

APPROVED



## Magnolia Public Schools

### Minutes

#### Regular Board Meeting

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**Date and Time**

Thursday August 7, 2025 at 5:30 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

**Student Board Member:**

Ms. Sofia Perez

**CEO & Superintendent:**

Mr. Alfredo Rubalcava

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**Directors Present**

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

**Directors Absent**

*None*

**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 Aug 7, 2025 at 5:34 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 amend the agenda and table Action Items V B and V H.

D. Gonzalez seconded the motion.

#### Items tabled:

**V B:** Approval of Financing Agreement Between Magnolia Public Schools and Customers Bank

**V H:** Approval of the Revised General Employee Evaluation Protocol

Staff reported out on the reasoning for tabling the items.

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

#### Roll Call

S. Covarrubias Aye

D. Gonzalez Aye

S. Dikbas Aye

U. Yapanel Aye

M. Muhammedov Aye

### E. Public Comments

No public comments were made at this time.

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

A. Rubalcava, CEO & Superintendent, announced on the first day of school across MPS. Magnolia Science Academy (MSA)- Orange County Anaheim, MSA- Santa Ana, and

MSA-San Diego will start on August 11th. All Los Angeles based schools will start on August 14th. MSA-Orange County Placentia Yorba Linda will start on August 26th. He thanked all the school sites for their preparation on these school openings.

G.Serce, Chief Academic Officer, announced that over the summer, service days and a symposium were held in which teachers and school leadership connected with Home Office staff. These included trainings to prepare for the school year and understanding the Academic model. In addition, he added that Mrs. Fiona Ma, California State Treasurer, and her office held a presentation for their staff.

#### **G. Approval of Minutes from MPS Regular Board Meeting - July 10, 2025**

M. Muhammedov made a motion to approve the minutes from Regular Board Meeting on 07-10-25.

D. Gonzalez 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

## **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 discipline/dismissal release.

### **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 Discipline/Dismissal Release (§ 54957)**

Item was discussed in Closed Session.

### **E. Report Out of Closed Session**

M. Muhammedov, reported at 8:13pm that on the item of conference with legal counsel on anticipated litigation, the Board took no action delegated 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 discipline/dismissal release, the Board took no action and delegated staff to take necessary actions.

### III. Action Items

#### A. Approval of Revised 2025-26 Adopted Budgets for Magnolia Science Academy-1, Magnolia Science Academy-Santa Ana & Magnolia Science Academy-Orange County

S. Budhraj, Chief Financial Officer, presented that the 2025-26 budgets for all school sites were brought to the Board at the June 26th Board Meeting. He added that due to some substantial deviance, they will be utilizing the 45 day budget revision required under Ed Code. He presented three (3) schools with updated budgets included Magnolia Science Academy (MSA)-1, MSA-Santa Ana, and MSA-Orange County. Board Members questions were addressed by staff.

M. Muhammedov made a motion to approve the revised 2025-26 Adopted Budgets for Magnolia Science Academy-1 (MSA-1), Magnolia Science Academy – Santa Ana (MSA (SA) and Magnolia Science Academy-Orange County (MSA – OC).

D. Gonzalez seconded the motion.

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

##### Roll Call

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

#### B. Approval of Board Resolution for Magnolia Science Academy-1 for Elimination of Position(s) for the Improvement of Educational Programs for Students

F. Del Carpio, Chief People Officer, presented the staffing adjustments made to Magnolia Science Academy (MSA)-1 to align with the updated enrollment projections. Elimination of positions will include a campus aide, two (2) paraprofessionals, custodian, PE teacher, and college counselor. These positions have been vacant and added that there would not be any specific staff members that will be affected. Board Members made comments on streamlining these items.

D. Gonzalez made a motion to approve the board resolution for elimination of positions for MSA-1 to improve the school educational programs for students.

M. Muhammedov seconded the motion.

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

##### Roll Call

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

**Roll Call**

U. Yapanel           Aye

**C. Approval of Board Resolution for Magnolia Science Academy-Santa Ana for Creation and Elimination of Position(s) for the Improvement of Educational Programs for Students**

F. Del Carpio, Chief People Officer, presented the adjustments made to Magnolia Science Academy (MSA)-Santa Ana, which stemmed from their changes in student enrollment and operational needs. The increased of enrollment in their lower grades will lead to the creation of two (2) new multiple subject teaching positions to support the academic and social-emotional development of students in elementary school and ensure compliance with state-mandated class size limits and instructional hour requirements.

M. Muhammedov made a motion to approve the board resolution for creation and elimination of positions for MSA-Santa Ana to improve the school educational programs for students.

