APPROVED

Magnolia Public Schools

Minutes

Regular Board Meeting

Date and Time
Thursday August 10, 2023 at 7:00 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, E. Eldem Tunc, M. Muhammedov, S. Covarrubias, S. Dikbas, U. Yapanel

Directors Absent
D. Sheehan

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 Aug 10, 2023 at 7:17 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

S. Covarrubias made a motion to approve the agenda as presented.
U. Yapanel seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

E. Public Comments

L. Schlottman, Principal at MSA-8, welcomed and congratulated the school's new Assistant Principal D. Boagni to the team. D. Boagni, introduced themselves. J. Choe, Principal at MSA-6, announced that today was their first day of school. He thanked home office staff from being present and supporting the school. He reported on his enrollment for the first day of school.
S. Dikbas arrived at 7:20 PM.

F. Approval of Minutes from MPS Regular Board Meeting - July 13, 2023

D. Gonzalez made a motion to approve the minutes from Regular Board Meeting on 07-13-23.

E. Eldem Tunc seconded the motion.
The board **VOTED** to approve the motion.

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

II. Information/Discussion Items

A. Brown Act & Conflict of Interest Training

Lee Rosenberg, Senior Council at Young, Minnie & Corr LLP (YM&C) provided an extensive Brown Act and Conflict of Interest Training to the Board. Board Members and staff questions were addressed by legal counsel. D.Sheehan, Board Member, was not present during this training. All other Board Members were present and in-person.

III. Consent Items

A. Approval of 2023-24 Certification of Assurances, Protected Prayer Certification, Application for Funding

S. Covarrubias made a motion to approve the 2023-24 Certification of Assurances, Protected Prayer Certification, Application for Funding and General Assurances as presented.
U. Yapanel seconded the motion.
The board **VOTED** to approve the motion.

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

IV. Action Items

A. Approval of the Updated MPS English Learner Master Plan

K. Mann, Director of EL & ELA Programs, presented that every year staff go through a revision process on MPS wide English Learner Master Plan to support English learners. She stated that feedback was received from EL Coordinators and school site leaders and

worked in collaboration with the SPED Coordinators lead by A. Callaham, Director of Special Education and Support Services. She added that significant updates were made to the English Learner Master Plan to better serve the students especially Dually Identified students (students with disabilities and English learners). She went over the proposed revisions which include: guidance on determining domain exemptions for students with disabilities which preclude assessment in that domain, guidance on assigning the Alternate ELPAC for students with the most significant cognitive disabilities, and reclassification criteria. She informed the Board how these revisions would better support students. Board Members questions were addressed.
S. Covarrubias made a motion to approve the updated MPS English Learner Master Plan.
E. Eldem Tunc seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

B. Approval of Educational Specifications for MSA-5 Charter School Facility Program

Due to unforeseen circumstances, the Audit & Facilities Committee Meeting was not held therefore the Committee did not discuss the item. P. Ontiveros, General Counsel & Director of Facilities, presented the educational specifications for the MSA-5 school that would be at the 7111 Winnetka Avenue location. He presented that these are approvals that the CDE requires. This was done in collaboration with E. Acar, Chief Academic Officer, and A. Kaplan, Principal at MSA-5 which they presented to P.Ontiveros and M.Sahin, Project Manager. Furthermore, DLR Group, Architect of Record, was presented the information and added some modifications. E. Acar, added that these were consistent with ensuring that the physical space is in line with the STEAM programs offered by Magnolia Public Schools which they took into consideration. Board Members questions were addressed.
M. Muhammedov made a motion to approve the Educational Specifications for Magnolia Science Academy 5 (MSA-5) Charter School Facility Program Project at 7111 Winnetka Ave, Winnetka CA 91306.
S. Dikbas seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

D. Sheehan	Absent
U. Yapanel	Aye
M. Muhammedov	Aye

Roll Call

S. Dikbas	Aye
S. Covarrubias	Aye
D. Gonzalez	Aye
E. Eldem Tunc	Aye

C. Approval of Agreement with Facility Associates (Jim Bush) for Professional Services for MSA-5 Charter School Facility Program Project

The Audit & Facilities Committee Meeting was not held therefore the Committee did not discuss the item. P. Ontiveros, General Counsel & Director of Facilities, introduced Jim Bush, who has helped charter schools with state funding awards and acquiring state approvals. He added that in order to ensure a successful project, the recommendation was made to bring in a seasoned professional who has experience in these matters. He also added that he has helped previously in the MSA-Santa Ana project. Jim Bush was present and introduced himself. He reported that he has been involved in state school facilities for over 30 years. He ran the School Facilities Division under the Department of Education for around 10 years and sat in the State Implementation Committee who put together the regulations that fund school projects in the state which most are still in place. P. Ontiveros, reported that the ask from the Board will be to amend the existing motion and replace $9,500 to $20,000 in the event extra funding is needed if the engagement is more intense than they anticipate. Board Members questions were addressed by staff and Jim Bush.

M. Muhammedov made a motion to amend the existing motion and instead approve a contract with Facility Associates aka James Bush (“Facility Associates”) to provide professional services for an amount not to exceed Twenty Thousand Dollars ($20,000) for MSA-5’s new construction project at 7111 Winnetka Ave in Winnetka (the “Project”) to be funded with the proceeds from an award from the State of California Office of Public School under its Charter School Facilities Program and further approve that MPS Staff be authorized to negotiate and sign a professional services contract for said services in such form as MPS Staff may deem appropriate and in the best interests of MPS.

