and the code of ethical behavior.

What You Will Bring:

- Strong communication, collaboration, and community-building skills.
- Outstanding training and presentation abilities.
- Experience in performance assessment.
- Strong problem analysis and problem resolution skills at both strategic and functional levels.
- Ability to thrive in a fast-paced environment and willingness to collaborate and work as part of a team.
- Flexibility and the ability to work autonomously as well as take direction as needed.

Required Education, Credentials, and Experience:

- Bachelor's degree, Master's Degree in Speech-Language Pathology or related field.
- Valid Speech-Language Pathology School Services credential, Clinical credential, or Rehabilitative Services credential with an authorization in Language, Speech, and Hearing.
- License with ASHA (American Speech-Language-Hearing Association).

Working Conditions:

- Work is typically performed in a school environment with a moderate noise level.
- Travel between school sites within the district may be required.
- Occasional evening or weekend work may be necessary to meet the needs of students and families.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand, bend, and sit for long periods of time. The employee must also be able to listen and hear students, lift and/or move up to 50 pounds and be appropriately mobile, including by escorting students across campus as needed. This job description should not be construed to imply that these requirements are the only duties, responsibilities, and qualification for this job. Incumbents may be required to follow any additional related instructions, acquire related job skills and perform other related work as required or assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Magnolia Public Schools is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.



MAGNOLIA PUBLIC SCHOOLS

250 E. 17th
 Street, Los Angeles, CA
 90012-1701 | 213-688-3004 |
 213-688-3000

SPECIAL EDUCATION COORDINATOR JOB DESCRIPTION

JOB DUTIES

- Overseeing / managing a caseload of special education students and the implementation of their IEP/504 plans in: inclusive, self-contained and pull-out settings.
- Ensuring appropriate delivery of both special education instruction and related services as stipulated on IEPs/504 plans.
- Ensuring compliance by the school with all local and Federal laws and regulation relating to students with IEPs/504 plans and students referred to special education.
- Ensuring that services provided by contractual personnel are of high quality, provided in the LRE, and are aligned with students' IEPs/504 plans.
- Effectively communicating to parents and guardians the special education process including process for referrals, evaluations, annual IEPs/504 plans, and re-evaluations.
- Facilitating IEP meetings using a strengths based and family centered approach
- Coordinating with the student's special education team to ensure all documents are completed in a timely manner (according to state, local, and school policies and procedures) prior to meeting. Connect with the special education team to ensure all team members (including parents) are prepared for the content of the meeting.
- Coordinating with a special education team to complete quarterly IEP progress reports and provide quarterly IEP progress reports to parents/guardians.
- Maintaining student files (paper and electronic) according to school, district and state standards.
- Providing training and technical assistance to case managers, teachers, related service providers and support service professionals on all aspects of cases management: use of computer systems for the special education process, goal writing, progress reports, annual reviews and parent communication.
- Ensuring IEPs are developmentally appropriate, curriculum/standards -based, strength based, and relevant to individual students.
- Working to maintain a school and data system that includes: student information related to IEPs, services, service hours, evaluations, referrals, timelines in which evaluations were completed and discipline incidents.
- Supporting the planning of special education initiatives and the implementation of initiatives. Integrates new developments, research findings and best practices into ongoing programs and new initiatives.
- Representing school as a subject matter expert in contact with district, state, Federal Agencies and non-profits concerning students with special needs.
- Overseeing special education inventory of equipment / materials.
- Identifying and developing appropriate curriculum and school based assessments to support the academic growth of students with IEPs/504 plans.
- Gathering and reporting data for all reporting requirements concerning students with IEPs/504 plans and other required reports (to the State, Department of Education, census, grant applications, annual report, etc.).
- Maintaining a high level of knowledge regarding developing special education issues such as changes in federal and local special education policy.
- Advocating for special education with school leadership.
- Establishing and maintaining communication with parents of students in the program.
- Facilitating workshops / meetings for parents, as well as identifies resources for parents of students with special needs.



