

APPROVED



## Magnolia Public Schools

### Minutes

#### Regular Board Meeting

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**Date and Time**

Thursday July 10, 2025 at 5:00 PM

**Location**

Home Office: 250 E. 1st Street, Suite 1500, Los Angeles, CA 90012

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**Board Members:**

Mr. Mekan Muhammedov, Chair  
Ms. Sandra Covarrubias, Vice-Chair  
Dr. Umit Yapanel  
Dr. Salih Dikbas  
Ms. Diane Gonzalez

**Student Board Member:**

Ms. Sofia Perez

**CEO & Superintendent:**

Mr. Alfredo Rubalcava

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**Directors Present**

D. Gonzalez (remote), M. Muhammedov, S. Dikbas, U. Yapanel (remote)

**Directors Absent**

S. Covarrubias

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**Guests Present**

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J. Lara

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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 Jul 10, 2025 at 5:44 PM.

### B. Pledge of Allegiance

Board, staff and guests conducted the pledge of allegiance.

### C. Record Attendance and Guests

Refer to the attendance information recorded above. S. Perez, Student Board Member, was present at the meeting.

### D. Approval of Agenda

M. Muhammedov made a motion to approve the agenda as presented.

D. Gonzalez seconded the motion.

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

#### Roll Call

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

### E. Public Comments

No public comments were made at this time.

### F. Announcements - CEO & Superintendent, Board, Student Board Member

S. Perez, Student Board Member, announced her excitement to join her first Board Meeting as the Student Board Member. Board Members welcomed her.

### G. Approval of Minutes from MPS Regular Board Meeting - June 26, 2025

M. Muhammedov made a motion to approve the minutes from Regular Board Meeting on 06-26-25.

S. Dikbas seconded the motion.

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

#### Roll Call

D. Gonzalez	Aye
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**Roll Call**

S. Dikbas Aye  
S. Covarrubias Absent  
M. Muhammedov Aye  
U. Yapanel Aye

**H. Approval of Minutes from MPS Special Board Meeting - June 26, 2025**

M. Muhammedov made a motion to approve the minutes from Special Board Meeting on 06-26-25.

S. Dikbas seconded the motion.

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

**Roll Call**

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

**II. Closed Session**

**A. Public Announcement of Closed Session**

M. Muhammedov, Board Chair, announced that the Board will be going into closed session to discuss conference with legal counsel on anticipated litigation, conference with real property negotiations, and public employee performance evaluation for the CEO & Superintendent.

**B. Conference with Legal Counsel – Anticipated Litigation**

Item was discussed in Closed Session.

**C. Conference with Real Property Negotiations (§ 54956.8)**

Item was discussed in Closed Session.

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

Item was discussed in Closed Session.

**E. Report Out of Closed Session**

M. Muhammedov, reported at 6:59pm that on the item of conference with legal counsel on anticipated litigation, the Board took no action deligated staff to take necessary actions. On the item of conference with real property negotiations, the Board took no action guided staff on next steps. On the item of public employee performance evaluation

for the CEO & Superintendent, the Board will report and take action during the action item on the agenda for the approval of CEO contract.

### III. Consent Items

#### A. Approval of MPS 2025-26 Student/Parent Handbook

S. Dikbas made a motion to approve the MPS 2025-26 Student/Parent Handbook.

M. Muhammedov seconded the motion.

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

##### Roll Call

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

#### B. Approval of Board Resolution to Establish a Charter Schools Enterprise Fund for Magnolia Science Academy-Orange County

M. Muhammedov made a motion to approve the Resolution to Establish an Enterprise Fund for Magnolia Science Academy–Orange County.

S. Dikbas seconded the motion.

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

##### Roll Call

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

#### C. Approval of Board Resolution to Establish a District Number for Magnolia Science Academy-Orange County

M. Muhammedov made a motion to approve the Resolution to Establish a Charter Number for Magnolia Science Academy–Orange County.

D. Gonzalez seconded the motion.

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

##### Roll Call

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

### IV. Action Items

**A. Approval of Material Revision Board Resolution for Magnolia Science Academy-4**

A. Zarnich, Director of Charter Petitions and Reporting, reported on the submission of the authorization for the submission of the Material Revision for Magnolia Science Academy (MSA)-4 to the Los Angeles Unified School District (LAUSD). He reported on the process and the call for action that triggered this submission which relates to the relocation of the school and enrollment change. Board Members expressed their excitement for this upcoming change.

