



Magnolia Public Schools Board Recruitment Application

DATE: 04/10/2010

This “board recruitment application” is intended to identify individuals interested in serving on the board of Magnolia Public Schools. Appointments to the board are made by the Magnolia Public Schools - Nominating Committee.

1. Name: Mekan Muhammedov

2. Statement of Intent

Please describe the specific expertise and experience, as well as personal attributes, that you bring to the board, including service on any other governing boards.

I worked at various positions, especially in financial field at Magnolia Public Schools for over 10 years and had opportunity to be aquatinted with budget and policy development, financial reporting, as well as working with charter offices of School Districts, Counties and State. I am very much familiar with the dynamics of what made Magnolia Public Schools a quality public charter school. I will do my best to use these attributes for the best interest of Magnolia Public Schools if I am chosen to serve at MPS Board.

How will you contribute to the board's ability to monitor the school's academic, operational, and fiscal policies and practices?

I had the privilege of reporting to and working with Board of Magnolia Public Schools and very well aware of expectations and standards of the board. Specifically, my previous exposure to financial reports submitted to board, along with policies and procedures development experience with contribute to boards ability to monitor.

3. Attach two references with contact information

Magnolia Public Schools

Board Candidate Evaluation Form

Candidate Name: Mekan Muhammedov Date: 04/16/2020

Evaluator Name: Rabbi Haim Beliak / Dr. Umit Yapanel

1. Relevant Expertise:

Does the candidate have expertise relevant to a board position? Will his or her expertise fill a need unmet by current board members? Has the candidate had enough experience within his/her field such that s/he can make meaningful contributions? Is the candidate willing to share his or her expertise as a board member?

Please check only the TWO most relevant areas of expertise:

- Strategic Planning
- Facilities/Real Estate**
- Senior Management/Leadership
- Education
- Accounting / Finance / Fundraising**
- Politics / Connections
- Legal
- Marketing/PR
- Community Representation / Organizing
- Governance
- Organizational Memory**

Definitely Reject(1) | Probably Reject(2) | Unsure(3) | Probably Invite(4) | **Definitely Invite(5)**

2. Teamwork:

Will the candidate make a good team member? Is the candidate open to hearing others' opinions and perspectives? Sensitive to group dynamics? Willing to put organizational needs before his or her interests and needs in making decisions?

Definitely Reject(1) | Probably Reject(2) | Unsure(3) | Probably Invite(4) | **Definitely Invite(5)**

3. Commitment:

Is the candidate willing to devote her/his full energy and talent to the board? Is the candidate's understanding of his or her responsibilities as a board member aligned with our expectations? Does he or she have the time necessary to be an active board member? Even in the face of organizational challenges and difficulties, will the candidate remain committed to the organization?

Definitely Reject(1) | Probably Reject(2) | Unsure(3) | Probably Invite(4) | **Definitely Invite(5)**

4. Philosophical Alignment:

Does the candidate believe in the mission and purpose of both our organization and the charter school movement? Will the candidate make decisions based on alignment with the organizational mission, rather than based on personal needs and considerations?

Definitely Reject(1) | Probably Reject(2) | Unsure(3) | Probably Invite(4) | **Definitely Invite(5)**

TOTAL SCORE (out of 20): 20

Overall Impressions: Nominating committee members had a 1.5 hour interview with the candidate in filling out this form. We were impressed by the candidate's knowledge in finance, real estate and knowing the history of Magnolia very well, thereby bringing much needed institutional memory and understanding to the board if appointed. Being close physical proximity to MSA Santa Ana campus, he indicated that he is willing and able to put in the time to be an active board member in supporting this school to help it get through the current challenges it is facing.

February 27, 2020

Re: Application for Magnolia Public Schools Board position

Dear Magnolia Public Schools Board Members:

First and foremost I would like to thank Mr. Geldiyev for proposing myself to a potential board member position at Magnolia Public Schools Board. I also would like to extend my gratitude for all of your time and consideration to review my potential board position at Magnolia Public Schools Board.

Throughout my early career I had proudly been part of charter movement and fully support the idea of enabling high quality education to the most disadvantaged students in various regions of California. It would be my honor to be able to invest and share the experience that I had gathered over the years and to be able to make it as a Magnolia Public Schools Board member is a privilege in and itself.

