APPROVED

Magnolia Public Schools

Minutes

Regular Board Meeting

Date and Time
Monday June 17, 2024 at 3:30 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
Mrs. Esra Eldem Tunc

Student Board Member:
Melissa De La Rosa Aparicio

CEO & Superintendent:
Mr. Alfredo Rubalcava

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

Directors Absent
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 Monday Jun 17, 2024 at 5:29 PM.
Meeting was restarted due to quorum to comply with posting procedures. The meeting first started at 3:46pm. The public was informed that due to the discrepancy and to ensure compliance, the meeting would be restarted from the beginning. The restarted meeting occurred at 5:29pm in which all items such as attendance, approval of agenda, public comment, approval of minutes and Closed Session was done again.

B. Pledge of Allegiance

Board, staff and guests conducted the pledge of allegiance.

C. Record Attendance and Guests

Refer to attendance information recorded above. S. Covarrubias joined the meeting from Magnolia Science Academy-2 when the meeting was restarted.

D. Approval of Agenda

D. Gonzalez made a motion to approve the agenda as presented.
M. Muhammedov seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

E. Public Comments

No public comments were made at this time.

F. Approval of Minutes from MPS Regular Board Meeting - June 7, 2024

D. Gonzalez made a motion to approve the minutes from Regular Board Meeting on 06-07-24.
E. Eldem Tunc seconded the motion.

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

Roll Call

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

II. Closed Session

A. Public Announcement of Closed Session

M. Muhammedov announced that the Board will be going into closed session to discuss public employee performance evaluation for title: CEO & Superintendent and would report out any actions that may be taken.

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 5:36pm that the Board discussed the item and did not take any action today and will continue the discussion.

III. Information/Discussion Items

A. Student Board Member Presentations for 2024-25

J. Hernandez, Director of Student Services, announced the nominees of the Student Board Member position for 2024-25. Student nominees that were elected by their peers were: Zoya Ullah from Magnolia Science Academy-2, Samantha Martinez from Magnolia Science Academy-3, Gabriela Lemus Crocker from Magnolia Science Academy-5, and Naim Bayraktar from Magnolia Science Academy-Santa Ana. Students presented before the Board. Vote will take place at the July Regular Board Meeting.

B. MPS' Progress on Meeting Local Performance Indicators on the CA School Dashboard

O. Polat, Director of State & Federal Programs, provide background of what the local performance indicators encompassed. Performance on these measures is reported through the California School Dashboard. He reported that the Dashboard includes a set of state and local indicators that are founded on the Local Control Funding Formula priorities. He reported on the seven local indicators. He reported that the templates are

ready and available. Schools would upload the documents and those will be official. Board Members questions were addressed by staff.

C. Public Hearing for Local Control and Accountability Plans (LCAP) for All MPS

O. Polat, Director of State & Federal Programs, provided background of the LCAP processes. He reported that the budget overview for parents contains information on various funds such as state and federal funds and budget expenditures. He reported that once Principals received their data on their testing performance, home visits, etc. they analyzed what was effective and non-effective. For any non-effective actions, strategies were developed. After feedback from authorizers, schools would have the opportunity to come up with their own targets for tests in which the target goals would be obtainable and achievable. Once adopted those will be uploaded and submitted to authorizers. Time was made for the public hearing. No comments or questions were asked from the public.

D. Public Hearing for 2024-25 Adopted Budgets for All MPS

S. Budhraja, Chief Financial Officer, reported on the adopted budgets for the 2024-25 school year. He reported that there was an increase of ADA from last year. He reported on the revenues, expenses, net surplus, and ending cash balance. He provided a breakdown of each school site. He added that they wind down on one time funding and pandemic funds. Time was made for the public hearing. No comments or questions were asked from the public. Board Members questions were addressed by staff.