M. Muhammedov made a motion to approve the resolution authorizing the submission of a Material Revision to the Los Angeles Unified School District for Magnolia Science Academy 4 and grant authority to the CEO & Superintendent to sign and submit the Material Revision application and all related documents.

S. Dikbas seconded the motion.

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

**Roll Call**

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

**B. Approval of MPS Electronic Devices and Cell Phone Policy**

M. Wittek, Director of Student Services, reported that the Board was updated on this policy as an informational item at an earlier board meeting. She added that the policy is in line with the new California state law which the cell phone policy would help lower distractions that takes students away from learning. Additionally, she added that educational partners were engaged for input and legal counsel assisted in its draft. She went over the components of the policy. Board Members questions were addressed by staff. S. Perez, Student Board Member, voiced approval for the plan in place.

S. Dikbas made a motion to approve Magnolia Public Schools (MPS) Electronic Devices and Cell Phone Policy and for staff to proceed with updating the 2025-26 MPS Student/Parent Handbook and website with that policy.

M. Muhammedov seconded the motion.

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

**Roll Call**

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

**C. Approval of Proposed Pilot: The Commons - Student Cell Phone Use Solution App for Magnolia Science Academy-1 and 5**

M. Wittek, Director of Student Services, reported that part of the diligence in the implementation of the cell phone policy was looking at options on how to keep students safe while also focusing on the learning environment and upholding the policy. She added that the ask is to approve the digital application, The Commons, to pilot it at Magnolia Science Academy (MSA)-1 and MSA-5. She reported on the usage and tools of the application that would benefit the execution of the policy while also aligning with the California Ed Code. She also added that this would involve parents and educational partners. Board Members questions were addressed by staff and representatives of, The Commons, Julia and Shanon.

S. Dikbas made a motion to approve the proposed pilot of: The Commons – Student Cell Phone Use Solution App for Magnolia Science Academy-1 & 5 for the 2025-2026 school year.

M. Muhammedov seconded the motion.

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

**Roll Call**

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

**D. Approval of MPS Suicide Prevention Policy**

M. Wittek, Director of Student Services, reported that the Board last approved this policy back in 2020. She went over the updates to the Suicide Prevention Policy that came post-pandemic. She added that in addition to a Crisis team that would be at the Home Office level, she is working with Departments to ensure the expectations on staff training is aligned and that the requirements to the students' identification cards and auto reply emails with resources are added.

M. Muhammedov made a motion to approve Magnolia Public Schools (MPS) Suicide Prevention Policy and for staff to proceed with updating the 2025-26 MPS Student/Parent Handbook and website with that policy.

S. Dikbas seconded the motion.

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

**Roll Call**

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

**E. Approval of Board Resolution to Delegate Authority to CEO for Organizational Restructuring Decisions for MPS Network**

F. Del Carpio, Chief People Officer, reported on the limited authority to the CEO & Superintendent to make staffing decisions such as creating, eliminating, and reclassifying positions within the Board approved budgets. She added that this is to support timely response to staffing needs across MPS network. She added within the resolution, there is no authority for staff to use reserves or approve major restructuring without Board approval. Staffing changes must align to the mission, stay within the approved budget, and be vetted by the executive team. Board voiced their opinions on the process and to ensure transparency.

M. Muhammedov made a motion to approve the resolution to delegate limited authority to the CEO/Superintendent to approve staffing changes (creation, elimination, or reclassification of positions) within approved budgets, supported by a systematized workflow and transparent reporting mechanisms.

S. Dikbas seconded the motion.

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

**Roll Call**

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

**F. Approval of CCDB-2 Magnolia Science Academy-5 Project**

K. Jimenez, Assistant Facilities Project Manager, reported on the change order for the Magnolia Science Academy(MSA)-5 project. She reported that the change order would assist with keeping the project on schedule on time. In addition staff and Gateway would continue to monitor the work carefully. She went over the breakdown of the change order costs. M. Muhammedov, Board Chair, added that he was briefed on this item by staff as the Chair of the Audit/Facilities Committee, and added that what was presented was thoroughly checked and that the changes are needed for the project to continue.