S. Covarrubias seconded the motion.

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

**Roll Call**

D. Gonzalez        Aye

M. Muhammedov   Aye

S. Dikbas           Aye

S. Covarrubias    Aye

U. Yapanel         Aye

**D. Approval of Board Resolution for Magnolia Science Academy-Orange County for Creation and Elimination of Position(s) for the Improvement of Educational Programs for Students**

F. Del Carpio, Chief People Officer, presented on the staffing adjustments at Magnolia Science Academy(MSA)-Orange County to align with current operational needs and adjustment in their budget. Additionally, to support both mental health services and campus facilities management. The changes will include, the addition of a part-time mental health support providers for both Anaheim and Placentia Yorba Linda campuses, elimination of five (5) teaching positions, and removal of four (4) paraprofessional positions.

M. Muhammedov made a motion to approve the board resolution for creation and elimination of positions for MSA-Orange County to improve the school educational programs for students.

S. Covarrubias seconded the motion.

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

**Roll Call**

U. Yapanel         Aye

S. Covarrubias    Aye

M. Muhammedov   Aye

**Roll Call**

S. Dikbas Aye  
D. Gonzalez Aye

**E. Approval of Material Revision Board Resolutions for Magnolia Science Academy-4 and Magnolia Science Academy-6**

A. Zarnich, Director of Charter Petitions & Reporting, reported on the update to satisfy the Los Angeles Unified School District (LAUSD) material revision requirement. He reported that the new resolutions reflect the relocation of Magnolia Science Academy (MSA)-4 and MSA-6 to the new site at Hollywood.

D. Gonzalez made a motion to approve of the resolutions authorizing the submission of Material Revision applications to the Los Angeles Unified School District for Magnolia Science Academy-4 and Magnolia Science Academy-6, and grant authority to the CEO & Superintendent to sign and submit the Material Revision applications and all related documents.

M. Muhammedov seconded the motion.

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

**Roll Call**

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

**F. Approval of Charter Renewal Board Resolution for Magnolia Science Academy-4**

A. Zarnich, Director of Charter Petitions & Reporting, reported that back in June the Board authorized the submission for renewal for Magnolia Science Academy (MSA)-4. That resolution had then Principal E. Rizzuto, who has since moved on to be Principal at MSA-3. J. Theis had resumed role for Principal at MSA-4. The resolution is up-to-date with those changes and all other details remain the same from June approval.

M. Muhammedov made a motion to approve the board resolution that authorizes the filing of the Charter Renewal Petition with the Los Angeles Unified School District for Magnolia Science Academy4, and give authority to the CEO & Superintendent to serve as the Lead Petitioner.

D. Gonzalez seconded the motion.

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

**Roll Call**

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

#### IV. Information/Discussion Items

##### A. Ethics Training & Brown Act Training

Janelle Ruley, Legal Counsel at Young, Minney, & Corr, conducted a training on the Brown Act and was completed. Due to time, the Board also received one (1) hour on the Ethics Training. The Ethics Training will continue at the September Regular Board Meeting to fulfill the requirement. All Board Members were present. Questions were addressed by counsel.

##### B. Enrollment Update

B. Olivares, Chief Impact Officer, presented most recent numbers on all school sites current enrollment standings. She provided further updates of the work being done for improvement. Board Members questions were addressed by staff.

#### V. Action Items

##### A. Approval of Change Order #12 – Dry Utilities for the Magnolia Science Academy-5 Project

P. Ontiveros, General Counsel & Director of Facilities, presented the additional scope for the Magnolia Science Academy (MSA)-5 project. He added that feedback received from the Construction Manager was to do this site work now to help with the overall schedule of completion. The change order covers required modifications to the electrical and low-voltage infrastructure. Board Members questions were addressed by staff.

M. Muhammedov made a motion to approve Contract Change Order #012 from Pro-Craft Construction, Inc. in the amount of Six Hundred Eleven Thousand One Hundred Twenty-Six Dollars and Seventy-One Cents (\$611,126.71) for the Magnolia Science Academy-5 – 7111 Winnetka Modular Construction Project (the “Project”).

D. Gonzalez seconded the motion.

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

##### Roll Call

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

##### B. Approval of Financing Agreement Between Magnolia Public Schools and Customers Bank

This item was tabled during the Approval of Agenda.

##### C.

**Approval of Charter School Facility Program Application by MPS on Behalf of Magnolia Science Academy-2, 3, 4, 5, 6, 7 and Orange County**

K. Jimenez, Assistant Facilities Project Manager, presented to the Board the authorization to submit applications on behalf of Magnolia Science Academy (MSA)-OC, MSA-2, MSA-3, MSA-4, MSA-5, MSA-6, and MSA-7 to the Office of Public School Construction for participation in the Charter School Facilities Program Proposition 2 Filing Round.

