

MPCS Admin - Floor Plan Sketch

05-12-2022
scale: 1/8" = 1'-0"

KBZ job 21001B



KRUGER BENSEN ZIEMER
ARCHITECTS, INC. AIA

LOMPOC UNIFIED SCHOOL DISTRICT
MANZANITA PUBLIC CHARTER SCHOOL
8801 MOUNTAIN VIEW BLVD, VANDERBERG AFB, CA 93437
KINDERGARTEN MODERNIZATION

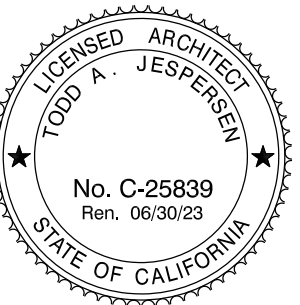


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ARCHITECTS
STAMP & SIGNATURE
ENGINEERS
STAMP & SIGNATURE

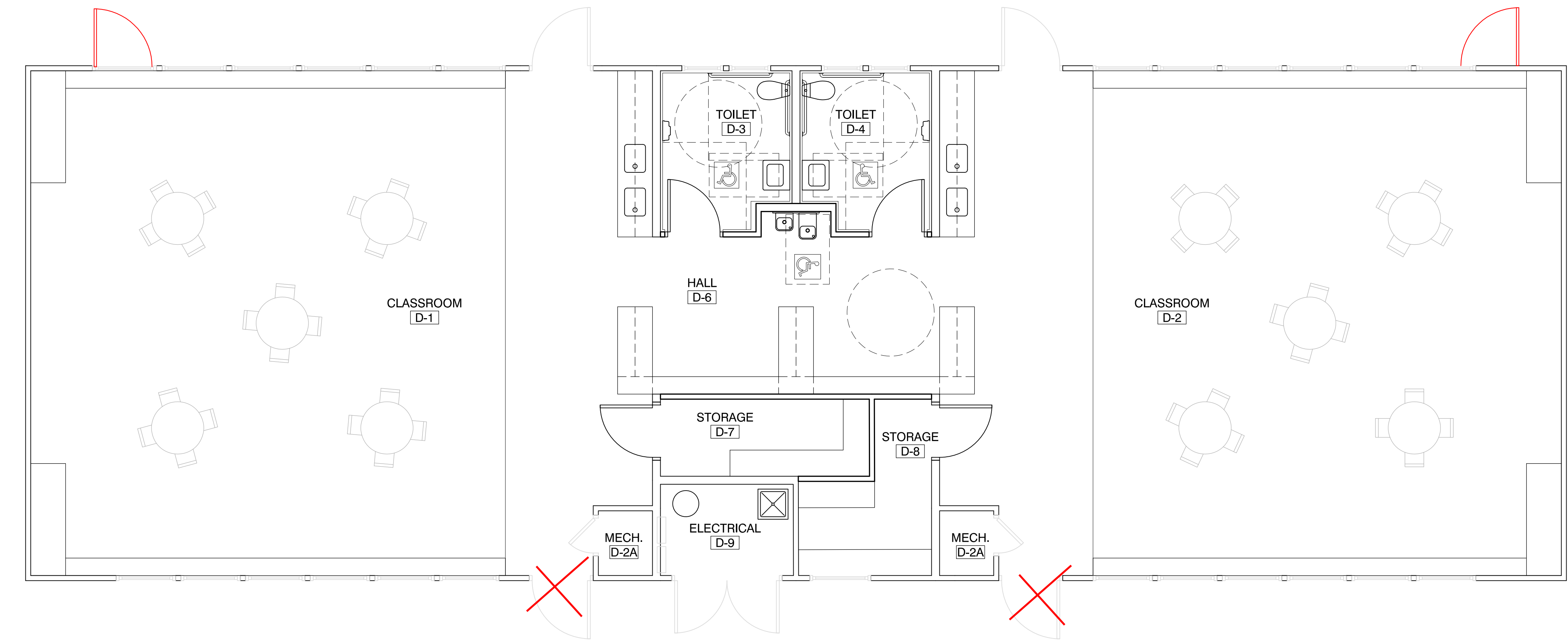


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REVISION	DESCRIPTION	DATE	BY
DRAWN	JL		
CHECKED	TJ		
DATE	5/13/2022		
JOB. NO.	21001B		

