APPROVED

# Magnolia Public Schools

## Minutes

### Regular Board Meeting

**Date and Time**
Thursday June 24, 2021 at 6:00 PM

**Location**
https://zoom.us/j/95872880353?pwd=TWdCcnlLUERWUUk2RW5uVE1QQk1CQT09

**Meeting ID:** 958 7288 0353 **Passcode:** 964005
**One tap mobile:** +16699009128,,95872880353# US (San Jose)

Board Members:
Dr. Umit Yapanel, Interim Chair
Dr. Salih Dikbas
Ms. Diane Gonzalez
Ms. Sandra Covarrubias
Mr. Mekan Muhammedov

CEO & Superintendent:
Mr. Alfredo Rubalcava

**Directors Present**
D. Gonzalez (remote), M. Muhammedov (remote), S. Covarrubias (remote), S. Dikbas (remote), U. Yapanel (remote)

**Directors Absent**
*None*

**Directors who arrived after the meeting opened**
D. Gonzalez, U. Yapanel

**Directors who left before the meeting adjourned**
D. Gonzalez, U. Yapanel

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## I. Opening Items

### A. Call the Meeting to Order

M. Muhammedov called a meeting of the board of directors of Magnolia Public Schools to order on Thursday Jun 24, 2021 at 6:07 PM.

### B. Record Attendance and Guests

Refer to attendance information stated above.

### C. Approval of Agenda

M. Muhammedov made a motion to approve the agenda as presented.
S. Covarrubias seconded the motion.
The board **VOTED** unanimously to approve the motion.

**Roll Call**

| | |
|---|---|
| U. Yapanel | Aye |
| D. Gonzalez | Absent |
| S. Dikbas | Aye |
| S. Covarrubias | Aye |
| M. Muhammedov | Aye |

### D. Public Comments

No public comments were given at this time.

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

A. Rubalcava, welcomed the Board and the public and reported his comments throughout the meeting as it pertained to the items on the agenda. No further announcements were given.

### F. Approval of Minutes from MPS Regular Board Meeting - April 15, 2021

S. Covarrubias made a motion to approve the minutes from Regular Board Meeting on 04-15-21.
M. Muhammedov seconded the motion.
The board **VOTED** unanimously to approve the motion.

**Roll Call**

| | |
|---|---|
| S. Covarrubias | Aye |
| U. Yapanel | Aye |
| D. Gonzalez | Absent |
| S. Dikbas | Aye |
| M. Muhammedov | Aye |

## G. Approval of Minutes from MPS Special Board Meeting - May 6, 2021

S. Covarrubias made a motion to approve the minutes from Special Board Meeting on 05-06-21.
M. Muhammedov seconded the motion.
The board **VOTED** unanimously to approve the motion.

**Roll Call**

| | |
|---|---|
| M. Muhammedov | Aye |
| U. Yapanel | Aye |
| S. Dikbas | Aye |
| D. Gonzalez | Absent |
| S. Covarrubias | Aye |

## H. Approval of Minutes from MPS Regular Board Meeting - May 13, 2021

S. Covarrubias made a motion to approve the minutes from Regular Board Meeting on 05-13-21.
M. Muhammedov seconded the motion.
The board **VOTED** unanimously to approve the motion.

**Roll Call**

| | |
|---|---|
| S. Covarrubias | Aye |
| D. Gonzalez | Absent |
| S. Dikbas | Aye |
| U. Yapanel | Aye |
| M. Muhammedov | Aye |

## I. Approval of Minutes from MPS Regular Board Meeting - May 27, 2021

S. Covarrubias made a motion to approve the minutes from Regular Board Meeting on 05-27-21.
M. Muhammedov seconded the motion.
The board **VOTED** unanimously to approve the motion.

**Roll Call**

| | |
|---|---|
| U. Yapanel | Aye |
| S. Dikbas | Aye |
| M. Muhammedov | Aye |
| S. Covarrubias | Aye |
| D. Gonzalez | Absent |

### J. Approval of Minutes from MPS Special Board Meeting - June 3, 2021

S. Covarrubias made a motion to approve the minutes from Special Board Meeting on 06-03-21.
M. Muhammedov seconded the motion.
The board **VOTED** unanimously to approve the motion.

**Roll Call**

| | |
|---|---|
| S. Covarrubias | Aye |
| M. Muhammedov | Aye |
| U. Yapanel | Aye |
| D. Gonzalez | Absent |
| S. Dikbas | Aye |

### K. Approval of Minutes from MPS Regular Board Meeting - June 10, 2021

S. Covarrubias made a motion to approve the minutes from Regular Board Meeting on 06-10-21.
M. Muhammedov seconded the motion.
The board **VOTED** unanimously to approve the motion.