D. Gonzalez seconded the motion.

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

Roll Call

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

D. Approval of Agreement with Yesco to Provide Two Digital Stand Alone Signs for MSA-San Diego

The Audit & Facilities Committee Meeting was not held therefore the Committee did not discuss the item. M. Sahin, Project Manager, presented the information for choosing Yesco to provide two digital stand alone signs for MSA-San Diego. He stated that since MSA-San Diego occupies its campus under a ground lease with the San Diego Unified School District (SDUSD), SDUSD had to review and approve the project which took many months to obtain that approval. He reported that an RFP was released and they received two proposals. Yesco was decided to be the best choice. He reported that the project will take 6-9 weeks to complete. G. Serce, Regional Director & Principal at MSA-San Diego, stated that this project was a need for their school as they currently use banners. He stated that the signs would be placed on the corner of the street and in front of their school to communicate better with the parents and the community. Board Members questions were addressed by staff.

S. Dikbas made a motion to approve the award of a contract to provide two (2) digital stand-alone signs for Magnolia Science Academy San Diego (MSA SD) at 6525 Estrella Ave, San Diego, CA 92120 (the “Project”) to Yesco for a total not to exceed fee of $98,832.71 ($89,938,83 contract price plus 10% contingency or $8,993.88) and further approve that MPS Staff be authorized to negotiate and sign a professional services contract for said services in such form as MPS Staff may deem appropriate and in the best interests of MPS.

S. Covarrubias seconded the motion.

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

Roll Call

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

E. Approval of ELOP Manager Position

E. Acar, Chief Academic Officer, presented there is a increase demand for expanded learning programs and the imperative to uphold Magnolia wide accountability measures. He also stated that in alignment with the quality standards for Expanded Learning in California, the need for an ELOP Manager would represent an opportunity to have a profound transformation in the educational journeys for the students. He went over the job description and duties for the ELOP Manager position. Board Members questions were addressed by staff.

M. Muhammedov made a motion to approve the establishment of the MPS Expanded Learning Opportunity Programs (ELOP) Manager Position, effective retroactively from July 1, 2023.

S. Dikbas seconded the motion.

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

Roll Call

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

F. Approval of MSA-7 Administration Plan & Organizational Chart for 2023-25

M. Wittek, Principal at MSA-7, presented a revised organizational chart to add a third administrator for MSA-7 to help focus on the academic needs of the school which took a hit during the pandemic and which they are facing challenges to close those gaps. This would create a Dean of Academics position for which they would be coaching and providing instructional development to the teachers. She went over the deficiencies of having a two administrator model. She also presented their current academic data and the goals they are aiming for. Board Members questions were addressed by staff.
U. Yapanel made a motion to approve the revised MSA-7 Administration Plan and Organizational Chart for 2023-2025.
S. Covarrubias seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

G. Approval of MSA- 8 Surveillance Cameras' Installation: Procedures and Design

S. Acar, Chief Operations Officer, presented the need for MSA-8 to install surveillance cameras. Since MSA-8 is in a co-located LAUSD site, the project will be planned and designed under the authority and the supervision of Los Angeles Unified School District (LAUSD) Facilities and contract departments. He stated that as of now there is no clear timeline of the installation. Magnolia staff and LAUSD staff have had meetings to calculate the cost of the project. The amount set forth by LAUSD is $86,913.67. L. Schlottman, Principal at MSA-8, reported out the need for working cameras at the school site to ensure safety for the students and staff. Board Members questions were addressed by staff.
S. Dikbas made a motion to approve the proposed MSA-8 Surveillance Cameras’ Installation: Procedures and Design.
M. Muhammedov seconded the motion.

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

Roll Call

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

H. Approval of Nationwide Agreement for 403b & 457 Retirement Plans

S. Budhraja, Chief Financial Officer, reported that after research and a survey conducted to Magnolia staff, approximately 60% of employees indicated that they would be interested in participating in a 403b plan. Staff looked in to different companies and Nationwide provided plans that would allow MPS employees to participate in supplemental retirement plans including 403b and 457 plans. Currently, MPS offers supplemental retirement plans through John Hancock. Joseph Fay from Securian Financial Services Inc. presented the Nationwide Retirement Plans that would be offered for all MPS employees. Board Members questions were addressed and directed staff to provide further financial analysis to ensure the organization is financially sound in order to make an informed decision. The Board would not take action at this moment until further information is received and would amend the motion to table the item.
M. Muhammedov made a motion to amend the existing motion and instead to table the item to a future Board Meeting.
D. Gonzalez seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

I. Approval of Agreement for Financial & Accounting Software Services - Oracle NetSuite

S. Budhraja, Chief Financial Officer, presented that during the last Board Retreat, one of the goals for the Finance Department was to become more sophisticated with the organizations financial system. Currently, there are multiple systems with separate programs and to have a more consolidated approach, staff looked into finding a software provider to support in the areas such as accounting, budgeting, general ledge, financial reporting and other related items. He outlined the current deficiencies of the current

programs and systems that has been reported by staff when retrieving data and finding information. Oracle NetSuite provided a built in reporting system, security and features. The costs have been budgeted. Ideal time for implementation would be in January 2024. For the record, it was recorded to strike out $185,204 from the budget implications. All other questions from the Board Members were addressed.
M. Muhammedov made a motion to approve the agreement between Magnolia Public Schools and Oracle NetSuite for financial and accounting software for the MPS Home Office.
U. Yapanel seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

V. 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 11:21 PM.

Respectfully Submitted,
M. Muhammedov