SHEET KINDERGARTEN NEW FLOOR PLAN
TITLE KINDERGARTEN NEW FLOOR PLAN

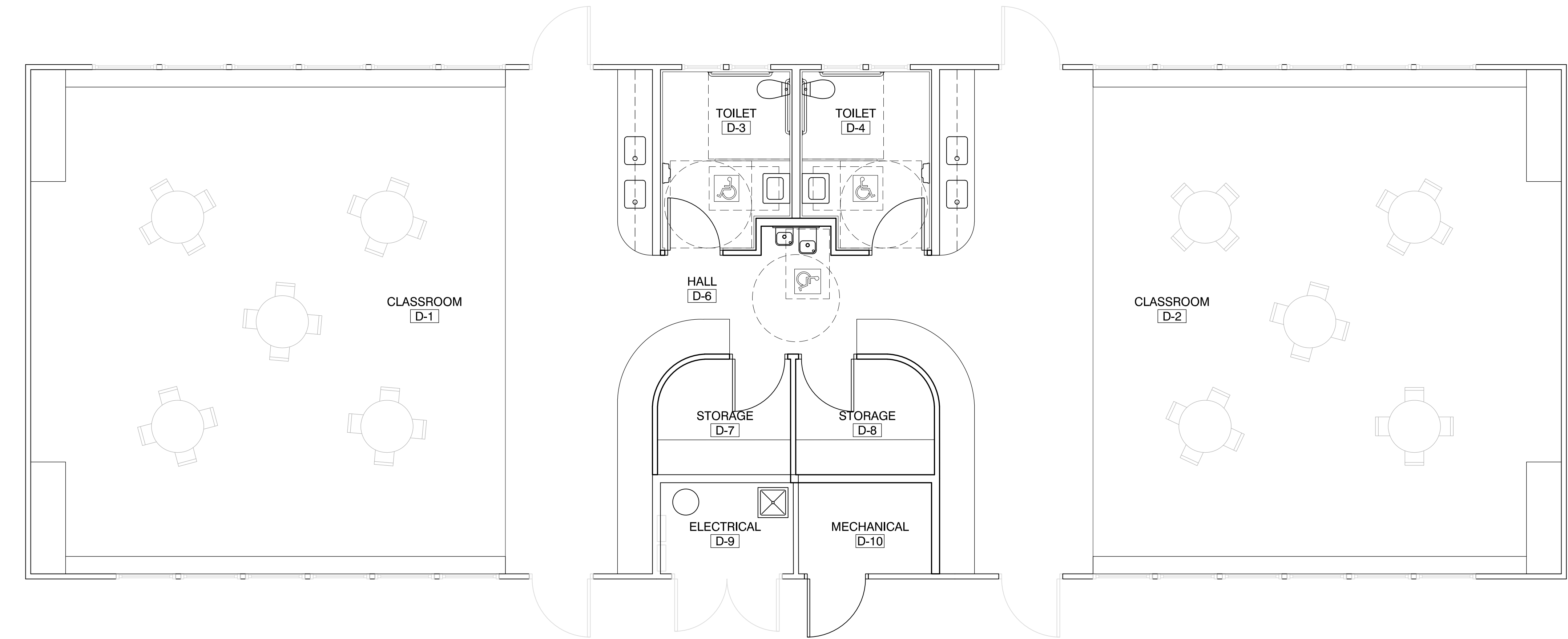
SHEET
A-201



1 Kindergarten Existing Floor Plan Option 1
SCALE: 1/4" = 1' - 0"

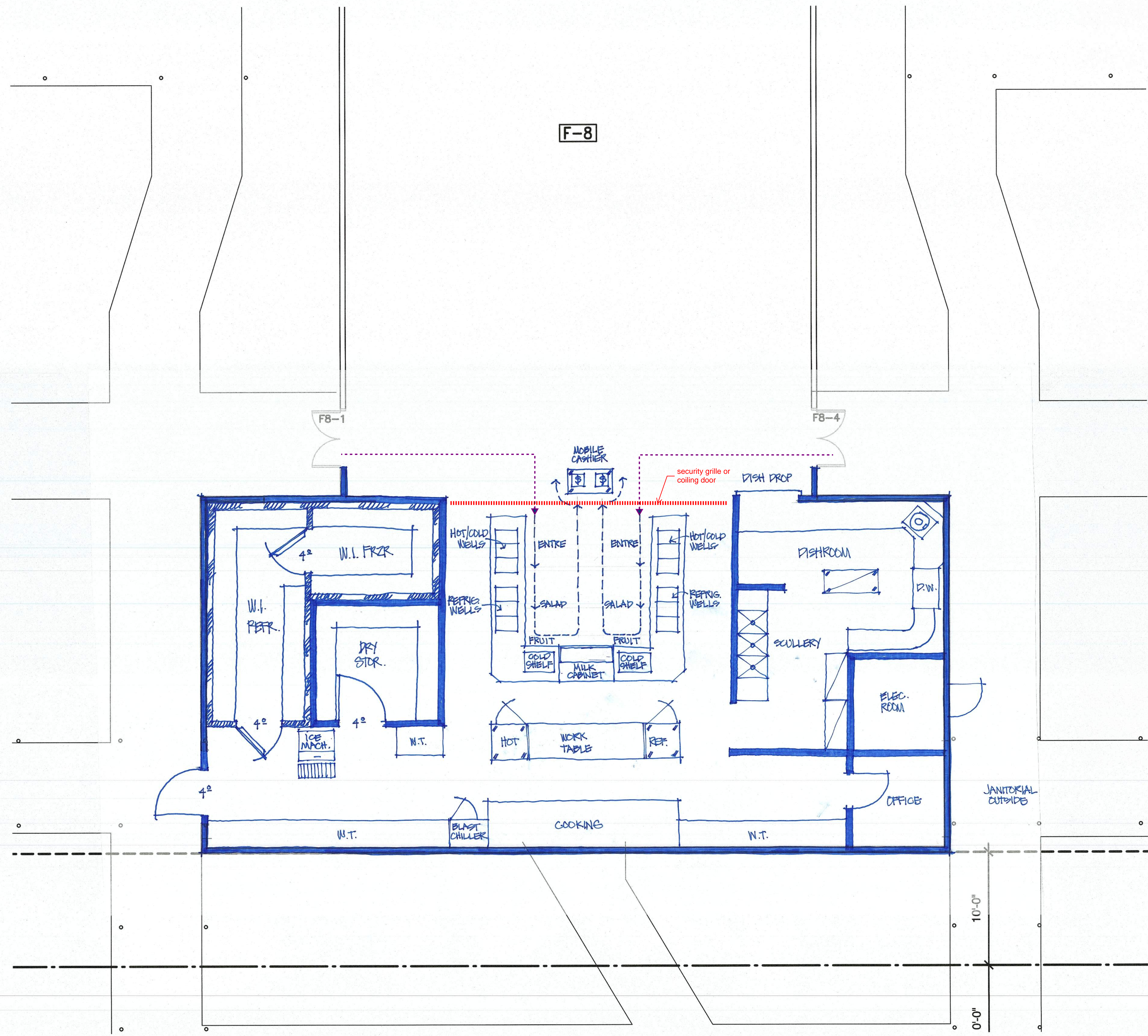


This Option Selected



2 Kindergarten New Floor Plan Option 2
SCALE: 1/4" = 1' - 0"





MANZANITA

1/4" = 1'-0"

5/10/22

Manzanita Governance Board

Unadopted Minutes

APRIL 13, 2022

Regular Board Meeting

Governance Board Members

Chairman	Arleen Pelster
Vice Chairman	Krishna Flores
Secretary	Eli Villanueva
Treasurer	Monique Mangino
Member	Eric Wilhelm
Member	Harvey Green

The regular board meeting of the Governance Board of Manzanita Public Charter School will be held at Manzanita Public Charter School Staff Lounge, 991 Mountain View Blvd, VAFB, CA on April 13, 2022 at 4:00 pm and will also be held via teleconference pursuant to Executive Orders N-25-20 and N-29-20.