**Roll Call**

| | |
|---|---|
| M. Muhammedov | Aye |
| S. Covarrubias | Aye |
| S. Dikbas | Aye |
| U. Yapanel | Aye |
| D. Gonzalez | Absent |

## II. Closed Session

### A. Public Announcement Of Closed Session

M. Muhammedov, Board Member, announced that the Board would be going into Closed Session to discuss public employee performance evaluation and would report out any actions taken.
D. Gonzalez arrived at 6:15 PM.

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

This item was discussed in Closed Session

### C. Report Out Of Closed Session

M. Muhammedov announced in Open Session at 8:12pm that board directed staff on several items.

## III. Consent Items

### A.

### Approval of 2021-22 Fiscal Policy Manual

S. Dikbas made a motion to approve the fiscal policies and procedures manual of Magnolia Public Schools for fiscal year 2021-22.
S. Covarrubias seconded the motion.
The board **VOTED** unanimously to approve the motion.

**Roll Call**

| | |
|---|---|
| D. Gonzalez | Aye |
| M. Muhammedov | Aye |
| S. Covarrubias | Aye |
| U. Yapanel | Aye |
| S. Dikbas | Aye |

## B. 2021-22 Certification of Signatures Form

S. Dikbas made a motion to approve the 2021-22 Certification of Signatures Form for Charter School Funds Distribution Authorization. Board Titles will be added once the Board approves on the appointment of Board Officers on June 24, 2021. Signatures will include the CEO & Superintendent, CFO, COO and MPS Board Members.
S. Covarrubias seconded the motion.
The board **VOTED** unanimously to approve the motion.

**Roll Call**

| | |
|---|---|
| S. Dikbas | Aye |
| D. Gonzalez | Aye |
| U. Yapanel | Aye |
| S. Covarrubias | Aye |
| M. Muhammedov | Aye |

## C. Approval of 2021-22 MPS Board Meeting Calendar & Committee Meeting Calendar

S. Dikbas made a motion to approve the calendar for 2021-22 Regular MPS Board Meetings and Regular MPS Board Committee Meetings.
S. Covarrubias seconded the motion.
The board **VOTED** unanimously to approve the motion.

**Roll Call**

| | |
|---|---|
| S. Dikbas | Aye |
| U. Yapanel | Aye |
| M. Muhammedov | Aye |
| S. Covarrubias | Aye |
| D. Gonzalez | Aye |

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

S. Dikbas made a motion to approve the 2021-22 Certification of Assurances, 2021-22 Protected Prayer Certification, 2021-22 Application for Funding and General Assurances.
S. Covarrubias seconded the motion.

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

**Roll Call**

| | |
|---|---|
| U. Yapanel | Aye |
| S. Covarrubias | Aye |
| S. Dikbas | Aye |
| D. Gonzalez | Aye |
| M. Muhammedov | Aye |

## IV. Action Items

### A. Approval of MPS Board Committee Structure

A. Rubalcava, CEO & Superintendent and U. Yapanel, Board Interim-Chair, presented the updated Board Committee structure to reflect a two person committee as the Board consists of five members. Staff addressed all Board Members questions.
U. Yapanel made a motion to approve the changes to the MPS Board Committee structure to take effect June 25, 2021.
The board **VOTED** unanimously to approve the motion.

**Roll Call**

| | |
|---|---|
| S. Covarrubias | Aye |
| U. Yapanel | Aye |
| D. Gonzalez | Aye |
| S. Dikbas | Aye |
| M. Muhammedov | Aye |

### B. Appointment of 2021-22 MPS Board Officers

U. Yapanel, Board Interim-Chair, recommended to have S.Covarrubias as the MPS Chair. Board Members endorsed this move and to keep U. Yapanel, as the Vice-Chair.
S. Dikbas made a motion to appoint S.Covarrubias to serve as the MPS Board Chair, U.Yapanel as the MPS Vice-Chair and J.Lara as MPS Board Secretary beginning June 25, 2021-June 30,2022.
D. Gonzalez seconded the motion.
The board **VOTED** unanimously to approve the motion.

