

APPROVED



## Magnolia Public Schools

### Minutes

#### Regular Board Meeting

---

**Date and Time**

Thursday December 11, 2025 at 6:00 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. Serdar Orazov

**Student Board Member:**

Ms. Sofia Perez

**CEO & Superintendent:**

Mr. Alfredo Rubalcava

---

**Directors Present**

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

**Directors Absent**

S. Covarrubias

---

## Directors who left before the meeting adjourned

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 Dec 11, 2025 at 6:11 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.

### D. Approval of Agenda

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

U. Yapanel seconded the motion.

S. Perez, Student Board Member, gave her preferential opinion as a statement of yes for this item.

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

#### Roll Call

S. Covarrubias    Absent

U. Yapanel        Aye

S. Dikbas         Aye

M. Muhammedov   Aye

D. Gonzalez      Aye

S. Orazov         Aye

### E. Public Comments

A period was held for several public speakers. Board listened to their comments and concerns. M. Muhammedov, thanked the speakers and added that they will direct staff for follow-up.

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

G. Serce, Chief Academic Officer, reported on the San Diego Unified School District (SDUSD) visit to Magnolia Science Academy(MSA)-San Diego to present the school a Certificate of Recognition for being a 2025 California Blue Ribbon school. He added that SDUSD Board Member Shana Hazan was in attendance as well the the SDUSD Charter School Office and MPS Board Member S. Dikbas.

S. Perez, Student Board Member, reported that she will present her initiative at the January 2026 board meeting.

**G. Approval of Minutes from MPS Regular Board Meeting - November 13, 2025**

U. Yapanel made a motion to approve the minutes from Regular Board Meeting on 11-13-25.

M. Muhammedov seconded the motion.

S. Perez, Student Board Member, gave her preferential opinion as a statement of yes for this item.

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

**Roll Call**

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

**II. Informations/Discussion Items**

**A. Data Presentation: MPS' Performance on the CA School Dashboard**

D. Yilmaz, Chief Accountability Officer, and G. Serce, Chief Academic Officer, presented the 2025 CA School Dashboard results. D. Yilmaz defined the state measures with blue being the highest performance tier and described how a performance color is determined. He reported various indicators: English Language Arts: 9 out of 10 schools showed an increase of 3 points or more in schoolwide results, and 6 out of 10 schools have achieved higher performance statuses than the state average. Mathematics: 7 out of 10 schools showed an increase of 3 points or more in schoolwide results, and 5 out of 10 schools have achieved higher performance statuses than the state average. Science: 2 out of 10 schools showed an increase of 3 points or more in schoolwide results, and 3 out of 10 schools have achieved higher performance statuses than the state average. English Learner Progress: 7 out of 9 schools showed an increase of 2 percentage points or more, and 4 of 9 schools have achieved higher performance statuses than the state average. College & Career Indicator: 2 out of 6 schools showed an increase of 2 percentage points or more, and 6 out of 6 schools have achieved higher performance statuses than the state average. Graduation rate: 2 out of 6 schools showed an increase of 1 percentage point or more, and 6 out of 6 schools have achieved higher performance statuses than

the state average. Chronic absenteeism rate: 4 out of 10 schools showed a decline of 0.5 percentage points or more, and 4 out of 10 schools have achieved lower (better) performance statuses than the state average. Suspension rate: 4 out of 10 schools showed a decline of 0.3 percentage points or more, and 7 out of 10 schools have achieved lower (better) performance statuses than the state average. They also reported on differentiated assistance. Board Members questions were addressed by staff.

#### **B. Presentation of the Inaugural MPS 2024-25 Annual Report**

B. Olandes, Director of Advancement, presented the annual report to help amplify the work MPS has been doing over the past 20 years. He went over all sections on the report from who MPS is, demographic profile, instructional philosophy, and college going culture. Includes CAASPP, Advanced Placement program, and dual enrollment outcomes. He showcased the graduation rates and college acceptance rates and extracurricular activities. He also showcased the financial health of the organization. Report spotlighted staff, facilities investments and continued work to improve educational settings, and commitment to the 'whole child' highlighting the community school framework. Report closed on the strategic vision.

#### **C. Presentation of the MPS Capacity Building Engagement Report**

S. Budhreja, Chief Financial Officer, presented the review of the policy and practices in relations to governance. This was in collaboration with McConnel Jones as part of MPS partnership with the Charter School Growth Fund (CSGF). Report identified recommendations of areas of improvement to assist MPS on future needs, improve fiscal policies and reporting.

This included board trainings such as continued Brown Act and conflict of interests, as well as banking.