Members of the public who wish to access this Board meeting via Zoom may do so by clicking the direct link: <https://us02web.zoom.us/j/6825676592>

The Board reserves the right to mute or remove a participant from the meeting if the participant unreasonably disrupts the Board meeting.

A) **Call to Order**

Time: 4:00 PM

Pledge of Allegiance

Establish Quorum

4/6 (Eric Wilhelm and Harvey Green – Absent)

Opening Comments/Introductions/Welcome Guests

B) **Communications**

Instructions for Presentations to the Board by Parents and Citizens

Manzanita Public Charter School (“School”) welcomes your participation at the School’s Board meetings. The purpose of a public meeting of the Board of Directors (“Board”) is to conduct the affairs of the School in public. We are pleased that you are in attendance and hope that you will visit these meetings often. Your participation assures us of continuing community interest in our School. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

1. Agendas are available to all audience members at the door to the meeting.
2. “Request to Speak” forms are available in Spanish and English to all audience members who wish to speak on any agenda item(s) or under the general category of “Oral Communications.”
3. “Oral Communications” is set aside for members of the audience to raise issues that are not specifically on the agenda. However, due to public meeting laws, the Board can only listen to your issue, not respond or take action. These presentations are limited to three (3) minutes each and total time allotted to non-agenda items will not exceed fifteen (15) minutes. The Board may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen-requested item.
4. With regard to items that are on the agenda, you may specify that agenda item on your request form and you will be given an opportunity to speak for up to three (3) minutes when the Board discusses that item.

5. When addressing the Board, speakers are requested to state their name and address from the podium and adhere to the time limits set forth.
6. A member of the public requiring an interpreter will be provided six (6) minutes for public in accordance with section 54954.3 of the Government Code.

Any public records relating to an agenda item for an open session of the Board meeting which are distributed to all, or a majority of all, of the Board members shall be available for public inspection at 991 Mountain View Blvd, VAFB, CA.

In compliance with the Americans with Disabilities Act (ADA) and upon request, the School may furnish reasonable auxiliary aids and services to qualified individuals with disabilities. Individuals who require appropriate alternative modification of the agenda in order to participate in Board meetings are invited to contact the Director's office.

C) Adjourn to Closed Session Time: 4:01 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 Employee Appointment
Title: Principal
2. Public Employee Contract
Title: Interim Superintendent
3. Employee Leave of Absence

D) Reconvene to Open Session Time: 5:40 PM

E) Public Report on Action Taken in Closed Session (includes the vote or abstention of every member present)

1. The Board announced the appointment of Channon Mitchell as Principal.
2. No action taken.
3. The Board denied the leave of absence in a unanimous vote 4/4 (Wilhelm & Green Absent)

F) Reports

1. Superintendent/Principal's Report
 - a. Enrollment Report (Attachment A)
 - b. Literacy Night
 - c. Talent Show
 - d. State Testing
 - e. Prop 51 PSMI Update
 - f. Local Control and Accountability Plan (LCAP) Update
 - g. STA Bussing Performance Update

G) Consent Agenda Items

Motion: Monique Mangino Second: Eli Villanueva Vote: 4/4 (Wilhelm & Green Absent)

1. Approval of Meeting Minutes for the Regular Board Meeting on March 9, 2022 (Attachment B)
2. Approval of Check Detail, Deposit Detail and Unpaid Bills (Attachment C) (Nancy Dow)

H) Items Scheduled for Action/Consideration

1. Discussion and Approval of Revised Delta Management Solutions Contract (Attachment D) (Suzanne Nicastro)

Motion: Eli Villanueva Second: Krishna Flores Vote: 4/4 (Wilhelm & Green Absent)

2. Discussion and Approval of Interim Superintendent's Contract for July 1, 2022 through December 31, 2022 (Attachment E) (Suzanne Nicastro)

Motion: Eli Villanueva Second: Monique Mangino Vote: 4/4 (Wilhelm & Green Absent)

3. Discussion and Approval of the Declaration of Need for Fully-Qualified Educators (DON) 2022-2023 (Attachment F) (Suzanne Nicastro)

Motion: Krishna Flores Second: Eli Villanueva Vote: 4/4 (Wilhelm & Green Absent)

I) Items Scheduled for Information and Discussion

None

J) Future Agenda Items

1. Single School Plan
2. Employee Handbook
3. LCAP First Look

K) Next Meeting

The next scheduled meeting of the Governance Board will be held on Wednesday, May 18, 2022 at 4:00 PM in the Manzanita Public Charter School Staff Lounge.