**Roll Call**

| | |
|---|---|
| U. Yapanel | Aye |
| S. Dikbas | Aye |
| M. Muhammedov | Aye |
| D. Gonzalez | Aye |
| S. Covarrubias | Aye |

### C. Approval of Portrait of a Graduate

I. Soto, Director of Development and Communication, presented the Portrait of a Graduate for recommended approval and adoption. He and other MPS staff that worked on the  project presented the planning and the purpose of its creation. S. Covarrubias,

was involved as a member of the Board for support and guidance. I. Soto, addressed all questions made by the Board Members.
S. Covarrubias made a motion to approve and adopt the new Magnolia Public Schools - Portrait of a Graduate as the north star for subsequent strategic planning, and the design of educational experiences for students. Our goal with Portrait of a Graduate is a collective vision for Magnolia Public Schools that articulates our organization and community's aspirations for out students now and into the future.
M. Muhammedov seconded the motion.
The board **VOTED** unanimously to approve the motion.

**Roll Call**

| | |
|---|---|
| U. Yapanel | Aye |
| S. Dikbas | Aye |
| D. Gonzalez | Aye |
| M. Muhammedov | Aye |
| S. Covarrubias | Aye |

### D. Approval of the Local Control and Accountability Plans (LCAP) for All MPS

D. Yilmaz, Chief Accountability Officer, went over the LCAP plans which were created by each school site to address their school-wide goals, annual measurable outcomes and specific actions aligned to the eight state priorities. The development of their LCAP was in collaboration from their stakeholders through surveys. Some MPS Principals presented their LCAP plans for their school and addressed all Board Members questions.
S. Covarrubias made a motion to approve the LCAPs for all MPS.
M. Muhammedov seconded the motion.
The board **VOTED** unanimously to approve the motion.

**Roll Call**

| | |
|---|---|
| S. Dikbas | Aye |
| U. Yapanel | Aye |
| M. Muhammedov | Aye |
| S. Covarrubias | Aye |
| D. Gonzalez | Aye |

### E. 2021-22 Magnolia Public Schools Budget Including Master List of Contracts over $50,000

The 2021-22 MPS budget and master list of contracts was previously approved by the MPS Finance Committee on June 21, 2021. S. Dikbas, Finance Committee Chair, reported out of the meeting and expressed the Committee's recommendation. S. Orazov, Chief Financial Officer, went over the budget details, the master list of contracts and the home office management fee structure and presented the budget report. He addressed all questions from the Board Members. U. Yapanel, was absent during the taking of the vote.
S. Dikbas made a motion to adopt the FY 2021-22 Budget as reviewed and recommended for approval by the MPS Finance Committee, approval all vendors and

ongoing contracts over $50,000 for FY 2021-22 as listed on the attached document, and approve the Home Office Management Fee Structure for FY 2021-22.
M. Muhammedov seconded the motion.
The board **VOTED** to approve the motion.

**Roll Call**

| | |
|---|---|
| D. Gonzalez | Aye |
| S. Covarrubias | Aye |
| U. Yapanel | Absent |
| S. Dikbas | Aye |
| M. Muhammedov | Aye |

## F. Approval of 2021-22 EPA Spending Plans for all MPS

U. Yapanel left at 9:48 PM.
S. Orazov, Chief Financial Officer, presented the EPA spending plans to the board and addressed all questions.
M. Muhammedov made a motion to approve the 2021-22 EPA Spending Plans for MSA 1-8, MSA-Santa Ana and MSA-San Diego.
D. Gonzalez seconded the motion.
The board **VOTED** to approve the motion.

**Roll Call**

| | |
|---|---|
| S. Dikbas | Aye |
| U. Yapanel | Absent |
| M. Muhammedov | Aye |
| S. Covarrubias | Aye |
| D. Gonzalez | Aye |

## G. Election of Board Members to Magnolia Properties Management, Inc.

With H. Beliak stepping down from the MPS Board, there remained a vacancy on the Magnolia Properties Management Inc. Board of Directors. P. Ontiveros, General Counsel & Director of Facilities detailed the resolution as indicated on the report as Exhibit A and there was discussion as to who would take the vacancy. Board recommended that D.Gonzalez should take that vacancy. Her name will be added to the resolution to document the appointment and would take effect once the Board votes and approves of the resolution.
S. Covarrubias made a motion to approve and adopt the resolutions attached as Exhibit A.
M. Muhammedov seconded the motion.
The board **VOTED** to approve the motion.

**Roll Call**

| | |
|---|---|
| M. Muhammedov | Aye |
| D. Gonzalez | Aye |
| S. Dikbas | Aye |
| S. Covarrubias | Aye |

**Roll Call**

| | |
|---|---|
| U. Yapanel | Absent |

## H. Home Office Compensation, Salary Bands & Job Titles Revision for Home Office Staff

S. Acar, Chief Operations Officer, presented the salary band, revisions to job titles for Home Office staff. He show cased the pay range for employees performing a particular job function and addressed all questions made by the Board Members.
S. Dikbas made a motion to approve the revised salary band and for the Home Office Positions to be effective as of July 1, 2021.
M. Muhammedov seconded the motion.
The board **VOTED** to approve the motion.