I first joined charter movement and particularly Magnolia family in 2004 as volunteer at MSA-1 while going to college. Eventually, I got part-time job as business manager and from there I went to serve as Director of Finance and eventually held the position of Chief Financial Officer. Throughout my 10+ year career at Magnolia, positions I served allowed me to be exposed to almost every single aspect charter education and finances. Submission process and documentation process of charter petitions, application and reporting of startup grants, development of policies and procedures, introduction of various accounting practices, budget development, working with local, county and state charter offices are few experiences to name.

Throughout my career at Magnolia, I had great pleasure working with one of the most dedicated teachers and administrators who are passionate about high quality education, focused on reaching those students especially that are the most disadvantaged when it comes to education. Possibility of being able contribute to such movement at a different capacity is, a privilege to the fullest extent.

I am very excited about possibility of being part of Magnolia Public Schools' Board member and humbled to bring my non-profit experience in finance and management to Magnolia. It would be my pleasure to further discuss my credentials in much more detail and provide you with more information in regards to my experience, while you assess my qualifications.

Thank you and look forward to hearing from you!

Regards,

A handwritten signature in black ink, appearing to read 'Mekan Muhammedov'.

Mekan Muhammedov, M.A.



Mekan Muhammedov

Professional Summary

Proactive and motivated executive with high-energy approach to building and optimizing business operations. Solid understanding of facets such as financial, business and personnel management. Results-driven and industrious with conscientious attention to critical details and big-picture needs.

Work History

Self-Employed - Real Estate Investor, Entrepreneur

Irvine, CA

09/2017 - Current

- Evaluate capital needs of clients and assessed market conditions to structure financial packages
- Prepare documents and presentations, including investment memorandums, proposals, financial and operational materials to deliver to potential investors
- Raise money to complete business commercial development projects
- Administer property-related budgets, reviewed invoices and tracked costs
- Improve financial status by analyzing results, monitoring variances and recommending actions to stakeholders of private companies
- Reviewed contracts financially impacting companies and advise executive leaders on impact contracts would have on company operations
- Continue to successfully market a network of 500+ business distributors in 16 countries

GG Construction - Executive Director

Dubai, UAE

01/2015 - 04/2017

- Enhanced company development initiatives by solving complex issues and suggesting corrective action
- Delegated assignments based on site plans, project needs and knowledge of individual team members
- Coordinated required inspections with local jurisdictions to identify and quickly resolve any code concerns
- Coordinated international team to deliver

Skills

- Financial Management and Budgeting
- Policy and Project Development
- Revenue Generation and Expense Streamlining
- Team Building
- International Marketing
- Stakeholder relations
- Contract Negotiation
- Articulate public speaker

Education

06/2010

California State University-Northridge
Northridge

Bachelor of Arts: Political Science

06/2013

California State University-Northridge
Northridge

Master of Arts: Political Science And Government

- Drove project objectives on day-to-day operational level by working closely with clients, decision-makers and vendors
- Completed various construction projects in Turkmenistan and UAE concurrently on a timely manner

Magnolia Public Schools - Chief Financial Officer

Westminster, CA

08/2011 - 08/2014

- Directed all financial activities, including budget development, creation of budgetary controls and record-keeping systems and purchasing procedures
- Oversaw all financial operations organization-wide, including budgets, payroll and accounts payable and receivable
- Organized the creation, planning and implementing policies and procedures to increase internal controls
- Coordinated closely with finance team to prepare accounts and documentation as well as conduct internal audits according to all regulatory requirements and report to local, country and state agencies
- Reported to executive team and board of directors on a regular basis in regards financial state of the organization
- Lead the team of accountants and financial personnel that managed 10+ school location throughout the state and coordinated on policies, revenues and expenditures with school leaders on a regular basis

Magnolia Public Schools - Director of Finance

Westminster, CA

08/2010 - 08/2011

- Managed day-to-day operations within 7-person finance department of Magnolia Public Schools with 300+ employees
- Monitored budget, revenue and expense, regularly reporting to CEO and Board of Directors in regards to financial standing
- Analyzed financial statements against financial turbulences the State was going through and arranged various financial operations in order to keep cash flow in tact
- Streamlined purchasing operations for every location through central office

Magnolia Science Academy-1 - Business Manager

Reseda, CA

01/2005 - 08/2010

- Completed daily day to day functions like accounting, payroll and wage allocations, budgeting, allocating donations and all types of cash and banking reconciliations
- Prepared school budget and submitted to principal and school board with recommendations for hiring, capital expenditures
- Submitted weekly, monthly, quarterly and annual reports to local authorizing authority and state education office