M. Muhammedov made a motion to authorize Magnolia Public Schools (MPS) to submit applications for funding through the Office of Public School Construction (OPSC) under the Charter School Facilities Program (CSFP), for such MPS schools as MPS Staff may deem appropriate, including, but not limited to, Magnolia Science Academy—Orange County (“MSA-OC”), Magnolia Science Academy—2 (“MSA-2”), Magnolia Science Academy—3 (“MSA-3”), Magnolia Science Academy—4 (“MSA-4”), Magnolia Science Academy—5 (“MSA-5”), Magnolia Science Academy—6, and Magnolia Science Academy—7 (“MSA-7”) and to take such actions and sign such documents as shall be necessary in order to submit such applications in accordance with CSFP requirements.

S. Covarrubias seconded the motion.

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

**Roll Call**

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

**D. Approval of MPS Transportation Policy**

S. Acar, Chief Operations Officer, presented the new Transportation Policy and added that in the past MPS did not have a Board policy of this nature. The policy will ensure there are rules, policies and procedures to cover staff, families and students such as field trips and other forms of transportation. Board Members questions were addressed by staff.

D. Gonzalez made a motion to approve the MPS Transportation Policy as presented.

S. Covarrubias seconded the motion.

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

**Roll Call**

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

**E. Approval of MPS Safety Manual & Injury Illness Prevention Program (IIPP)**

S. Acar, Chief Operations Officer, presented that this policy contains CalOSHA compliance. He added that the policy contains guidelines for MPS staff preparedness in cases where there are possible exposures and illnesses. He added that the policy will help the Home Office to systemize follow-ups, guidelines, and trackers in an effort to keep employees safe. Board Members questions were addressed by staff.

S. Covarrubias made a motion to approve the updated MPS Safety Manual and Injury & Illness Prevention Program.

D. Gonzalez seconded the motion.

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

**Roll Call**

S. Dikbas Aye

M. Muhammedov Aye

S. Covarrubias Aye

D. Gonzalez Aye

U. Yapanel Aye

**F. Approval of Updated 2025-26 English Learner (EL) Master Plan**

K. Mann, Director of EL and ELA Programs, presented the changes to the English Learner Master Plan. She presented that the plan is reviewed annually. She added that the revisions include minor formatting changes as well as the inclusion of guidance for assessing English Learners for the Risk of Reading Difficulties.

M. Muhammedov made a motion to approve the changes to the Magnolia Public Schools English Learner Master Plan for the 2025-2026 school year.

S. Covarrubias seconded the motion.

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

**Roll Call**

D. Gonzalez Aye

S. Dikbas Aye

M. Muhammedov Aye

S. Covarrubias Aye

U. Yapanel Aye

**G. Approval of EPI Construction to Provide Parking Lot Improvement Services for Magnolia Science Academy-1**

M. Sahin, Facilities Project Manager, presented the need for restriping the parking lot at Magnolia Science Academy (MSA)-1 which was due to age and poor existing conditions. He described the proposals received and the decision for the recommendation of EPI Construction. Board Members questions were addressed by staff.

M. Muhammedov made a motion to approve the contract amount of \$14,699.04 with EPI Construction for the parking lot restriping project at Magnolia Science Academy 1 (MSA-1) gym site, located at 18140–18160 Sherman Way, Reseda, CA 91335.

D. Gonzalez seconded the motion.

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

**Roll Call**

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

**H. Approval of the Revised General Employee Evaluation Protocol**

This item was tabled during the Approval of Agenda.

**I. Approval of Selection of Vendor(s) for Special Education Instruction and Related Services**

L. Shulz, Director of Special Education & Related Services, presented that all MPS schools require special educational instructional and related services providers for their sites to deliver direct services as needed, depending the the services outlined in the student Individualized Educational Plans (IEP). She added that the last proposal was done in 2019 and since then they want to ensure coverage for the new schools in Orange County.

S. Covarrubias made a motion to approve the following companies to be added to the Magnolia Public Schools approved vendors list : Cross Country Education, Maxim Healthcare, Point Quest (old Edlogical), Specialized Therapy Solutions, and Total Education Solutions.

D. Gonzalez seconded the motion.

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

**Roll Call**

U. Yapanel        Aye  
S. Covarrubias    Aye  
M. Muhammedov    Aye  
D. Gonzalez       Aye  
S. Dikbas         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 10:48 PM.

Respectfully Submitted,  
M. Muhammedov