#### **D. Enrollment Update**

B. Olivares, Chief Impact Officer, provided an update to the enrollment efforts and data across all school sites. Achieving enrollment goals requires ongoing collaboration among school site leaders and home office staff, with alignment across marketing, branding, student experience, and family satisfaction. She and other staff met with each school site leader to review tiered enrollment targets that account for application-to-enrollment conversion and exceed baseline budget goals. Board Members questions were addressed by staff.

### **III. Closed Session**

#### **A. Public Announcement of Closed Session**

M. Muhammedov, Board Chair, reported that the Board will be going into Closed Session to discuss the following: Public employee discipline/dismissal release, conference with legal counsel on anticipated litigation, Initiation of litigation, and conference with real property negotiations and will report out.

**B. Public Employee Discipline/Dismissal Release (§ 54957)**

Item was discussed in Closed Session.

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

Item was discussed in Closed Session.

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

Item was discussed in Closed Session.

**E. Report Out of Closed Session**

M. Muhammedov, reported in open session at 11:28pm that on all items in closed session, the Board took no action and directed staff to take next steps.

M. Muhammedov made a motion to table item IV B (Approval of the MPS 2030 Strategic Plan) this will be presented at the Board Retreat which the date will be announced in January 2026.

S. Orazov seconded the motion.

J. Lara, took roll call vote:

M. Muhammedov - Aye

U. Yapanel - Aye

S. Dikbas - Aye

D. Gonzalez - Aye

S. Orazov - Aye

S. Perez, Student Board Member, left the meeting.

**IV. Action Items**

**A. Approval of the Revised MPS Board Committee Structure**

U. Yapanel, Chair of Nominating/Governance Committee, reported on the changes proposed to the MPS Board Committee structure. These changes include: S. Orazov appointed to the Finance Committee as Chair; S. Orazov appointed to the Audit/Facilities Committee; S. Dikbas removed from the Finance Committee; and, S. Orazov added as an alternate for the Educational Partners & Development Committee.

U. Yapanel made a motion to approve the revised MPS Board Committee Structure, effective December 12, 2025.

M. Muhammedov seconded the motion.

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

**Roll Call**

S. Covarrubias    Absent

**Roll Call**

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

**B. Approval of the MPS 2030 Strategic Plan**

Item was tabled after reporting out of closed session.

**C. Approval of First Interim Reports for the 2025-26 Fiscal Year**

Finance Committee was held in which due to the time limitations the Committee did not make a motion to recommend approval. S. Budhraj, Chief Financial Officer, reported on the first interim reports in detail. He went over the budget, enrollment, attendance and ADA for all school sites inclusive of reporting on the Home Office. Board Members questions were addressed by staff.

S. Orazov made a motion to approve the First Interim Report for 2025-26 for all Magnolia Science Academy schools and the Home Office.

U. Yapanel seconded the motion.

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

**Roll Call**

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

**D. Approval of Board Resolution for Creation & Elimination of Positions Across MPS Network for the Improvement of Educational Programs for Students**

F. Del Carpio, Chief People Officer, thanked everyone who took the time to speak today during public comments. She reported that the Board approved the organizational restructure at the November 13th board meeting which was the approval of anticipated staffing impacts at the school sites and the Home Office. She reported that this approval is a follow-up from the previous approved action intended to share the specific Home Office positions impacted.

M. Muhammedov made a motion to approve the resolution for the creation and elimination of positions across the MPS network to strengthen educational programs, ensure alignment with the MPS financial model, and support long-term organizational sustainability with an effective date of January 1, 2026.

S. Orazov seconded the motion.

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

**Roll Call**

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

**E. Approval of Intra-Organization Loan from Magnolia Science Academy-Bell to Magnolia Educational & Research Foundation**

S. Budhraj, Chief Financial Officer, presented that there were additional reserves in Magnolia Science Academy (MSA)-Bell which were transferred to the Home Office to help support the Orange County expansion (MSA-Orange County). The Board had previously approved entering into an intra-organizational loan in March 2025. He reported that this action is to extend term to an additional five (5) years.

S. Orazov made a motion to approve the Resolution for the extension of the IntraOrganization Loan between Magnolia Science Academy – Bell (MSA-Bell) and Magnolia Educational & Research Foundation (MERF). This item consolidates and extends the previously approved loans of \$1.5 million (March 2025) and \$2.5 million (June 2025) into a single \$3.7 million loan with updated terms. The original loans carried a 1-year term, and this action extends the consolidated loan to a 5-year repayment term beginning July 2026.