**Roll Call**

| | |
|---|---|
| S. Covarrubias | Aye |
| D. Gonzalez | Aye |
| M. Muhammedov | Aye |
| S. Dikbas | Aye |
| U. Yapanel | Absent |

## I. Approval of 2021-22 Uniform RFP Winning Bid Selection

D. Gonzalez left at 10:04 PM.
U. Yapanel arrived at 10:05 PM.
S. Acar, Chief Operations Officer, provided overview of the RFP process in selecting DM Graphics as the vendor to provide school uniforms. The overview included other vendors in consideration and price ranges. Board requested for staff to follow-up on information regarding the Student Uniform Exchange Program. All questions from Board Members were addressed.
S. Dikbas made a motion to approve DM Graphics as the vendor to win the 2021-22 Uniform RFP in order to provide the free sets of uniforms for all MPS Students within the 2021-22 School Year.
S. Covarrubias seconded the motion.
The board **VOTED** to approve the motion.

**Roll Call**

| | |
|---|---|
| U. Yapanel | Aye |
| S. Dikbas | Aye |
| M. Muhammedov | Aye |
| S. Covarrubias | Aye |
| D. Gonzalez | Absent |

## J. Approval of Shade Structure Project at MSA-1 High School Building

Facilities Committee was cancelled and the motion was revised for Board approval without the Facilities Committee recommendation. P. Ontiveros, General Counsel & Director of Facilities, went over the plan to install a shade structure at MSA-1 and

provided visualizations for the site layout. He addressed all questions from the Board Members.
M. Muhammedov made a motion to approve the slection of Universal Awning to install a shade structure at MSA-1 high school building and to spend up to $75,000 on said project.
U. Yapanel seconded the motion.
The board **VOTED** to approve the motion.

**Roll Call**

| | |
|---|---|
| U. Yapanel | Aye |
| S. Dikbas | Aye |
| S. Covarrubias | Aye |
| D. Gonzalez | Absent |
| M. Muhammedov | Aye |

## K. Approval of Special Education Compliance Guide

E. Acar, Chief Academic Officer, and A. Callaham, Director of Special Education and Support Services, presented the Special Education Compliance Guide as a way to approve adherence to legal mandates, SELPA compliance, CDE requirements and details how to do IEP's.
S. Covarrubias made a motion to approve the Special Education Uniform Compliance Guide for Magnolia Public Schools.
M. Muhammedov seconded the motion.
The board **VOTED** to approve the motion.

**Roll Call**

| | |
|---|---|
| S. Dikbas | Aye |
| D. Gonzalez | Absent |
| S. Covarrubias | Aye |
| M. Muhammedov | Aye |
| U. Yapanel | Aye |

## L. Approval of CEO Comparable Compensation Data

M.Muhammedov, Board Member, reported that legal counsel is pending on completing the compensation data and the item will be brought at a later Board meetiing.
S. Covarrubias made a motion to table the item.
U. Yapanel seconded the motion.
The board **VOTED** to approve the motion.

**Roll Call**

| | |
|---|---|
| D. Gonzalez | Absent |
| S. Dikbas | Aye |
| S. Covarrubias | Aye |
| U. Yapanel | Aye |
| M. Muhammedov | Aye |

## M.

### Approval of CEO Metrics, Evaluation Measures, and Contract Renewal

M. Muhammedov, Board Member, reported that legal counsel is pending the necessary reports for this item and will bring back this item as a later Board Meeting.
U. Yapanel made a motion to table the item.
S. Covarrubias seconded the motion.
The board **VOTED** to approve the motion.

| **Roll Call** | |
|---|---|
| D. Gonzalez | Absent |
| S. Dikbas | Aye |
| M. Muhammedov | Aye |
| U. Yapanel | Aye |
| S. Covarrubias | Aye |

## V. Information/Discussion Items

### A. Progress on Meeting Local Performance Indicators on the CA School Dashboard

D. Yilmaz, Chief Accountability Officer, went over the local indicators that apply to charter schools and how MPS Principals use the self-reflection tools to report out their evaluation of the progress the school makes towards meeting the local indicators in the eight state priorities. A couple of MPS Principals went over the data specific to their sites and addressed the board's questions.

### B. Academic Update

E.Acar, Chief Academic Officer, provided a verbal academic update and addressed all questions regarding graduations, college acceptances, summer schools and academic projections.

## 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 10:58 PM.

Respectfully Submitted,
M. Muhammedov