MAGNOLIA PUBLIC SCHOOLS

25 E. 17th
St. Ste. 1000 Los Angeles, CA
90012 P: (213) 628-3004 F:
(213) 628-6000

-
- Engaging parents and families in their student's learning and acting as an ambassador for the school in the community.
 - As appropriate, connecting with students outside providers, pediatricians, and therapists to support student's needs in the classroom.
 - Co- Coordinating subject related programs
 - Maintaining confidentiality of student records and student information
 - Other job related duties as assigned by the supervisor.

Qualifications:

- Bachelor's degree
- Credentialed ED Specialist/ School Administrator / School Psychologist
- 2-3 years of experience as a credentialed teacher or education specialist
- Knowledge in Special Education laws, policies, regulations, compliance and CDE procedures (preferred)
- United States work authorization

Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand, bend, and sit for long periods of time. The employee must also be able to listen and hear students, lift and/or move up to 50 pounds and be appropriately mobile, including by escorting students across campus as needed. This job description should not be construed to imply that these requirements are the only duties, responsibilities, and qualification for this job. Incumbents may be required to follow any additional related instructions, acquire related job skills and perform other related work as required or assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Coversheet

Approval of Revised MPS School Site Classified Employees' Pay Raise Schedule for 2024-25

Section: III. Action Items
Item: D. Approval of Revised MPS School Site Classified Employees' Pay
Raise Schedule for 2024-25
Purpose: Vote
Submitted by:
Related Material:
III_D_Revised MPS School Site Classified Employees' Pay Raise Schedule 2024-25.pdf



Agenda Item:	III D: Action Item
Date:	June 7, 2024
To:	Magnolia Educational & Research Foundation dba Magnolia Public Schools (“MPS”) Board of Directors (the “Board”)
From:	Alfredo Rubalcava, CEO & Superintendent
Staff Lead(s):	Fiorella Del Carpio, Chief People Officer
RE:	Approval of the Revised MPS School Site Classified Employees’ Pay Raise Schedule For 2024-25 School Year

Action Proposed

I move that the Board approve the revised MPS school site classified employee's pay raise schedule for 2024-25 school year.

Introduction

The MPS Board of Directors approved the MPS school site classified employees’ pay raise schedule during the April 2024 board meeting. We are bringing back this item to add the following classified school site position:

- Extended Learning Opportunities Program (“ELOP”) Site Coordinator

Analysis:

ELOP Site Coordinator position is already an existing position which was not captured previously.

Chart 1: 2024-25 FY Classified Titles and average rates

Position	Count of Position	Average of Hourly Rate (\$)
Administrative Assistant	4	27.74
After School Coach & Instructor	3	29.60
After School Coordinator	2	24.95
Ases Frontline Staff Member	2	17.74
Athletic Director	1	43.87
Behavior Implementation Intervn & Coach	1	25.00
Campus Aide	6	21.79
Campus Supervisor	2	22.96



Community Schools Coordinator	10	37.21
Community Schools Liaison	3	27.54
Custodian	14	20.51
Discipline Coordinator	5	34.17
ELOP After School Coach	2	20.50
ELOP Site Manager	2	37.64
ELOP Site Coordinator	1	43.27
Facility Manager	1	33.77
IT Manager	6	44.06
IT Technician and Campus Aide	1	30.00
Library Clerk	1	28.84
Meal Server	2	17.50
Music Instructor	1	35.00
Office Administrator	3	24.58
Office Clerk	10	22.83
Office Manager	11	35.22
PACE Coordinator	7	28.60
Paraprofessional	10	22.33
Social Worker	1	37.81
SPED Aide	21	23.56
Teacher Aide	14	20.82

Budget Implications:

There is no fiscal impact as it relates as this item will be budget neutral. All other details related to the MSA Santa Ana budget will be presented during the June 17th, 2024 board meeting.