L) Adjournment

Time: 6:09 PM

Manzanita Charter School
Check/Voucher Register - Check Register Board
From 4/1/2022 Through 4/30/2022

Attachment D

Check Number	Vendor Name	Effective Date	Check Amount
1048	Anthony Slade	4/5/2022	40.95
1049	Nancy Dow	4/5/2022	1,032.27
1050	Halli Pedersen	4/5/2022	93.01
1051	Kim Hurd	4/5/2022	245.50
1052	Kate Busarow	4/27/2022	63.02
714	SBCEO	4/6/2022	300.00
715	Wells Fargo Vend...	4/6/2022	650.64
716	Scholastic	4/6/2022	452.01
717	Decker Equipment	4/6/2022	209.67
718	Big Green Cleanin...	4/6/2022	13,277.00
719	San Joaquin Cou...	4/6/2022	1,200.00
720	Lexia Learning Sy...	4/6/2022	2,814.53
721	LCA Bank Corp	4/16/2022	529.06
722	Lanspeed	4/16/2022	2,577.00
723	Advanced Compu...	4/16/2022	900.00
724	Office Depot	4/16/2022	568.34
725	Renaissance	4/16/2022	122.50
726	Atkinson, Andels...	4/16/2022	350.00
727	Innovative Schoo...	4/15/2022	700.00
728	VSP	4/15/2022	413.72
729	SBCEO	4/15/2022	1,087.06
730	SISC III	4/15/2022	25,711.00
731	More Office Solut...	4/15/2022	23.60
732	Anthem Blue Cross	4/6/2022	2,253.33
	CSM Consulting,...	4/15/2022	625.00
733	STA West Region	4/15/2022	64,324.10
734	Follett Content S...	4/15/2022	241.79
735	Scholastic Book F...	4/15/2022	789.50
99344179	Amazon.com	4/14/2022	3,264.33
EFT872	Aramark	4/16/2022	61.00
EFT873	Ferguson Facilitie...	4/16/2022	1,321.66
EFT875	Frontier Communi...	4/16/2022	48.28
EFT883	MarBorg Industries	4/15/2022	1,391.50
Report Total			<u>127,681.37</u>

Manzanita Charter School

Deposits

9110 - Cash in Bank

<u>Documen...</u>	<u>Deposit Number</u>	<u>Document Number</u>	<u>Customer ID</u>	<u>Tran... Source</u>	<u>Cleared Status</u>	<u>Cleared Date</u>	<u>Document Amount</u>	<u>Document Description</u>
4/7/2022		196	Federal Impact Aide	CR	OS		2,323.00	April 2022 Cash Reciepts
4/21/2022		197	Federal Impact Aide	CR	OS		53,239.00	April 2022 Cash Reciepts
4/27/2022		198	TSA Consulting Group	CR	OS		4,400.00	April 2022 Cash Reciepts
4/30/2022		199	Local Donations	CR	OS		500.00	April 2022 Cash Reciepts
					Total 9110 - Cash in Bank		60,462.00	
Report Total							60,462.00	

Manzanita Charter School
Aged Payables by Due Date - AP Aging Report
Aging Date - 4/30/2022
From 7/1/2021 Through 4/30/2022

Vendor Name	Invoice/Credit Date	Due Date	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
ACECO Equipment Rentals	12/7/2021	1/6/2022	0.00	0.00	0.00	0.00	596.75	596.75
Amazon.com	3/11/2022	4/10/2022	0.00	171.18	0.00	0.00	0.00	171.18
	3/12/2022	4/11/2022	0.00	149.96	0.00	0.00	0.00	149.96
	3/15/2022	4/14/2022	0.00	85.11	0.00	0.00	0.00	85.11
Aramark	11/25/2021	12/25/2021	0.00	0.00	0.00	0.00	(83.73)	(83.73)
ComCast Business	12/31/2019		0.00	0.00	0.00	0.00	(1,500.86)	(1,500.86)
	2/1/2022		0.00	0.00	0.00	0.00	(12,460....	(12,460.34)
	2/1/2022	3/3/2022	0.00	0.00	1,881.36	0.00	0.00	1,881.36
	3/1/2022	3/31/2022	0.00	376.26	0.00	0.00	0.00	376.26
Earthsafe	7/12/2021	8/11/2021	0.00	0.00	0.00	0.00	102.20	102.20
Office Depot	10/19/2021	11/18/2021	0.00	0.00	0.00	0.00	91.11	91.11
	10/20/2021	11/19/2021	0.00	0.00	0.00	0.00	41.19	41.19
	10/21/2021	11/20/2021	0.00	0.00	0.00	0.00	41.82	41.82
	12/8/2022	1/7/2023	(44.37)	0.00	0.00	0.00	0.00	(44.37)
Visa 1313	8/31/2021	9/30/2021	0.00	0.00	0.00	0.00	1,964.01	1,964.01
	3/21/2022	4/20/2022	0.00	552.44	0.00	0.00	0.00	552.44
Visa 4121	11/28/2021	12/28/2021	0.00	0.00	0.00	0.00	(0.09)	(0.09)
	12/28/2021	1/27/2022	0.00	0.00	0.00	0.00	0.09	0.09
	3/23/2022	4/22/2022	0.00	430.93	0.00	0.00	0.00	430.93
Visa 7179	3/21/2022	4/20/2022	0.00	731.49	0.00	0.00	0.00	731.49
YM&C	2/4/2022	3/6/2022	0.00	0.00	767.00	0.00	0.00	767.00
	2/22/2022	3/24/2022	0.00	0.00	(2,383.10)	0.00	0.00	(2,383.10)
Report Total			<u>(44.37)</u>	<u>2,497.37</u>	<u>265.26</u>	<u>0.00</u>	<u>(11,207....</u>	<u>(8,489.59)</u>

Manzanita Public Charter School

Date: May 18, 2022
To: MPCS Governance Board
From: Suzanne Nicastro, Superintendent/Principal
Subject: Updated Job Descriptions

Discussion:

The following job descriptions are being updated to reflect the changes with the new back office DMS that has been hired. These job descriptions will take effect on July 1, 2022. The new language is in bold and underlined, the old language is struck out.

