APPROVED

Magnolia Public Schools

Minutes

Regular Board Meeting

Date and Time
Thursday June 22, 2023 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
Mr. Daniel Sheehan
Mrs. Esra Eldem Tunc

CEO & Superintendent:
Mr. Alfredo Rubalcava

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

Directors Absent
None

Directors who arrived after the meeting opened

D. Sheehan, E. Eldem Tunc, U. Yapanel

Directors who left before the meeting adjourned
D. Sheehan

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 22, 2023 at 6:43 PM.

B. Pledge of Allegiance

C. Record Attendance and Guests

Refer to attendance information recorded above.

S.Dikbas, joined from MSA-San Diego located at 6525 Estrella Ave, San Diego, CA 92120.

D. Approval of Agenda

D. Gonzalez made a motion to approve the amended agenda with the removal of Action Items VI, VJ, VK & VL.
S. Covarrubias seconded the motion.
A.Rubalcava, CEO & Superintendent, reported out that Audit & Facilities Committee was cancelled and therefore Action Items VI, VJ, VK & VL will be tabled for a future Board Meeting.
The board **VOTED** to approve the motion.

Roll Call

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

E. Public Comments

No public comments at this time.

F. Approval of Minutes from MPS Regular Board Meeting - June 8, 2023

S. Covarrubias made a motion to approve the minutes from Regular Board Meeting on 06-08-23.
M. Muhammedov seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

II. Closed Session

A. Public Announcement of Closed Session

M.Muhammedov, Chair, announced that the Board will be going into closed session to discuss Employee Discipline/Dismissal/Release & Public Employee Performance Evaluation for the CEO & Superintendent and would report out any actions that may be taken.

B. Employee Discipline/Dismissal/Release

U. Yapanel arrived at 7:03 PM.
E. Eldem Tunc arrived at 7:23 PM.
This item was discussed in Closed Session.

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

D. Sheehan left at 8:15 PM.
This item was discussed in Closed Session.

D. Report Out of Closed Session

M.Muhammedov announced in Open Session at 9:05pm that the Board discussed the Employee Discipline/Dismissal/Release and did not take any action. In terms of Public Employee Performace Evaluation for the CEO & Superintendent, he reported that the Board discussed and will present during Open Session.

III. Consent Items

A. 2023-24 Certification of Signatures Form

U. Yapanel made a motion to approve the 2023-24 Certification of Signatures Form for Charter School Funds Distribution Authorization. Signatures will be effective July 1, 2023

through June 30, 2024. Signatories will include the CEO/Superintendent, Chief Financial Officer, Chief Operations Officer and MPS Board Members.
D. Gonzalez seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

B. Approval of 2023-24 MPS Board Meeting Calendar & Committee Meeting Calendar

U. Yapanel made a motion to approve the calendar for 2023-24 Regular MPS Board Meetings and Regular MPS Board Committee Meetings.
D. Gonzalez seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

C. Approval of Revised 2023-24 School Calendars for All MPS

S. Covarrubias made a motion to approve the revised 2023-24 School Calendars for all MPS.
E. Eldem Tunc seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

IV. Information/Discussion Items

A.

Progress on Meeting Local Performance Indicators on the CA School Dashboard

D.Yilmaz, Chief Accountability Officer, explained the LCAP adoption process which requires the presentation of the local performance indicators and for the Board to approve the LCAP and school budgets. Local indicators are self reflections in five (5) priority areas. Home Office assisted the school sites and schools provided their reflections. B.Plonka, Principal at MSA-1, presented priority six (6) & seven (7) of their local performance indicators. M.Wittek, Principal at MSA-7, presented priority two (2) & three (3) of their local performance indicators. Board members questions were addressed by staff.

B. Academic Updates

The Academic Department lead by E.Acar, Chief Academic Officer, presented end of year academic updates including upcoming events and the recently held graduations and promotions which Board members attended. He went over achievement data such as NWEA Map growth and growth from English learners and students with disabilities. He also went over the successful instructional rounds that took place where over 450 classrooms across all 10 campuses were visited. Dual enrollment and college acceptances data was reviewed. He also went over school attendance with a year by year comparison. Updates from the Department also included Special Education & Support Services, Educational Services, Student Services, Math Programs, EL & ELA Programs, & Extended Learning Opportunities Programs. Board Members questions were addressed by staff.