Exhibits (attachments):

- One-time assignment list (Appendix 1)



APPENDIX 1

MPS Board Approved Additional Duties-One Time Assignment for the 2024-25 School Year				
Additional Duties – One-Time Assignment				
	COMPONENT NAME	DOLLAR AMOUNT	PER	DESCRIPTION
* Hourly staff will not be paid according to the below rates but will be paid with respect to their hourly rates to the extent their job duties encompass any of the duties below.				
1	Home Visit Program	\$50	VISIT	Refer to Home Visit Policy
2	Virtual Home Visit	\$25	VISIT	Refer to Home Visit Policy
3	Saturday School	\$70	HOUR	Refer to School Admin
4	Parent Academy Coordinator	\$70	HOUR	Refer to School Admin
5	Parent Academy Teacher	\$70	HOUR	Refer to School Admin
6	After School Coordinator	\$30	HOUR	Refer to School Admin
7	After School Support	\$30	HOUR	Refer to School Admin
8	Zero Period Assistance	\$30	HOUR	Refer to School Admin
9	Substituting for another teacher	\$50	PERIOD	Refer to School Admin
10	Edge Coaching-Mentoring	\$35	HOUR	Refer to School Admin
11	Providing PD/Workshop	\$50	HOUR	Refer to School Admin
12	School Camp-Trip-Only for Overnight Trips	\$200	DAY	Refer to School Admin
13	SAT/ACT or College Prep Boot Camp	\$30	HOUR	Refer to School Admin
14	Assisting enrollment recruitment event, orientation meeting, open houses	\$50	HOUR	Refer to School Admin
15	Saturday/Sunday Community Activity (STEAM EXPO, Festivals or similar events)	\$150	EVENT	Refer to School Admin
16	Assisting Saturday or Summer New student Testing Proctor	\$35	HOUR	Refer to School Admin
17	Extra Tutoring Sessions	\$30	HOUR	Refer to School Admin
18	Attending PDs stipend (weekends, holidays, and summer; outside of work days)-Max 4 Days	\$150	DAY	Refer to School Admin
19	Attending Trainings Outside Class Hours (such as Infinite Campus)	\$30	HOUR	Refer to School Admin
20	Sustained Silent Reading (SSR) Period & Advisory Period Coverage	\$35	PERIOD	Refer to School Admin



21	High School Seasonal Sports Coach (per sport)	\$2,500	Season	Athletic coaches provide instruction and coach students to develop skills and ability to excel in sports assigned. Contribute to the education program as a whole and to the growth of students involved in athletics. Duties will include: knowledge of CIF rules and protocols, manage and supervise athletic activities and contests, monitor and enforce student eligibility criteria, collaboration with administration and athletic director to schedule and coordinate competition, maintain inventory of all fixed assets, and manage other aspects related to the assigned sport.
22	Middle School or Elementary School Seasonal Sports Coach (per sport)	\$2,000	Season	Athletic coaches provide instruction and coach students to develop skills and ability to excel in sports assigned. Contribute to the education program as a whole and to the growth of students involved in athletics. Duties will include: knowledge of league rules and protocols, manage and supervise athletic activities and contests, monitor and enforce student eligibility criteria, collaboration with administration to schedule and coordinate competition, maintain inventory of all fixed assets, and manage other aspects related to the assigned sport.
23	Assistant coach HS (per sport)	\$1,500	Season	The assistant coach duties include assisting the head coach in all aspects of planning and supervision of team practices and games, team strength/conditioning programs, game scheduling, assisting with team eligibility processes, budget management, and managing other aspects related to the assigned sport.
24	Assistant coach MS/ES (per sport)	\$1,000	Season	The assistant coach duties include assisting the head coach in all aspects of planning and supervision of team practices and games, team strength/conditioning programs, game scheduling, assisting with team eligibility processes, budget management, and managing other aspects related to the assigned sport.
25	Referee assignment	\$40	GAME	In case we can't locate a referee and one of our team members conduct this duty during the game
26	Dual enrollment college co-teacher after hours	\$1,500	Course	The co-teacher will work with students who are enrolled in college courses outside of the regular school day to follow up on student attendance, work submission, logistical support for students and will serve as the liaison between the professor and the students. The co-teacher will also attend all synchronous course sessions taught by college professors as well as provide at least 1 additional hour of support per week to students outside of the professor's synchronous sessions to support students. Further, the co-teacher will follow up with the professor, students, parents and school administration to provide targeted interventions to support students who are struggling with academics and attendance matters. This stipend is paid for each 1 college course of support.