Recommendation:

That the board approve the attached job descriptions as follows:

- Psychologist
- Administrative Clerk II
- Administrative SPED/CALPADS/Registrar
- Administrative Assistant HR and Payroll
- Health Assistant Administrative Assistant
- Administrative Clerk II/Purchasing
- Administrative Assistant Board



991 Mountain View Blvd,
Vandenberg AFB, CA 93437
(805) 734-5600 ~ FAX (805) 734-3572
www.manzanitacharterschool.com

JOB TITLE:

Administrative Clerk II

195 Days

Non-exempt

11 Month Employee

Full-time with Medical/Dental/Vision Benefits

403B Employer paid

7:30 AM to 4:00 PM

8:30 am – 5:00 pm

30 Minute lunch break

Part-time

10:30 AM to 5:00 PM

30 Minute lunch break

SALARY RANGE:

PURPOSE OF POSITION:

Duties include answering telephone calls, receiving and directing visitors, tracking attendance and attendance calls, assisting in fundraising, assisting registrar when needed, coordinates substitutes, assisting scholars with health needs, word processing, and filing. Extensive software skills, Internet research abilities and strong communication skills are required.

JOB RESPONSIBILITIES:

- Answering phones
- ~~Cums filing~~
- ~~Copying, mail distribution~~
- **Parent Square Management**
- ~~**SBCEO Print Jobs**~~
- **Monthly School Calendar**
- **Translations**

- **Other Duties as assigned**

- Health assistant duties
- Morning attendance calls/posting
- Fundraising money collection/counting
- Enrollment packets
- Registrar Assistant
- ~~Substitute Teacher Coordinator~~
- ~~Federal Survey Cards~~
- ~~Creates Purchase Orders~~
- ~~Orders Supplies~~
- ~~Distributes supplies to appropriate staff member~~
- ~~Updating and monitoring DailMYCalls system~~

KNOWLEDGE AND ABILITIES:

- Ability to modify and assess student records to identify deficiencies and eligibilities;
- Ability to obtain and respond to request for students records and information
Knowledge of modern office practices, procedures and equipment.
- Knowledge of modern technology, including computer proficiency, daily use of common software such as Microsoft Office, Internet, Outlook, etc.
- Ability to demonstrate correct English usage, spelling, grammar and punctuation.
- Ability to demonstrate effective interpersonal skills including oral and written communication.
- Ability to demonstrate appropriate telephone techniques and etiquette.
- Ability to meet schedules and timelines.
- Ability to complete work with many interruptions.
- Ability to maintain confidentiality regarding students.
- Possess knowledge and/or willingness to be trained in specialized health and safety care procedures and equipment; will be required, as the needs of students dictate, to perform first aid, physical restraint and specialized physical health care procedures.
- Work cooperatively with administration and staff.

REQUIRED EDUCATION AND EXPERIENCE:

- High School Diploma/or equivalent.

Manzanita Public Charter School reserves the right to update, revise or change this job description and related duties at any time.

~~Board approved October 16, 2019~~



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JOB TITLE:

Administrative Clerk II/***Purchasing***
11 Month Employee
Full-time with Medical/Dental/Vision Benefits
7:30 AM to 4:00 PM
30 Minute lunch break
403B

SALARY RANGE:

~~\$14.82-\$21.66 per hour~~

JOB RESPONSIBILITIES:

- Answering phones
- Cums filing,
- ***Copying, mail distribution***
- ***SBCEO Printing***
- ~~Health assistant duties~~
- ~~Morning attendance calls/posting~~
- Fundraising money collection/counting
- ~~Maintains employee files and credential documents~~
- ~~Enrollment packets~~
- ~~Letter of intents~~
- Substitute Teacher Coordinator
- Federal Survey Cards
- ***Purchase Orders***

- *DMS liaison for purchasing*
- *Order Supplies*
- *Distribute Supplies to the appropriate staff member*
- *Compile data from a variety of sources including vendors, staff and public agencies to analyze issues, assure compliance with a wide variety of purchasing policies and procedures, and/or monitor purchasing processes.*
- *Monitor purchase orders and inventories including deliveries, invoicing, min-max reorder levels and related information to inventory discrepancies; complete purchasing process in accordance within require time frames; resolve issues delaying receipt of requested materials, products and equipment.*
- *Perform a variety of duties in the purchasing of supplies; process purchase orders, obtain pricing information, and expedite invoicing and deliveries to secure items and/or services within budget.*
- *Recommend vendors based on pricing an conformance to required specifications to determine their capability for performing in accordance with order and delivery requirements.*
- *Research suppliers including new products and sources of supply to assure availability of vendors and items as needed.*
- *Respond to inquires of vendors and staff; resolving purchasing issues.*
- *Other duties as assigned*

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JOB TITLE:

Administration II/ SPED/CALPADS/Registrar
12 Month Employee
Full-time with Medical/Dental/Vision Benefits
403B Employer Contribution
7:30 AM to 4:00 PM
30 Minute lunch break

SALARY RANGE:

\$23.62 \$30.48 per hour

- **Schedules and Prepares for IEP's/SST's**
- **OASIS Student Data Updates**
- **IEP Goal Updates in SPED System**
- **Keeps IEP Cum Folders Updated**
- **504 Coordinator Assistant**
- **General Admin Support for SPED Director/School Psych/Resource Teacher**
- **Enroll and withdraw students according to established procedures; prepare, maintain, modify and evaluate manual and automated scholastic records.**
- **Verify fees owed**
- **Immunizations**
- **Guardianship**
- **Documents of citizenship**
- **Request cumulative, health and special education and discipline folders, test results and other pertinent records for incoming students from previous school.**
- **Perform other duties as assigned**
- **Data Entry Specialist-inputs information quickly and accurately from a variety of sources into computer database, including but not limited to OASIS, CALPADS AND SIRAS**

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JOB TITLE:

Administrative Assistant-Board

11 Month Employee

Part time 5 hours per week

Non-exempt

JOB RESPONSIBILITIES:

- **Board Agenda/Packets, Takes Minutes, Keeps Records in Binders, Annual Conflict of Interest Filing**
- **Assistant Superintendent**

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JOB TITLE:

Administration II
11 Month Employee
20 hours per week
9-4 p.m. Wednesdays
13 hours per week REMOTE
In office as needed by administration

