

Manzanita Education Alliance Governing Board

APPROVED MINUTES

SEPTEMBER 13, 2017

Regular Board Meeting

Governing Board Members

Chairman	Randy Wolf	PRESENT
Secretary	Eric Wilhelm	PRESENT
Treasurer	Monique Mangino	PRESENT
Member	Juan Carlos Castañeda	PRESENT
Member	Vincent Jackson	PRESENT

The regular meeting of the Governing Board of Manzanita Public Charter School was held at Manzanita Public Charter School Staff Lounge, 991 Mountain View Blvd, VAFB, CA on **WEDNESDAY, SEPTEMBER 13, 2017 AT 6:30 PM.**

A) CALL TO ORDER

TIME: 6:35 PM

Pledge of Allegiance

Establish Quorum

5/5

Opening Comments/Introductions/Welcome Guests

B) Communications

No public comments.

F) Consent Agenda Items

None

G) Items Scheduled for Action/Consideration

1. Approval of meeting minutes for the August 9, 2017 Regular Board Meeting (Attachment A)
MR. VINCENT JACKSON MOVED TO APPROVE THE MEETING MINUTES FOR THE AUGUST 9, 2017 REGULAR BOARD MEETING.
MS. MONIQUE MANGINO SECONDED THE MOTION.
VOTE: 5/5
MOTION APPROVE
2. Discussion and Approval of the Check Detail, Unpaid Bills Detail and Deposit Detail (Attachment B) (Nancy Dow)
MR. ERIC WILHELM MOVED TO APPROVE THE CHECK DETAIL, UNPAID DETAIL AND DEPOSIT DETAIL.
MR. JUAN CARLOS CASTAÑEDA SECONDED THE MOTION.
VOTE: 5/5
MOTION APPROVED
3. Discussion and Approval to Amend the Classified Salary Schedule to Include Night Custodial Position (Suzanne Nicastro) (Attachment C)
MS. MONIQUE MANGINO MOVED TO APPROVE THE AMENDED CLASSIFIED SALARAY SCHEDULE TO INCLUDE NIGHT CUSTODIAL POSITION.
MR. VINCENT JACKSON SECONDED THE MOTION.
VOTE: 5/5
MOTION APPROVED
4. Discussion and Approval to Amend the Certificated Salary Schedules: Substitute Teacher and School Nurse (Suzanne Nicastro) (Attachment D)
MR. VINCENT JACKSON MOVED TO APPROVE THE AMENDED CERTIFICATED SALARY SCHEDULES: SUBSTITUTE TEACHER AND SCHOOL NURSE.
MR. JUAN CARLOS CASTAÑEDA SECONDED THE MOTION.
VOTE: 5/5
MOTION APPROVED