27	Targeted Intervention	\$50.00	Hourly	<p>After reviewing data (NWEA, SBAC etc) a certificated teacher will host a small group (no more than 10 students) of intervention outside of the classroom time.</p> <p>Pre and Post data will be required to measure specific student growth during the intervention. The teacher will be required to send parents notification letters to invite them to the intervention groups for at least 6 weeks.</p> <p>The intervention must occur at least 2-3 times per week and for increments of 4-8 weeks in length.</p>
28	Parent meeting outside home	\$50	Visit	<p>As an ever evolving community school connection with families, we will allow educators to coordinate Magnolia Family visits at a community based location open to the public as an opportunity to connect families with community resources.</p> <p>This will be an extension of a project focused on community reflective tours.</p>
29	Administrative Hearing Committee	\$70	HOUR	<p>The Administrative Hearing Panel is a specialized committee composed of certificated teachers and administrators with experience in education law and student discipline, designed to hear cases on behalf of the governing board. The panel is to be impartial and "on call" to hear cases related to expulsions, involuntary removal, records review, etc. Meetings will be held in person or via Zoom, depending on the case, with a maximum of 2 hours of service.</p> <p>Appointments to the Panel will be approved by the site principal and Director of Student Services. Max 2 hours. Mileage reimbursement available for in person attendance to hearings.</p>
30	Intersession Instruction (Winter, Spring, etc.)	\$70	HOUR	<p>Teach enrichment, intervention and remediation courses and programs. Supervise students and manage related operations.</p>

Coversheet

Approval of Board Resolution for Creation and Elimination of Positions for MSA-Santa Ana Due To Restructure

Section: III. Action Items
Item: E. Approval of Board Resolution for Creation and Elimination of Positions for MSA-Santa Ana Due To Restructure
Purpose: Vote
Submitted by:
Related Material:
III_E_Board Resolution For Elimination of Position(s) for MSA-Santa Ana Due To Restructure.pdf



Agenda Item:	III E: Action Item
Date:	June 7, 2024
To:	Magnolia Educational & Research Foundation dba Magnolia Public Schools (“MPS”) Board of Directors (the “Board”)
From:	Alfredo Rubalcava, CEO & Superintendent
Staff Lead(s):	Fiorella Del Carpio, Chief People Officer Steven Keskindurk, Principal at Magnolia Science Academy-Santa Ana
RE:	Approval of Board Resolution For Elimination of Position(s) for MSA-Santa Ana Due To Restructure

Proposed Board Motion:

I move that the Board approve the board resolution #20240607-01 for elimination of position(s) for MSA-Santa Ana due to restructure effective 2024-25 school year.

Introduction:

In consultation with the MSA-Santa Ana school site leadership, MERF administrators have determined that based on the reduced enrollment and funding of MSA-Santa Ana, the school site would be best served by operating under a new model, with one principal (eliminating the Co-Principal model), and new certificated roles, which will provide greater emphasis on roles with more direct access and support for students and developing teachers.

The Co-Principal model was deemed superfluous based on the reduced enrollment of MSA-Santa Ana, which has 520 presently, compared to the all-time enrollment high of 720 in the 2017-18 school year. Enrollment figures aside, MERF Administrators also believe it is in the best interest to reallocate the staffing to positions with closer teacher and student interaction and support.

Budget Implications:

Due to the current restructure of Santa Ana, the school site leadership is currently working to redirect job duties to the various existing site personnel. The result has not been finalized. However, these items’ costs are anticipated to remain neutral in the budget. The detailed budget will be presented during the next board meeting.