E. Facilities Projects Updates

The Facilities Department shared updates on various facilities related projects from the schools: MSA-1, MSA-2, MSA-5, MSA-7 and MSA-Santa Ana. P. Ontiveros, General Counsel & Director of Facilities, reported that on Wednesday of this week, they will have a meeting with the division of state architect to review further where the MSA-5 project stands. Board Members questions were addressed by staff.

IV. Action Items

A. Appointment of 2024-25 MPS Board Officers

U. Yapanel, Chair of the Nominating/Governance Committee, thanked the Board for their dedication and passion to serve the students. He reported M. Muhammedov's knowledge of finance and facilities matters greatly benefited MPS in addition to S. Covarrubias's contributions to dual enrollment and student education. Therefore, he reported to keep the same board officer structure to 2024-25.
U. Yapanel made a motion to appoint Mr. Mekan Muhammedov to serve as the MPS Board Chair, Ms. Sandra Covarrubias as the MPS Vice-Chair and Ms. Jennifer Lara as MPS Board Secretary starting June 18, 2024.
D. Gonzalez seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

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

D. Yilmaz, Chief Accountability Officer, reported that as per the Public Hearing section, the LCAP's are ready and completed. They contain new metrics and new targets for each of the school sites. He also reported that these were in collaboration with educational partners engagement that served in developing the LCAP. he also reported that O. Polat, Director of State & Federal Programs, assisted greatly in overseeing the schools during the process. Once approved the LCAPs will be submitted.
D. Gonzalez made a motion to approve the Local Control Accountability Plans for all MPS.
E. Eldem Tunc seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

C. Approval of the 2024-25 Adopted Budgets for all MPS Sites & Home Office Management Fee Policy

S. Budhraja, Chief Financial Officer, reported that each school and the home office is projected to have a a balanced budget for next year. He added that all costs were incorporated into the budget including the home office fees for services that the home office provides to the school sites. Board Members questions were addressed by staff especially in relations to MSA-4 and keeping their enrollment projection.
M. Muhammedov made a motion to approve the 2024-25 Adopted Budget as reviewed and presented and the Home Office Management Fee Policy for the 2024-25 fiscal year.
D. Gonzalez seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

S. Covarrubias	Aye
U. Yapanel	Aye
E. Eldem Tunc	Aye
M. Muhammedov	Aye

Roll Call

S. Dikbas	Absent
D. Gonzalez	Aye

D. Approval of the MPS Annual Master List of Contracts for the 2024-25 Fiscal Year

S. Budhraja, Chief Financial Officer, reported that each year staff brings forth the annual contracts to the Board containing the various vendors the supply services to MPS. Such services include payroll, special education, textbooks, etc. He reported that costs are incorporated to the adopted budget.
M. Muhammedov made a motion to approve the MPS Annual Master List of Contracts for the 2024-25 Fiscal Year.
E. Eldem Tunc seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

E. Approval of the Revised MPS Fiscal Policies and Procedures Manual for 2024-25

S. Budhraja, Chief Financial Officer, reported that the MPS fiscal policies and procedures manual are updated as necessary. He reported that the last time it was updated was in 2022. He reported that many of the updates include language changes, information on the CMO fee policy to add clarity, and adjustments made to the meal policy to reflect inflation. Board Members questions were addressed by staff specifically around CMO fee calculation. S. Budhraja reported that language was included as San Diego Unified requires MSA-San Diego CMO fee to not exceed 11%, similarly Los Angeles County Office of Education states 15%.
M. Muhammedov made a motion to approve the revised MPS Fiscal Policies and Procedures Manual for 2024-25 specifically the changes under: PUR101, PUR104, PUR106, CSH111, G&A124, and G&A103.
D. Gonzalez seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

F.

Approval of MPS Safety Manual & Injury and Illness Prevention Program with COVID-19 Prevention Procedures

S. Acar, Chief Operations Officer, reported that the state is expecting all employers with more than ten (10) employees to have an Injury Illness Prevent Program (IIPP). As of July 1, 2024, MPS will have this policy. S. Acar reported on the steps that comes after board approval which includes him and legal counsel preparing with all required paperwork and follow-up with the school sites. Board Members questions were addressed by staff.