Full-time with Medical/Dental/Vision Benefits

PART TIME EMPLOYEE

7:30 AM to 4:00 PM
30 Minute lunch break
Asst./HR Asst. (32 hours per week)
11 Month Employee
403b Retirement Contribution

SALARY RANGE:

\$23.62 \$30.48 per hour

JOB RESPONSIBILITIES:

HR Responsibilities (12 hours/week)

- Works with county for credential issues
- Handles all new hire paperwork/tb test/DOJ clearance
- Handles setting up interviews/panels
- **Participates in Interviews**
- Letter of Assurance (~~March/April~~)
- Letter of Intent (~~March~~)
- Verification of Employment
- **Benefits administration**
- **Provide consultation and technical support to personnel regarding benefits**
- **Respond to inquiries regarding a variety of procedures and requirements including payroll and benefit procedures**

- **Approve payroll**
- **Liaison with Back Office Company**
- **Maintain personnel files**
- **Perform other duties as assigned**
- ~~Board Agenda/Packets, Takes Minutes, Keeps Records in Binders, Annual Conflict of Interest Filing-N~~

SPED/Admin Asst. (20 hours per week)

- ~~Schedules and Prepares for IEP's/SST's~~
- ~~OASIS Student Data Updates~~
- ~~IEP Goal Updates in SPED System~~
- ~~Keeps IEP Cum Folders Updated~~
- ~~504 Coordinator Assistant~~
- General Admin Support for SPED Director/School Psych/Resource Teacher

Manzanita Public Charter School reserves the right to update, revise or change this job description and related duties at any time.



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JOB TITLE:

Health Assistant/Administrative Assistant

SALARY RANGE:

210 195 Days per year

Full-time with Medical/Dental/Vision Benefits

7:00 AM to 3:30 PM

30 Minute lunch break

~~\$ 19.26 - 25.41~~

PURPOSE OF POSITION:

Assist in the promotion of individual, school, family and community health, focusing on all aspects of health campus needs. Administer first aid to students and staff as appropriate; assist with specialized medical treatments as assigned including blood glucose testing, monitor, screen and assist ill or injured scholars in accordance with applicable laws and regulations. Act as a liaison with Santa Barbara County Health Department.

Performs administrative and office support for the district office. Duties may include word processing, creating spreadsheets, Microsoft publisher, fielding telephone calls, receiving and directing visitors, and filing. Extensive software skills, internet research abilities and strong communication skills are required. Cover front office as needed.

ESSENTIAL FUNCTIONS:

Health Assistant Duties:

- Temperature taking
- Monitoring absenteeism
- Immunization records
- Assist in establishing and maintaining essential health records.
- Serve as a resource person to staff.
- Dispense medications according to physician instructions; maintain records of dosage including amount, time, education, authorizations and related information.
- Prepare and maintain a variety of health-related records and reports including confidential student health records
- Maintain the health office in a clean, orderly, safe and sanitary environment; maintain inventories, order first aid supplies and prepare and restock first aid kits as assigned.
- Operate standard health instruments, operate a variety of office equipment including a copier, fax, computer and assigned software.

- Illness isolation of individuals
- Communicate with personnel and various outside agencies to exchange information and resolve issues or concerns.
- Reports suspected child or substance abuse to assigned supervisor for the purpose of maintaining students personal safety, a positive learning environment and adhering to regulatory requirements and established guidelines.
- Playground/classroom injuries
- Attend meetings, workshops and seminars related assigned activities.
- Perform other duties as assigned.

Administration Duties:

- ~~Cum record management~~
- New scholar registration forms
- Assist with Oasis data entry
- Website Management
- ~~Parent Square Management~~
- Interpreting/translating
- ~~Front desk coverage~~
- Verbal and written communication
- **School Discipline paperwork and filing**
- **Principal's calendar**
- Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:

- Basic health office practices, terminology, procedures and equipment
- Health and safety regulations
- Basic first aid and CPR procedures
- Clean and sterile techniques
- Operation of computer and assigned software
- Modern Office practices
- Record keeping techniques
- Interpersonal skills using tact, patience and courtesy
- Working knowledge and ability to teach universal procedures.
 - Ability to communicate effectively and clearly orally and in writing.
 - Computer skills including but not limited to Word, email internet searches.
- Prioritize duties in a timely manner
- Screen scholars for various health and safety concerns
- Administer first aid and CPR
- Prepare and maintain student health records and student records
- Learn, interpret, apply and explain rules, regulations, policies and procedures
- Respond effectively and appropriately to emergency situations
- Observe health and safety regulations

- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationship with others
- Complete work with many interruptions
- Operate a computer and assigned software
- Work Confidentially with discretion.

EDUCATION AND EXPERIENCE:

- Current First Aid and CPR certification
- Graduation from high school

Manzanita Public Charter School reserves the right to update, revise or change this job description and related duties at any time.



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JOB TITLE:

School Psychologist

Exempt

SALARY RANGE:

PURPOSE OF POSITION:

To eliminate through a program of psychological assessments and services all variables that prevent or interfere with a student's ability to learn and to enlarge the educational experience of students by promoting their sense of self and facilitating their best possible adjustment to school.

ESSENTIAL FUNCTIONS:

- Administer psycho-educational assessments and periodic re-evaluations of referred students as outlined by the student's assessment plan; prepare written reports of assessment findings with diagnoses and specific recommendations.
- Participate in IEP meetings as appropriate; facilitate teams as necessary to accomplish proper results.
- Provide consultative support as a subject expert to teachers, administrators, parents and scholars for regular and special education programs; consult with administrators, teachers and parents regarding the evaluation of educational programs and progress of students through various testing programs; provide support to administrators and teachers regarding classroom environment/school climate, student behavior, child development, learning problems and strategies, family/peer relationships, general education program options, special education procedures and guidelines, participate in discussions regarding promotion/retention and acceleration issues; assist with staff development as appropriate.
- Recommend alternative approaches or techniques to facilitate the attainment of goals and objectives for individual students, groups of students, classrooms and schools.
- Assist in systematically reassessing children with special educational needs as required by law and regulation.
- Assess scholars for placement considerations in special programs.
- Consult with school administrators concerning appropriate learning objectives for children.
- Consult with teachers regarding development and implementation of methods to facilitate students in overcoming learning and behavior disorders.
- Consult with parents to assist in understanding the learning and adjustment processes of children.

