

# Manzanita Governance Board

# APPROVED MINUTES

NOVEMBER 28, 2018

## Regular Board Meeting

### Governance Board Members

Chairman	Monique Mangino	<b>PRESENT</b>
Secretary	Eric Wilhelm	<b>PRESENT</b>
Treasurer	Juan Carlos Castañeda	<b>ABSENT</b>
Member	Ed Braxton	<b>ABSENT</b>
Member	Krishna Flores	<b>PRESENT</b>
Member	Vincent Jackson	<b>PRESENT</b>
Member	Arleen Pelster	<b>PRESENT</b>

The regular board meeting of the Governance Board of Manzanita Public Charter School was held at Manzanita Public Charter School Staff Lounge, 991 Mountain View Blvd, VAFB, CA on **WEDNESDAY, NOVEMBER 28, 2018 AT 6:00 PM.**

**A) CALL TO ORDER**

**TIME: 6:01 PM**

Pledge of Allegiance

Establish Quorum

**5/7**

**B) Opening Comments/Introductions/Welcome Guests**

**C) Communications**

Instructions for Presentations to the Board by Parents and Citizens

**D) Reports**

1. Superintendent/Principal's Report

a. Enrollment Report

**HANDOUT #1**

b. Winter Wonderland Event – Saturday, December 1, 2018

**PRESENTED**

c. Turkey Trot

**PRESENTED**

d. Fire Drill with Vandenberg Air Force Base

**PRESENTED**

**E) Consent Agenda Items**

None

**F) Items Scheduled for Action/Consideration**

1. Approval of the meeting minutes for the Regular Board Meeting on October 17, 2018 (Attachment A)

**MR. VINCENT JACKSON MOVED TO APPROVE THE REGULAR BOARD MEETING ON OCTOBER 17, 2018**

**MS. ARLEEN PELSTER SECONDED THE MOTION.**

**VOTE: 5/5**

**MOTION APPROVED**

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 DETIAL, UNPAID BILLS DETAIL AND DEPOSIT DETAIL.**

**MR. VINCENT JACKSON SECONDED THE MOTION.**

**VOTE: 5/5**

**MOTION APPROVED**

3. Discussion and Approval the Memorandum of Understanding (MOU) with American Star Transportation, Inc. (Attachment C) (Suzanne Nicastro)

**MR. VINCENT JACKSON MOVED TO APPROVE THE MEMORANDUM OF UNDERSTANDING (MOU) WITH AMERICAN STAR TRANSPORTATION, INC. TO THE 4% INCREASE EFFECTIVE DECEMBER 1, 2018 (NO RETRO) WITH THE ADDITIONAL \$10/HR. FOR ADMIN HRS. UP TO 6 HRS. PER WEEK (CONTINGENT ON SIGNED CONTRACT BY BOTH PARTIES).**

**MR. ERIC WILHELM SECONDED THE MOTION.**

**VOTE: 5/5**

**MOTION APPROVED**

4. Discussion and Approval of 1<sup>st</sup> Interim Report (Attachment D) (Nancy Dow)  
**MS. ARLEEN PELSTER MOVED TO APPROVE THE 1<sup>ST</sup> INTERIM REPORT**  
**MR. ERIC WILHELM SECONDED THE MOTION.**  
**VOTE: 5/5**  
**MOTION APPROVED**
5. Discussion and Approval to of preliminary apportionment of Prop 51 Project (Attachment E) (Suzanne Nicastro)  
**MR. ERIC WILHELM MOVED TO APPROVE THE PRELIMINARY APPORTIONMENT OF PROP 51 PROJECT.**  
**MR. VICENT JACKSON SECONDED THE MOTION.**  
**VOTE: 5/5**  
**MOTION APPROVED**
6. Discussion and Approval of Opening of Facility/Maintenance Prop 51 Checking account  
**MS. ARLEEN PELSTER MOVED TO APPROVE THE OPENING OF FACILITY/MAINTENANCE PROP 51 CHECKING ACCOUNT.**  
**MR. ERIC WILHELM SECONDED THE MOTION.**  
**VOTE: 5/5**  
**MOTION APPROVED**
7. Discussion and approval of Prop 39 Interior Lighting Retrofit Bid  
**MR. VINCENT JACKSON MOVED TO APPROVE PROP 39 INTERIOR LIGHTING RETROFIT BID.**  
**MS. ARLEEN PELSTER SECONDED THE MOTION.**  
**VOTE: 5/5**  
**MOTION APPROVED**

**G) Items Scheduled for Information and Discussion**

1. School Dashboard Update **HANDOUT #2**
2. Superintendent/Principal Survey **HANDOUT #3**

**H) Future Agenda Items**

1. Board Training – January meeting (discuss start time)
2. Report Card Options
3. Employee Handbook
4. **FACILITIES UPGRADE PLANNING/BOARD COMMITTEE**

**I) Adjourn to Closed Session Time: **7:53 PM****

*The Governing Board will consider and may act upon the following items in closed session. Any action taken will be reported publicly upon reconvening to open session.*

1. Public Employment Performance Evaluation
  - a. Certificated Employee (1): Vice Principal
  - b. Certificated Employee (1): Superintendent/Principal

**J) Reconvene to Open Session Time: **8:20 PM****

**K) PUBLIC REPORT ON ACTION TAKEN IN CLOSED SESSION (includes the vote or abstention of every member present)  
**TO HAVE A SPECIAL BOARD MEETING IN JANUARY OF 2019 TO DISCUSS SURVEY RESULTS, EVALUATION AND CONTRACT.****

**L) Next Meeting**

The next scheduled meeting of the Governance Board will be held on **Wednesday, December 19, 2018 at 6:30 PM**  
 Manzanita Public Charter School Staff Lounge.

**M) Adjournment Time: **8:20 PM****

**CERTIFICATE OF SECRETARY**

**I certify that I am the duly appointed Secretary of the Manzanita Public Charter School dba Manzanita Governance Board, a California nonprofit public benefit corporation; that these minutes, consisting of two (2) pages are the minutes of the meeting of the Board of Directors held on November 28, 2018.**

  
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**ERIC WILHELM**  
**GOVERNANCE BOARD SECRETARY**

**January 16, 2019**  
**DATE**