U. Yapanel made a motion to approve the proposed Magnolia Public Schools Safety Manual and Injury and Illness Prevention Program with COVID-19 Prevention Procedures.
M. Muhammedov seconded the motion.
The board **VOTED** to approve the motion.

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

G. Approval of MPS Workplace Violence Prevention Plan

S. Acar, Chief Operations Officer, reported the Workplace Violence Prevention Plan stems from Senate Bill 553. MPS will be required to assign employees to designated safety roles, provide employee training and keep detailed safety records. Part of the roles include MPS designating individuals to oversee plan development and training; provide training for all employees on recognizing and reporting potential workplace violence; record keeping and reporting.
M. Muhammedov made a motion to approve the MPS Workplace Violence Prevention Plan.
D. Gonzalez seconded the motion.
The board **VOTED** to approve the motion.

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

H.

Approval of MPS Students Policy on the Education of Students Experiencing Homelessness

J. Hernandez, reported that the policy ensures all children, youth and unaccompanied minors experiencing homelessness within MPS have equal access to educational opportunities. He stated that it aims to remove barriers to education that the students may face by providing them essential resources and tailoring support systems to meet their unique needs. He pointed out the term "students experiencing homelessness" which emphasizes homelessness as a temporary condition rather than an identified trait. He reported that this framing acknowledges the student as facing a challenge rather than defining them. He also reported that there are guidelines and protocols including ensuring that the homeless liaisons are constantly trained and provide school staff with appropriate training and resources, as well as graduation flexibility. Board Members questions were addressed by staff.
D. Gonzalez made a motion to approve the MPS Students Policy on the Education of Students Experiencing Homelessness, to be effective immediately.
E. Eldem Tunc seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

I. Approval of 2024-25 MPS Employee Handbook

F. Del Carpio, Chief People Officer, presented the updates to the MPS Employee Handbook that was in collaboration with legal counsel. She presented all the revisions made to the Handbook including criminal background checks reporting, immigration compliance, professional boundaries with social media, dispute resolution through arbitration agreement, drug and alcohol free workplace, use of school communication equipment and technology, make up time, prohibited conduct, personal appearance, updated holiday/break dates, increase sick leave rate, and pay during leave. Board Members questions were addressed by staff.
M. Muhammedov made a motion to approve the 2024-25 Employee Handbook as presented with an effective date of July 1, 2024.
E. Eldem Tunc seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

E. Eldem Tunc	Aye
S. Dikbas	Absent
M. Muhammedov	Aye
S. Covarrubias	Aye

Roll Call

D. Gonzalez	Aye
U. Yapanel	Aye

J. Approval of Expenditures Related to the Investigation of the Property at 18120 Sherman Way for Purposes of Considering a Long Term Lease

P. Ontiveros, General Counsel & Director of Facilities, reported that staff was looking at property at 18120 Sherman Way as a possible long term lease which would facilitate the expansion of MSA-1 or MSA-7. He reported that they have already signed a letter of intent and will be moving forward with due diligence. Berliner Architects prepared conceptual site and floor plans and staff would review it it would fit the needs of MPS which is attached as an exhibit to the report. He reported that the space would still require improvements. Continuance of due diligence will still be underway including doing an asbestos and lead paint based survey and doing a survey to understand the boundaries of the property. Board Members questions were addressed by staff including the development of a budget for the property.

M. Muhammedov made a motion to approve MPS to undertake all due diligence investigations for the potential lease of the facility located at 18120 Sherman Way (the “Property”), which is currently occupied by Bank of America, for an amount not to exceed Seventy-Five Thousand Dollars ($75,000). MPS Staff further recommends and moves that the Board grant the Ad Hoc Committee the authority to approve actions related to the foregoing and the lease of the Property.