V. Action Items

A. Appointment of 2023-24 MPS Board Officers

A.Rubalcava, CEO & Superintendent, thanked the Board for supporting MPS. U.Yapanel, Chair of Governance Committee, thanked the current Chair & Vice-Chair and suggested to keep the current structure the same.
U. Yapanel made a motion to appoint Mekan Muhammedov to serve as the MPS Board Chair, Sandra Covarrubias as the MPS Vice-Chair and Jennifer Lara as MPS Board Secretary beginning June 23, 2023.
D. Gonzalez seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

B.

Approval of Local Control and Accountability Plans (LCAP) for All MPS

D. Sheehan arrived at 10:15 PM.
D.Yilmaz, Chief Accountability Officer, presented the LCAP, the most comprehensive strategic plan for all the schools. He presented the week by week timeline to create the LCAP and thanked O.Polat, Director of State & Federal Programs, who oversaw the process. He added that the Home Office took on a bigger role for entering data in the LCAP's as a mean to save time for the school administration and for them to have more time for reflection. LCAP's were done also in collaboration with the Finance & Academic Departments. Board members questions were addressed by staff.
U. Yapanel made a motion to approve the Local Control and Accountability Plans (LCAP) for all Magnolia Public Schools (MPS).
S. Covarrubias seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

C. Approval of the 2023-24 Adopted Budgets for all MPS Sites & Home Office Management Fee Policy

S.Budhraja, Chief Financial Officer, reported that the initial budget was presented during the public hearing. He mentioned that the one time pandemic funds are set to deplete by 2024-25. Many components were added to the budget including books and instructional materials and facilities projects. Finance Department worked with each school site to identify potential reductions and areas of savings. He added that MPS did not have to make too drastic reductions because MPS received the Employee Retention Credit (ERC). He went over each school's individual budget and the Home Office. He also presented the CMO fee policy. Board members questions were addressed by staff.
M. Muhammedov made a motion to approve the 2023-24 Adopted Budget as reviewed and presented during the June 8, 2023 Board Meeting & approve the Home Office Management Fee Policy for the 2023-24 fiscal year.
D. Gonzalez 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
E. Eldem Tunc	Aye

Roll Call

D. Sheehan	Aye
S. Dikbas	Aye

D. Approval of the 2023-24 MPS Master List of Contracts for the 2023-24 Fiscal Year

S.Budhraja, Chief Financial Officer, presented the vendors that MPS works with on a regular basis and for which will be included in the master list of contracts. His department looked over the total spending per year and those costs were included in the adopted budgets. The Finance Department did an analysis on which staff member will continue to use services from the previous listed vendors to ensure the list is accurate and current. Vendors include Eide Bailey and DMS for which MPS will continue to use their services.
M. Muhammedov made a motion to approve the Master List of Contracts for the 2023-24 Fiscal Year and the extension of agreements with Eide Bailey and Delta Management Systems (DMS).
U. Yapanel seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

E. Approval of the Education Protection Act (EPA) Resolution for the 2023-24 School Year

S.Budhraja, Chief Financial Officer, went over the background of the need to approve EPA yearly which is required by the state and by the auditors. EPA funds is used for teachers salaries which MPS will continue to utilize. Board Members questions were addressed.
D. Gonzalez made a motion to approve the Resolution for the Education Protection Act (EPA) for the 2023-24 school year for MPS.
S. Covarrubias seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

F. Approval of Revised 2023-24 Salary Scales for Teachers, Non-Classroom Based Academic Personnel and School Leaders

S.Acar, Chief Operations Officer, reported that back in March the Board had approved the salary scales. Some revisions were made that was worked on by the task force consisting on Home Office administration, Principals and school site staff. Board Members questions were addressed.
S. Covarrubias made a motion to approve the Revised 2023-24 MPS Pay Raise Scales for Teachers, Non-Classroom Based Academic Personnel (NCBA) and School Leaders.
E. Eldem Tunc seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