M. Muhammedov made a motion to approve Change Order #011 from Pro-Craft Construction, Inc. in the amount of Two Hundred Eighty-Eight Thousand Seven Hundred Sixty-Two and 04/100 Dollars (\$288,762.04) for the MSA-5 7111 Winnetka Ave. project (the "Project").

S. Dikbas seconded the motion.

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

**Roll Call**

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

**G.**

### **Approval of Tenant Improvement Project Proposal for Magnolia Science Academy-Orange County Anaheim at 412 W Carl Karcher Way Anaheim, CA 92801**

K. Jimenez, Assistant Facilities Project Manager, reported on Zingo Construction to do tenant improvement project at the 412 Anaheim site where Magnolia Science Academy-Orange County will be. She went over the request for proposal (RFP) process and the proposals received. She reported that the selection committee determined that Zingo was the best option for the project. She added that the time for completion would be by the end of July. Board Members questions were addressed by staff.

M. Muhammedov made a motion to approve the selection of Zingo Construction to perform tenant improvements at 412 W. Carl Karcher Way, Anaheim, CA 92801 (the "Project") for a total base fee of \$202,100. In addition, staff recommends the inclusion of a 10% contingency (\$20,210) to cover any unforeseen expenses that may arise during the project, bringing the total project authorization to \$222,310.

S. Dikbas seconded the motion.

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

#### **Roll Call**

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

### **H. Public Read Out of CEO Compensation**

M. Muhammedov, Board Chair reported: "Regarding the CEO contract approval, I am legally required to publicly disclose the terms of any employment contract or addendum affecting the CEO. The proposed Addendum sets a new annual base salary of \$281,500. All other terms of the CEO's employment remain as stated in the 2024 Employment Agreement. If approved today, the CEO's total compensation will be as follows, retroactively effective for July 1, 2025: **(1)** Two years remaining on a three year term of employment; **(2)** A work schedule of a minimum of 246 days annually; **(3)** An annual base salary of \$281,500 for the 2025-2026 school year; **(4)** Sick Leave, 48 hours of which will be frontloaded, with the rest to accrue over the year; **(5)** Vacation leave to accrue at the rate of 20 days per year; **(6)** Two floating holidays per year; **(7)** \$22,594.44 toward annual health benefit premiums; **(8)** Basic term life insurance and long-term disability insurance as provided to other MPS employees; **(9)** Reimbursement of up to \$1,000 per year for professional membership and dues; **(10)** Up to \$5,000 per year for tuition repayment assistance; **(11)** \$51,856.56 in mandatory contributions to CalSTRS.

I would also note that the annual salary is in keeping with the compensation comparability study adopted by the Board on June 26, 2025."

### **I. Approval of CEO Contract**

The Board voiced that it has been a pleasure to work alongside A. Rubalcava, CEO & Superintendent. Voiced that this year has been a lot of growth, challenges and

accomplishments. A. Rubalcava, thanked everyone at Magnolia the accomplishments and testament of everyone.

M. Muhammedov made a motion to approve the addendum to the fixed-term employment agreement for Alfredo Rubalcava, CEO & Superintendent of Magnolia Public Schools effective retroactive to July 1, 2025.

D. Gonzalez seconded the motion.

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

**Roll Call**

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

**V. Information/Discussion Items**

**A. Enrollment Update**

F. Cristerna-Adame, Senior Project Director of Growth & Expansion, provided detailed updates on the enrollment across all Magnolia school sites. In addition she went over the enrollment for the new Anaheim and Placentia Yorba Linda sites. M. Rowel founding Principal at Magnolia Science Academy(MSA)-Orange County added that they onboarded staff and are continuing the growing momentum and energy to continue increasing enrollment. F. Cristerna-Adame added that they have Open Houses every Saturday for the MSA-Orange County schools both in-person and virtual. A. Rubalcava, CEO & Superintendent, clarified that both Magnolia Science Academy-Orange County Anaheim and Magnolia Science Academy-Orange County Placentia Yorba Linda are both located in the city of Anaheim to clear the confusion. Board Members questions were addressed by staff and voiced concern for the low enrollment count of the MSA-Orange County schools. Staff added they will continue to bring more information and updates to future board meetings and are working with staff to ensure diligence on enrollment and budget.

**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 8:19 PM.

Respectfully Submitted,  
M. Muhammedov