Exhibits (attachments):

- Board Resolution #20240607-01

Resolution #20240607-01

MAGNOLIA EDUCATIONAL & RESEARCH FOUNDATION

RESOLUTION

**ELIMINATION OF
POSITION(S) FOR MSA-SANTA ANA
DUE TO RESTRUCTURE**

WHEREAS, Magnolia Educational & Research Foundation (“MERF”) is a non-profit organization operating public charter schools in Southern California; and

WHEREAS, MERF is reconfiguring the structure of Magnolia Science Academy - Santa Ana’s (“MSA-Santa Ana”) educational programs to provide the greatest targeted benefit to students with an emphasis on hands-on learning and support; and

WHEREAS, MERF has determined that certain positions are no longer as educationally impactful in their current form, and administration has assessed that funds spent staffing these positions would best benefit students by being redirected to other hands-on learning and service job positions; and

WHEREAS, MERF is charged with the responsible management and successful operation of all its charter schools and is obligated to employ staff in the best interest of its students and programs, and these changes are anticipated to have a cost savings for MSA-Santa Ana.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of MERF (the “Board”) that:

1. MSA-Santa Ana will be staffed by a single Principal, thereby eliminating the Co-Principal model, and one (1) of the two (2) Principal positions.
2. The MSA-Santa Ana Principal will serve all aspects, and perform all duties, of the Principal position.

Resolution #20240607-01

Elimination of Position(s) for MSA-Santa Ana Due To Restructure

Page 2 of 2

PASSED AND ADOPTED by the Board this 7th day of June, 2024, by the following vote:

AYES:

NOES:

RECUSE:

ABSENT:

The undersigned Board Chair does hereby certify that the foregoing is a full, true, and correct copy of the Resolution adopted by the said Board at its meeting on the above date and by the vote above stated, which resolution is on file in the office of MERF.

Board Chair

Coversheet

Approval of Overview and Roadmap for Staffing and Organization of New Orange County Schools

Section: III. Action Items
Item: F. Approval of Overview and Roadmap for Staffing and Organization of New Orange County Schools
Purpose: Vote
Submitted by:
Related Material:
III_F_Overview and Roadmap for Staffing and Organization of New Orange County Schools.pdf



Agenda Item:	III F: Action Item
Date:	June 7, 2024
To:	Magnolia Educational & Research Foundation dba Magnolia Public Schools (“MPS”) Board of Directors (the “Board”)
From:	Alfredo Rubalcava, CEO & Superintendent
Staff Lead(s):	Fiorella Del Carpio, Chief People Officer Alfredo Rubalcava, CEO & Superintendent
RE:	Approval of Overview and Roadmap for Staffing and Organization of New Orange County Schools

Action Proposed:

I move that the Board approve the overview and roadmap for staffing and organization of new Orange County schools.

Introduction:

This policy will allow the establishment and slow but steady building and formation of the Orange County school sites from the ground up, and to allow MERF to use the experience gained to be a roadmap for the opening of the 3 additional sites to follow. The policy allows administrators to assign current employees temporary, non-traditional roles, such as finding a school site, advocating for expansion before local agencies and community groups, without the need to frequently amend the job description or frequently issue and revoke employment agreements and stipends as duties change. It also involves the Board by providing for periodic check-ins with the Board and Board approval of transactions soon after they occur, but by no later than the timelines set in the policy. It also requires administrators to develop over the next 12 months a specific written plan for the opening of the next 3 school sites, for review and approval by the Board.

Budget Implications:

We anticipate additional costs as it relates to this position including salary and benefits for one FTE administrative position, which will be paid for from the Federal CSP Award.

Exhibits (attachments):

- Policy including the **Founding Principal Job Description for New Orange County Site During First Year Upon Charter Approval**

Magnolia Educational & Research Foundation
Overview and Roadmap for Staffing and Organization of
New Orange County Schools

As MERF has been approved by the Orange County Office of Education (“OCO”) to open one (1) county-wide charter schools with four (4) locations over five (5) years, the MERF Board of Directors (“Board”) must work in collaboration with MERF administrators on a plan and roadmap for the organizational structure and staffing of each school, to ensure an efficient, timely, and smooth opening process.