M. Muhammedov seconded the motion.

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

**Roll Call**

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

**F. Approval of Intra-Organization Loan from Magnolia Educational & Research Foundation to Magnolia Science Academy-Orange County**

S. Budhraj, Chief Financial Officer, presented this separate resolution to allow MPS Home Office to distribute funds to Magnolia Science Academy(MSA)- Orange County. This is similar to the previous item to support the expansion. The Board also previously approved entering into an intra-organizational loan in March 2025 and this action would also extend term to an additional five (5) years.

S. Orazov made a motion to approve the Resolution for the extension of the IntraOrganization Loan between Magnolia Educational & Research Foundation (MERF) and Magnolia Science Academy – Orange County (MSA-OC). The original loan approvals totaled \$1.5 million (March 2025) and \$2.5 million (June 2025). This item

consolidates those amounts into a single \$3.7 million loan with revised terms. The original 1-year term is being extended to a 5-year repayment term beginning July 2026.

M. Muhammedov seconded the motion.

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

**Roll Call**

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

**G. Approval of Underwriter for Financing (Supplemental) for Magnolia Science Academy-5 Project**

E. Acar, Deputy Superintendent, presented the approval for underwriting services for the bonds to fund the remaining construction costs of the Magnolia Science Academy (MSA)-5 project at 7111 Winnetka Avenue. He reported on the various needs why underwriting are required. Services and financing timeline was presented. Board Members questions were addressed by staff.

S. Orazov made a motion to approve the engagement of Stifel, Nicolaus & Company, Incorporated (“Stifel”) as the underwriter for the upcoming California School Finance Authority (CSFA) Conduit Financing Program transaction needed to complete the Magnolia Science Academy-5 construction project, and authorize the CEO or designee to execute related preliminary agreements and proceed with financing preparations.

M. Muhammedov seconded the motion.

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

**Roll Call**

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

**H. Approval of Revised MPS Home Office Management Fee Policy**

S. Budhraj, Chief Financial Officer, presented that the update to the Home Office Management Fee Policy is the proposal to cap the amount of home office fees charged to the school sites to no more than 15%.

M. Muhammedov made a motion to approve the revised Home Office Management Fee Policy for the 2025-26 fiscal year.

S. Orazov seconded the motion.

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

**Roll Call**

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

**I. Approval of Change Order from Pro-Craft Construction Inc. Increment 1 for the Magnolia Science Academy-5 Project**

K. Jimenez, Assistant Facilities Project Manager, presented the change order which is to install a separate dedicated water line for the water hydrant for DSA compliance. Los Angeles Department of Water and Power (LADWP) required a separate water line to the water hydrant which was not under the original scope. Board Members questions were addressed by staff.

S. Dikbas left at 12:29 AM on December 12.

S. Orazov made a motion to approve Contract Change Order #013 from Pro-Craft Construction, Inc. in the amount of Forty-Five Thousand Two Hundred Thirty-Five Dollars and Seventy-One Cents (\$45,235.71) for the Magnolia Science Academy-5 – 7111 Winnetka Modular Construction Project (the “Project”).

M. Muhammedov seconded the motion.

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

**Roll Call**

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

**J. Approval of Title Transfer of 18120 Sherman Way from MPS to MPM 18120 Sherman Way LLC**

P. Ontiveros, General Counsel & Director of Facilities, presented the title transfer of 18120 Sherman Way to MPS 18120 Sherman Way LLC. Originally Magnolia Educational Research Foundation (MERF) took title.

M. Muhammedov made a motion to approve the transfer of title to the property located at 18120 Sherman Way, Reseda, CA (the “Property”) from MPS to MPM 18120 Sherman Way LLC or another limited liability company formed for the purpose of holding title to the Property (the “LLC”).

U. Yapanel seconded the motion.

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

**Roll Call**

S. Dikbas           Absent

**Roll Call**

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

**K. Approval of Updated 2025-26 MPS Employee Handbook**

F. Del Carpio, Chief People Officer, presented updated MPS Employee Handbook which ensures the Handbook is in compliance with new laws and best practices. She presented the updates which includes strengthening student safety and mandated reporting language, enhancing background check requirements, professional conduct protocol, and guidance on the responsible usage of Artificial Intelligence (AI), telework, attendance expectations for employees, and employee leave.

M. Muhammedov made a motion to approve the updated 2025-26 Employee Handbook as presented with an effective date of January 1, 2026.

U. Yapanel seconded the motion.

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

**Roll Call**

M. Muhammedov Aye  
S. Dikbas Absent  
S. Orazov Aye  
U. Yapanel Aye  
S. Covarrubias Absent  
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 12:35 AM.

Respectfully Submitted,  
M. Muhammedov