G. Approval of Teacher Assignment Option: Ed Code 44258.3

W.Gray, Director of Educational Services, clarified that if teacher has an existing credential in a subject area and can demonstrate mastery in a additional subject area, then MPS can conduct an internal review process for approval and later bring to the Board. C.Banda from MSA-2 and S.Moliuddin from MSA-5 are the teachers in the current listed teachers. Board Members questions were addressed by staff.
D. Gonzalez made a motion to approve the listed academic teaching assignments for the listed teacher(s) per EdCode 44258.3.
S. Covarrubias seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

H. Approval of 2023-24 Employee Handbook

S.Acar, Chief Operations Officer, presented the updated employee handbook for 2023-24. This is to ensure by July 1st, 2023, before the school year starts, the employee

handbook is updated. He went over the revisions added. Board Members questions were addressed.
U. Yapanel made a motion to approve the MPS Employee Handbook for 2023-24 School Year.
D. Gonzalez seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

I. Approval of Use of Omnia for Procurement for Magnolia Science Academy-5 Charter School Facility Program

This item was tabled during the approval of agenda.

J. Approval of Educational Specifications for Magnolia Science Academy-5 Charter School Facility Program

This item was tabled during the approval of agenda.

K. Approval of Acquisition of Long Lead Items for MSA-5 Charter School Facility Program Project

This item was tabled during the approval of agenda.

L. Approval of Abatement and Demolition Contractor for 18242 Sherman Way Reseda, CA 91335

This item was tabled during the approval of agenda.

M. Review and Approval of Resolution for Reduction in Force at MSA-3, MSA-Santa Ana, and MSA-San Diego

S.Acar, Chief Operations Officer, noted that this item was previously presented to the Board back on June 8th. Board requested for further analysis. Board Members moved to eliminate sections five (5) and eight (8) of the resolution which was read out loud.
M. Muhammedov made a motion to amend the existing motion and instead to adopt the Resolution #20230622-01 with Section 5 & Section 8 removed.
S. Covarrubias seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

D. Gonzalez	Aye

Roll Call

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

N. Approval of CEO Comparable Compensation Data

M.Muhammedov, Board Chair, reported "As to the following items regarding approval of the CEO & Superintendent employment agreement, I am required by law to indicated, prior to any vote on the employment agreement, that the agreement provides the following: (1) a work schedule of a minimum of 234 days annually, (2) a base salary of $260,925 for the 2023-2024 school year, (3) sick leave to accrue at the rate of 10 days per year, (4) vacation leave to accrue at the rate of 20 days per year, (5) $18,694.20 toward annual health benefit premium, (6) $50,000 toward basic term like insurance premium, (7) $10,000 toward long term disability insurance premium, (8) reimbursement of up to $1,000 for professional membership and dues, (9) employer contributions for the State Teachers' Retirement Program, subject to program and eligibility requirements, (10) and entitled to tuition reimbursement up to $5,000 per year up to a maximum of three (3) years, pursuant to the Tuitions Reimbursement Policy. I would also note that the annual salary is in keeping with the compensation comparability study the Board Board has received."

M. Muhammedov made a motion to approve the compensation comparability data for the CEO & Superintendent of Magnolia Public Schools.

D. Gonzalez seconded the motion.

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

Roll Call

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

O. Approval of CEO Reimbursement Package Added to the CEO Contract

S.Acar, Chief Operations Officer, mentioned this will be included in the CEO Contract. MPS has a Tuition Reimbursement Policy for all employees. For the CEO to get tuition reimbursement, it would have to be approved by the Board during a board meeting.

M. Muhammedov made a motion to approve the addition of the Tuition Reimbursement Package to the employment agreement of the CEO & Superintendent.

E. Eldem Tunc seconded the motion.

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

Roll Call

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

P. Approval of CEO Contract Renewal

M.Muhammedov, Board Chair stated, "As mentioned in the above two items, the CEO Tuition Reimbursement Package will be added to the CEO Contract. In addition, the base salary for the 2023-24 school year will be $260,925. With that, I make a motion to approve the CEO & Superintendent contract effective July 1, 2023."
M. Muhammedov made a motion to approve the CEO & Superintendent contract effective July 1, 2023.
S. Covarrubias seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

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 11:42 PM.

Respectfully Submitted,
M. Muhammedov