- Performs other duties as assigned by the appropriate administrator.

KNOWLEDGE AND ABILITIES:

- Knowledge of the principles, theories, practices, methods and techniques used in school psychology.
- Knowledge of culturally responsive practices.
- Knowledge of Individual and group counseling techniques; Federal and State laws and regulations regarding special education; and applicable sections of the California Education Code.
- Familiarity with appropriate referral agencies.
- Professional evaluations of psychological, social and educational needs of students.
- Ability to write comprehensive Individual Educational Plans (IEP) for special education students.
- Knowledge of various testing techniques, materials, equipment and instruments.
- Ability to communicate effectively both orally and in writing.
- Maintain current knowledge of technological advances in the field.
- Provide work direction and guidance to assigned personnel as appropriate.

REQUIRED EDUCATION AND EXPERIENCE:

- Possess or be eligible to possess a current California Pupil Personnel Services credential which authorizes school psychology.
- Experience working with English Learners

DESIRED EDUCATION AND EXPERIENCE:

- Any combination equivalent to: master's degree in educational or clinical psychology, including at least one year of internship under the supervision of a credentialed school psychologist.
- Experience working with English Learners

Manzanita Public Charter School reserves the right to update, revise or change this job description and related duties at any time.



May 18, 2022

ITEM TITLE: Discussion and Approval to amend the Student Transportation of America (STA) 2022-23 bussing contract

BACKGROUND:

Manzanita is currently in year 2 of a 3 year bussing contract with STA. With the unexpected inflation and business costs which has impacted the bussing agency, STA is requesting an operational increase for the 22-23 school year.

RECOMMENDATION: Manzanita amends its STA contract to reflect the 8.5% increase which will also be reflected in the 22-23 school budget.

RESOURCE PERSON: Suzanne Nicastro

FISCAL IMPACT: \$38,505.00

FUNDING SOURCE: State of Calif.



May 18, 2022

ITEM TITLE: Discussion and Approval of One-Time Off Schedule Salary Bonus for 2021-2022 for All Classified and Certificated Staff. (Attachment G) for 2021/2022

BACKGROUND:

Salary background: Last May/June 2021 the Board approved a salary increase for all staff of 6%.

With the influx of covid funds, prudent spending of our general fund and strong fiscal reserves, it is recommended to add a one time off schedule bonus to entire staff for the current fiscal year 21/22

Here are the costs and recommendation:

1% for entire staff = \$35,000

1.5% for entire staff = \$50,000 - RECOMMENDED

In addition, the preliminary budget discussion will include a raise for next year to further increase compensation during a time when learning loss continues to challenge our certificated teaching, administration and support staff.

If approved, checks will be issued prior to staff leaving for a well deserved summer break (June 10, 2022)

RECOMMENDATION:

RESOURCE PERSON: Suzanne Nicastro

FISCAL IMPACT:

FUNDING SOURCE: State of Calif.

LCAP GOALS/ACTIONS

MANZANITA COMMUNITY INPUT

TODAY'S LCAP WORK

LCAP= Local Control Accountability plan is a plan that is AUDITED so as to determine Manzanita spent State and Federal money appropriately

PRIMARY PURPOSE OF LCAP: IMPROVE INSTRUCTION

FOCUS OF LCAP: Student achievement-with a particular focus on State identified subgroups: socio-economically disadvantaged; EL learners, and foster care scholars

The LCAP is written and organized around schoolwide GOALS and ACTIONS

TODAY's work is going to be about reviewing recommended ACTIONS from all stakeholders to help Manzanita's Governance Board review and adjust "big picture" GOALS that support needed actions.

RECOMMENDED INSTRUCTIONAL ACTIONS FOR NEXT 3 YEARS

GOAL 1 Continued improvement of assessment and intervention programs, opportunities for extended learning, And direct, targeted supports for unduplicated student groups in order to help close the achievement Gap.

Certificated and Classified Staff; School Site Council; MPCS families; Parent/Teacher/Scholar Advisory Board:

- Creation of an ELD team/Coordinator
- Designated EL lessons during WINTIME
- Purchase and implement additional EL curriculum (Benchmark frontloads core curriculum only)
- Implement systematic ELD-with focus on speaking and listening and writing
- Develop “push in” ELD model
- Clear road map and revised pacing guide for each grade level’s ELA and MATH curriculum that is aligned to state standards and SBAC
- Vertical grade level alignment with all reading, writing, and math standards
- Weekly or bi-weekly ELD progress monitoring
- AVID strategies (WICR and study skills) for all grades with specific grade level masteries; more AVID activities throughout the year
- DIBELS testing for all ELD learners
- Educational field trips for all grade levels
- Re-establish “whole child” educational models which include structured and unstructured play opportunities and high-quality enrichment programs
- Manzanita expansion to Grades 7 and 8
- GATE re-structuring to allow for classroom clusters and eventual elimination of combination classrooms
- Create Intervention team responsible for General Education progress monitoring bi-weekly
- Create grade level learning extension activities for families to use at home with their child
- Hire staff for extended day (not rely on classroom teachers)
- Established weekly “library time”

RECOMMENDED SCHOOL LEARNING CULTURE ACTIONS FOR NEXT 3 YEARS

GOAL 2

Create a healthy and engaging school environment by focusing on providing scholars with social Emotional/mental health supports provided by a trained staff, while also promoting positive attendance to bolster student achievement and well being.

