



MAGNOLIA PUBLIC SCHOOLS

Board Of Directors

Board Agenda Item #	9
Date:	08.13.2015
To:	Magnolia Board of Directors
From:	Caprice Young, Ed.D. CEO & Superintendent
Staff Lead:	Oswaldo Diaz, Chief Financial Officer
RE:	Acquiring New Home Office Facility

Proposed Board Recommendation

Informational Item

Background

The lease of the Home Office site located in Westminster, CA will expire in Fall 2015. MERF is in the process of considering new office spaces for lease in the Los Angeles metropolitan area. The new office space is required to consolidate staff performing home office duties into one central location, accessible to all schools. The central location will also decrease the commute costs for most of our staff and will be easily accessible by public transportation. In addition, college interns will have an easier time accessing our Home Office from their colleges.

A relocation committee has been established to consider the different site options and to ensure that staff input is considered in the selection process. The following employees make up the relocation committee:

Oswaldo Diaz, Chief Financial Officer
Michelle Crumpton, Chief Academic Officer
Andy Gokce, Chief of Staff
Alfredo Rubalcava, Chief External Officer
Ismail Ozkay, Manager of Assessments and Academic Information
Kelly Hourigan, Director of Student Affairs

The relocation committee will be visiting potential sites in accordance to the timeline below:

Timeline

Office Site Evaluations: August 3-5
Submit Letter of Intent: August 6
Obtain Lease Draft: August 27
Legal Review: 3 weeks
Lease Fully Executed: September 17
Leasehold Improvements: 8 weeks
Estimated Leasehold Improvements Completion: November 12



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Move in: November 13

Budget Implications

The lease costs will be determined by the location and the cost per square foot. Additional information will be provided to the board as site selection has been finalized.

Name of Staff Originator: Oswaldo Diaz, Chief Financial Officer