5. Discussion and Approval of the Manzanita Public Charter School Fee Supply Policy and School Uniform Requirements (Suzanne Nicastro) (Attachment E)
HANDOUT #1 – ED CODES
MR. ERIC WILHELM MOVED TO APPROVE THE MANZANITA PUBLIC CHARTER SCHOOL FEE SUPPLY POLICY, AS AMENDED TO READ “SUPPLY LIST IS NOT REQUIRED, ONLY A SUGGESTED DONATION FOR THE CLASSROOM” AND UNIFORM REQUIREMENTS.
MS. MONIQUE MANGINO SECONDED THE MOTION.
VOTE: 5/5
MOTION APPROVED
6. Discussion and Approval of the Disproportionate Equity Policy (Suzanne Nicastro) (Attachment F)
MR. VINCENT JACKSON MOVED TO APPROVE THE DISPROPORTIONATE EQUITY POLICY.
MS. MONIQUE MANGINO SECONDED THE MONTION.
VOTE: 5/5
MOTION APPROVED
7. Discussion and Approval of the 2016-2017 Unaudited Actuals, Including Special Education (Nancy Dow) (Attachment G)
MR. ERIC WILHELM MOVED TO APPROVE THE 2016-2017 UNAUDITED ACTUALS, INCLUDING SPECIAL EDUCATION.
MR. VINCENT JACKSON SECONDED THE MOTION.
VOTE: 5/5
MOTION APPROVED
8. Discussion and Approval of the Increasing the 2017-2018 Budget by 50K for Prop 39 Expenses (Suzanne Nicastro)
HANDOUT #2 – SAMPLE PROP 39 BID PACKET
MR. JUAN CARLOS CASTAÑEDA MOVED TO APPROVE INCREASING THE 2017-2018 BUDGET BY 50K FOR PROP 39 EXPENSES.
MR. ERIC WILHELM SECONDED THE MOTION.
VOTE: 5/5
MOTION APPROVED
9. Discussion and Approval to Amend the Fiscal Policy: Travel Reimbursement Policy (Suzanne Nicastro) (Attachment H)
MS. MONIQUE MANGINO MOVED TO APPROVE TO AMEND THE FISCAL POLICY: TRAVEL AND MEAL REIMBURSEMENT TO READ “RATE WILL BE BASED ON CURRENT IRS GUIDELINES” AND REMOVING “ADAPTED WITH PERMISSION FROM CALIFORNIA CHARTER SCHOOL FINANCE, REVISED 2003 EDITION.”
MR. JUAN CARLOS CASTAÑEDA SECONDED THE MOTION.
VOTE: 5/5
MOTION APPROVED
10. Discussion and Approval of the School Garden Educator Contract (Suzanne Nicastro) (Attachment I)
MR. VINCENT JACKSON MOVED TO APPROVE THE SCHOOL GARDEN EDUCATOR CONTRACT.
MR. ERIC WILHELM SECONDED THE MOTION.
VOTE: 4/5 [ERIC WILHELM – YES; MONIQUE MANGINO – YES; JUAN CARLOS CASTAÑEDA – YES; VINCENT JACKSON – YES; RANDY WOLF – ABSTAINED]
MOTION APPROVED
11. Discussion and Approval of the DESSA Counselor Contract (Suzanne Nicastro) (Attachment J)
MR. ERIC WILHELM MOVED TO APPROVE THE DESSA COUNSELOR CONTRACT.
MS. MONIQUE MANGINO SECONDED THE MOTION.
VOTE: 5/5
MOTION APPROVED

H) Reports

Executive Director/Principal's Report (Suzanne Nicastro)

- 1. Enrollment Report **HANDOUT #3**
- 2. Facilities Upgrades **PRESENTED**
- 3. Applebee's Fundraiser **PRESENTED**
- 4. Student Survey **DISCUSSED**
- 5. School Site Council Elections **DISCUSSED**

I) Items Scheduled for Information and Discussion

ALL ITEMS TABLED FOR UPCOMING MEETING

- 1. Charter Renewal Organization
- 2. Update on the California Public School Facility Bonds Initiative (Prop 51) (Suzanne Nicastro)
- 3. Update on the California Clean Energy Jobs Act (Prop 39) (Suzanne Nicastro)
- 4. Report Card Options (Suzanne Nicastro)
- 5. Vendor Contracts (Nancy Dow)
- 6. Updated Fiscal Calendar & Key Deadlines 2017-2018 (Nancy Dow)

J) Future Agenda Items

- 1. Charter Renewal Organization
- 2. Revised Manzanita Public Charter School Employee Handbook
- 3. Multi-Year Projections
- 4. Chromebook Board Member Training
- 5. Budget Update (Nancy Dow)
- 6. **ADD: NORESCO – PLAN FOR BIDS**

K) Adjourn to Closed Session

Time: 8:39 PM

The Council will consider and may act upon the following in closed session. Any action taken will be reported publically during the open session.

- 1. Public Employment/New Hires:
 - a. Classified Employee (1): Permanent Part Time Night Custodian
 - b. Certificated Employee (1): Part Time School Nurse

L) Reconvene to Open Session

Time: 8:57 PM

M) PUBLIC REPORT ON ACTION TAKEN IN CLOSED SESSION (includes the vote or abstention of every member present).

THE BOARD REPORTED THAT NO ACTION WAS TAKEN DURING CLOSED SESSION.

N) Next Meeting


The next scheduled meeting of the Governing Board will be held on **Wednesday, October 11, 2017 at 6:30 PM** at Manzanita Public Charter School Staff Lounge.

O) Adjournment

Time: 8:58 PM

CERTIFICATE OF SECRETARY

I certify that I am the duly appointed Secretary of Manzanita Public Charter School dba Manzanita Education Alliance, a California nonprofit public benefit corporation; that these minutes, consisting of three (3) pages are the minutes of the meeting of the Board of Directors held on September 13, 2017.



ERIC WILHELM

GOVERNANCE BOARD SECRETARY

September 13, 2017

DATE