Certificated and Classified Staff; School Site Council; MPCS families; Parent/Teacher/Scholar Advisory Board

- Create grade level syllabus for ELA and MATH and distribute at Back to School Night-special emphasis on military families
- ADD SEL based Art and ELA curriculum for all grade levels
- Block specified SEL instruction in master schedule
- Structured school wide incentives (rewards/prizes) that motivate/improve scholar behaviors
- Re-instate school uniform policies and guidelines-provide easy access to 'free uniforms' if needed
- Create a multi-tiered system of support (MTSS) team that includes parents, scholars, teachers, and support staff
- Create and use academic and social emotional language 'flash cards' with scholars
- Pairing older and younger scholars for academic and/or social emotional learning work
- Wednesday school "club" days for enrichment (cooking, yearbook, photography, landscaping, etc...)
- Mentor program (regular check-ins with a trusted adult) for SPED, Foster, and SED scholars
- Offer Social media/cellphone safety seminars for families and staff
- C.E.R.T training for all staff (Community Emergency Response Team)
- Partner with Boys Scouts and Girls Scouts for "badge work" with Outdoor Education and other classroom models teaching independence
- Intervention team responsible for General Education progress monitoring bi-weekly
- Calming corners in all classrooms
- Home/School liaison position with special focus on military, EL, homeless, and SED scholars
- Create a middle school outreach/mentoring program

RECOMMENDED STAFF PROFESSIONAL DEVELOPMENT ACTIONS FOR NEXT 3 YEARS

GOAL 3

Staff engagement in valuable, high quality professional learning that assists in meeting the LEA's academic and Emotional goals.

Certificated and Classified Staff; School Site Council; MPCs families; Parent/Teacher/Scholar Advisory Board

- Peer teacher classroom observations-all grades
- AVID Summer Institute-Grades 2-6
- ELD training for all instructional staff
- National Building Operator's Management Seminar (NFMT) for maintenance team
- Charter School Leadership Intensive Seminar for Administration
- Benchmark Advance training on ELD strategies
- Ongoing SELPA trainings for instructional support staff
- Dibels training for Dibels Team
- Trauma informed teacher trainings
- Small instructional group training for classroom teachers and teacher/tutors
- John Hattie training for instructional staff

SUMMARIZING 22-23 LCAP GOALS/ACTIONS

LASER FOCUS ON EL LEARNER ACHIEVEMENT; PD FOCUS ON EL INSTRUCTION; AVID ORGANIZATIONAL SKILLS; HATTIE BEST PRACTICES; BEST SMALL GROUP INSTRUCTIONAL PRACTICES; SCHOOL WIDE SOCIAL EMOTIONAL APPROACHES; IMPROVE SCHOOL ATTENDANCE FOR SCHOLARS AND STAFF



ITEM TITLE – Budget update for 2022/2023 and Preliminary Manzanita budget for 2022/2023 Items

AGENDA TITLE - same

BACKGROUND:

The Governor's May Revise was launched Friday May 13 with some great news for education funding. We are in the process of analyzing the impacts on Manzanita budgets for next year and beyond as information from charter agencies and school finance services becomes available this week.

At the Wednesday meeting the board will be presented a quick power point presentation on the Governors May Revise along with a preliminary look at Manzanita proposed budget for next year. Stay tuned!

RECOMMENDATION:

RESOURCE PERSON: Suzanne Nicastro

FISCAL IMPACT:

FUNDING SOURCE: State of Calif.



Budget Update May 18, 2022

BUDGET UPDATE FOR STATE BUDGET

Update on State Budget

On May 14, Governor Newsom unveiled changes to the State Budget which includes K-12 education.

Key components of his proposal that may effect Manzanita include:

1. Cost of Living Adjustment (COLA) of 6.56% - The highest COLA increase in at least 40 years. In addition there is more LCFF funding coming for next year (2.1 billion, amount for Manzanita is TBD)
2. Transitional Kindergarten will get a boost of \$2800 per ADA student enrolled (approx. 18)
3. Special Education will also receive the same COLA
4. ELOP – Expanded Learning Opportunity Program for after school extended day to be implemented in 22-23 and beyond. Manzanita will received \$159,157 in 20/21 (to be spent in 22/23) and more is on the way.
5. Carryover of this year's federal ESSER / COVID funds will be available to continue supporting the road to accelerate post covid learning.
6. One time money to address inflation and higher costs for school operations, staff retention and declining enrollment. This is also TBA

While these are all potential sources of future programs and support for Manzanita, it still has to be approved by the legislature groups and adopted by July 1 2022

BUDGET UPDATE – COVID RELIEF FUNDS 2021/2022

LOOKBACK ON WHAT WE HAVE DONE

ESSER Funds 21/22 Covered:

Instructional Aides

School Counselor

Professional Development (Wintime)

6th Bus for distant learning

Cleaning/Sanitation

Tools for assessments (Rennaissance)

Reading software (Lexia)

Expanded Learning Opportunity Grant

2 TOSAS (outdoor learning, STEAM)

Supplies

FINAL NOTES - GENERAL FUND BUDGET DEVELOPMENT FOR 2022/2023

- Possible increase of ADA to 410. Our projections show 460 students enrolled, an all time high number.
- Staffing will be status quo with a proposed salary increase of 6% across the board. There is an increase in STRS (now 19.1% of wages). Health insurance was increased 2% and picked up by Manzanita.
- Our new Principal, Shannon Mitchell will have a specific spending plan for instructional materials, professional development and fundraising accounts.
- As more information is unraveled in the next week, the board will be sent information on increases to funding for 22/23 and beyond.
- While reserves are stable, we are watching the overall economic health of California. Is the influx of revenues too good to be true? Time will tell...

Approval of 2022/2023 budgets will be presented at the June meeting.

WHAT TO EXPECT AT THE JUNE 2022 BOARD MEETING

- Approval of 2022/2023 budget will be presented at the June meeting.