S. Covarrubias seconded the motion.

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

Roll Call

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

K. Approval of DLR Add Service Proposals for MSA-5 7111 Winnetka Ave Construction Project

P. Ontiveros, general Counsel & Director of Facilities, reported that the add service requests are by DLR Group which is the architect of record for the 7111 Winnetka Ave project. He reported that the add service proposals come because of the switch from on-site construction to a factory built modular construction in order to save costs. He reported that originally the DLR agreement was the on-site construction, so the add services were a direct result from switching to a modular. He went over the service requests. Board Members questions were addressed by staff.

M. Muhammedov made a motion to approve the add service requests from DLR Group in the total amount of Three Hundred Thirty Nine Thousand Eighty Dollars ($339,080) for

the MSA-5 – 7111 Winnetka Modular Construction Project (the “Project”) related to the switch from conventional on-site construction to modular in-factory fabrication and on-site installation. Staff further recommends and moves that the Board approve a contingency of Seventy-Five Thousand Dollars ($75,000), for a total of Four Hundred Fourteen Thousand Eighty Dollars ($414,080).
D. Gonzalez seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

L. Approval of Resolutions Implementing Prequalification of Construction Contractors Under Public Contract Code Section 20111.6 for the MSA-5 Project at 7111 Winnetka Ave.

P. Ontiveros, General Counsel & Director of Facilities, reported that under the Public Contract Code, there is a need to prequalify the construction vendors. He also reported the report includes a set of resolutions that was drafted by legal counsel and prequalification documents that include financial soundness, history of litigation/complaints, etc. He added this brings MPS closer to bidding of the project and allow for the project to get off the ground and moving.
M. Muhammedov made a motion to adopt the Resolution #20240617-01implementing prequalification processes and procedures required by the Public Contract Code for the Magnolia Science Academy—5 project located at 7111 Winnetka Avenue (the “Project”).
D. Gonzalez seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

M. Approval of CEO Comparable Compensation Data

M. Muhammedov, Board Chair, reported that prior to any Board actions to approve decisions regarding executive compensation which includes salaries and benefits, the Board must first exercise their due diligence to review a comparable compensation study to ensure compliance with IRS regulations and restrictions for non-profit executives. The summary of findings provides information on compensations with other charter schools.

The data was gathered by legal counsel and the Board reviewed the findings. He added that there are charter schools with a similar size, academic status, and schools close in proximity to MPS schools.
D. Gonzalez made a motion to approve and accept the compensation comparability study for the CEO & Superintendent job position at Magnolia Public Schools.
U. Yapanel seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

N. Approval of CEO Contract Renewal & 2024-25 CEO Metrics

M. Muhammedov, Board Chair, proposed to table the item. The Board will approve the CEO Contract and 2024-25 CEO Metrics at the next Regular Board Meeting as they require further diligence.
D. Gonzalez made a motion to table the item and approve the CEO Contract and 2024-25 CEO Metrics at the next Regular Board Meeting as more diligence is required.
U. Yapanel seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

V. Information/Discussion Items

A. MPS Progress towards CDE Significant Disproportionality Compliance

E. Acar, Chief Academic Officer, provided background as to the work of the Special Education team lead by A. Callaham, Director of Special Education & Support Services.
D. Doyle, CDE Technical Assistance Facilitator, presented the progress made by MSA-1, 2 and 5 towards their progress on Disproportionality Compliance. He reported that MSA-5 has successfully met the CDE requirement for no longer being in Significant Disproportionality this past 2023-24 school year. In addition he reported that MSA-2 were found to be out of danger of becoming Significantly Disproportionate. He also reported that MSA-1 and MSA-5 have developed and implement plans to address the disproportionality in which the schools provide the state with quarterly reports and amend

the plans annually to reduce the disproportionate number of students who are over-identified. Board Members thanked staff and D. Doyle for the update.

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 7:51 PM.

Respectfully Submitted,
M. Muhammedov