MERF intends to open the first school site for operation in fall 2025. Prior to its official opening and acceptance of new students, select MERF employees will need to carry out the initial tasks and duties of opening a school site. The initial tasks for opening over the next year will be difficult to pinpoint, but may include the following:

1. Identification and selection of school site;
2. Negotiation of leases and vendor agreements;
3. Planning and structuring initial programs for long term growth;
4. Planning and structuring staffing for long term growth;
5. Developing recruitment and outreach specific to the Orange County area.

As many of the initial tasks will be short term but time consuming (e.g., locating a school site), administrators may have difficulty assigning staffing with consistency under the current job descriptions and pay scales in place, which offer regular employment in an operational charter school. Likewise, many of MERF’s pre-existing policies, budgets, vendor agreements, and practices are suited to open/operational schools, and are not yet applicable to the new Orange County school sites which have not opened. Administrators may uncover numerous processes and policies that require minor, temporary changes to account for the new status of the school, many of which have not been envisioned and cannot be planned for during the opening of the first new Orange County school site. However, the Board has faith that administrators will begin adopting new policies, procedures, and approaches for the efficient opening of a new school site during the next one (1) year period, and may put that hands on experience to use in opening the next three (3) locations.

Therefore, the Board directs administration to prepare and adopt a model school site opening plan and roadmap (the “Plan”) based on the experience gained opening the first new Orange County school site between June 2024 and August 2025. The Plan will contain preliminary timelines, template operational documents, sample hiring policies and pay scales, local contacts, and most importantly, practical knowledge on opening a new school in Orange County. The Plan will be assembled over the course of the next one (1) year period and presented to the Board for approval as the road map to opening the remaining three (3) Orange County school sites, and possible other future charter schools in time. Administrators will also provide periodic updates to the Board and solicit feedback on the direction of the Plan.

To create this Plan, the Board directs administration to do as follows:

1. Develop effective systems for the opening of the new Orange County school site over the next one (1) year period.

2. Create and revise the organizational structure of the new Orange County School based on the anticipated needs of the program. Prepare a written organizational structure and present it to the Board prior to **fall 2025**.
3. Create regular and temporary job positions, write and revise job descriptions, award and adjust compensation based on the fluctuating needs of the organization during the initial pre-opening one (1) year period.
4. Changes to compensation ranges below and creation of new roles, must be taken to the Board no later than **sixty (60) days** after the change goes into effect, or by **the next regularly scheduled Board meeting**, whichever is later.
5. Prepare a comprehensive opening plan for the remaining three (3) new Orange County school sites by August 2025.

Pre-Approved Vendor and Compensation Ranges:

- | | | |
|------------------------|---------------------|-------------------------|
| 1. New Site Consultant | \$5,000 - \$15,000 | Scope of Work TBD |
| 2. New Site Principal | \$120,000-\$140,000 | Regular Job Description |

Founding Principal Job Description for New Orange County Site

During First Year Upon Charter Approval

In addition to all regular school site principal job duties, the Principal for the new Orange County Site will also carry out the following job duties as needed:

- During the first year, the Principal will be appointed
- Supporting all aspects of opening a new charter school
- Supporting, and even leading, the identification and selection of a school site
- Leading the development and implementation of policies, procedures, and programs integral to a new charter site
- Advocacy on behalf of the new charter site in various forums
- Working with vendors, administrators, and community members to prepare the school to be open by fall 2025
- Working closely with Orange County Authorizer to complete all tasks needed to open and operate the charter school
- Maintain open and effective communication with the C-Team, and report updates and progress as directed by the C-Team
- Carry out recruiting, marketing, community engagement, and advertising needing to fill enrollment and staffing
- Assist at other school sites if asked to do so
- Assist with duties of other positions when needed

These additional duties may entitle the employee to a stipend.

Coversheet

Approval of the Education Protection Act (EPA) Resolution for the 2024-25 School Year

Section: III. Action Items
Item: G. Approval of the Education Protection Act (EPA) Resolution for the
2024-25 School Year
Purpose: Vote
Submitted by:
Related Material: III_G_2024-25 Education Protection Act (EPA) Spending Resolution.pdf



Agenda Item:	III G: Action Item
Date:	June 7, 2024
To:	Magnolia Educational & Research Foundation dba Magnolia Public Schools (“MPS”) Board of Directors (the “Board”)
From:	Alfredo Rubalcava, CEO & Superintendent
Staff Lead(s):	Steve Budhrajia Ed.D, Chief Financial Officer
RE:	Approval of 2024-25 Education Protection Act (EPA) Spending Resolution for MPS

Action Proposed:

I move that the Board approve the Resolution for the Education Protection Act for the 2024-25 School Year.

Background:

The Education Protection Account (EPA) was created in November 2012 by Proposition 30, the Schools and Local Public Safety Protection Act of 2012, and it was implemented in 2013. The EPA is governed by Section 36 of Article XIII of the California Constitution, which was amended by Proposition 55 in November 2016.

The EPA is the way for the State to collect and distribute funds that are generated by the tax increases related to personal income and sales tax as authorized by Proposition 30. Similar to local property taxes, local education agencies’ (LEAs) State Aid is reduced by one dollar for each dollar received from the EPA. California Education Code requires that LEAs adopt an EPA resolution annually as part of receipt for Local Control Formula Funding (LCFF).

Budget Implications:

All projected EPA funding is included in the 2024-25 Adopted Budget in accordance with the California Education Code.

Exhibits (Attachments):

Resolution for the Education Protection Act for the 24/25 school year.



RESOLUTION REGARDING THE EDUCATION PROTECTION ACCOUNT (EPA)

WHEREAS,the voters approved Proposition 30 on November 6, 2012;

WHEREAS, Proposition 30 added Article XIII, Section 36 to the California Constitution effective November 7, 2012;

WHEREAS,the provisions of Article XIII, Section 36(e) create in the state General Fund an Education Protection Account to receive and disburse the revenues derived from the Incremental increases in taxes imposed by Article XIII, Section 36(f);

WHEREAS,before June 30th of each year,the Director of Finance shall estimate the total amount of additional revenues less refunds that will be derived from the incremental increases in tax rates made pursuant to Article XIII, Section 36(f) that will be available for transfer into the Education Protection Account during the next fiscal year;

WHEREAS,if the sum determined by the State Controller is positive, the State Controller shall transfer the amount calculated into the Education Protection Account within ten days preceding the end of the fiscal year;

WHEREAS,all monies in the Education Protection Account are hereby continuously appropriated for the support of school districts, county offices of education, charter schools and community college districts;

WHEREAS,monies deposited in the Education Protection Account shall not be used to pay any costs incurred by the Legislature, the Governor or any agency of state government;

WHEREAS, a community college district, county office of education, school district, or charter school shall have the sole authority to determine how the monies received from the Education Protection Account are spent in the school or schools within its jurisdiction;

WHEREAS, the governing board of the district shall make the spending determinations with respect to monies received from the Education Protection Account in open session of a public meeting of the governing board;

WHEREAS, the monies received from the Education Protection Account shall not be used for salaries or benefits for administrators or any other administrative cost;

WHEREAS, each community college district, county office of education, school district and charter school shall annually publish on its internet website an accounting of how much money was received from the Education Protection Account and how that money was spent;

WHEREAS, the annual independent financial and compliance audit required of community college districts, county offices of education, school districts and charter schools shall ascertain and *verify* whether the funds provided from the Education Protection Account have been properly disbursed and expended as required by Article XIII, Section 36 of the California Constitution;

WHEREAS, expenses incurred by community college districts, county offices of education, school districts and charter schools to comply with the additional audit requirements of Article XIII, Section 36 may be paid with funding from the Education Protection Act and shall not be considered administrative costs for purposes of Article XIII, Section 36.

NOW; THEREFORE, IT IS HEREBY RESOLVED;

1. The monies received from the Education Protection Account shall be spent as required by Article XIII, Section 36 and the spending determinations on how the money will be spent shall be made in open session of a public meeting of the governing board of Magnolia Public Schools.
2. In compliance with Article XIII, Section 36(e), with the California Constitution, the governing board of the Magnolia Public Schools has determined to spend the monies received from the Education Protection Act as attached.

Board President

Date