

Manzanita Governance Board

Unadopted Minutes

SEPTEMBER 10, 2025

Regular Board Meeting

Governance Board Members

Chairman	Arleen Pelster
Vice Chairman	Krishna Flores
Secretary	Eli Villanueva
Treasurer	Monique Mangino
Member	Alfonso Gonzalez

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.
 Vandenberg Space Force Base, CA 93437

AND

Allan Hancock College
 Lompoc Valley Center (LVC)
 Office 2-115
 One Hancock Drive
 Lompoc, CA 93436

on September 10, 2025 at 3:30 pm and will also be held via teleconference.

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: 3:32 PM

Pledge of Allegiance

Establish Quorum

4/5 (Eli Villanueva – Absent)

Opening Comments/Introductions/Welcome Guests

- Michael Martinez – submitted an application for appointment to the Governance Board and wanted to introduce himself to the board.

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., Vandenberg Space Force Base, CA93437.

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) Presentation

New Staff Introductions

- Sarai Garcia – 1st Grade Teacher
- Latosha Massey – Education Specialist
- Samantha West – 1st Grade Teacher
- Yana – Vinnitsky – 5th Grade Teacher
- Christina Haggerty – 5th Grade Teacher

Chelsi Baird – Autism Assembly (Attachment A)

- Manzanita Public Charter School is the first to ever have Autism Day celebrated in both Santa Barbara and San Luis Obispo Counties.
- There will be three different assemblies on Wednesday, October 15th broken down by grades: TK – 1st, 2nd -5th and 6th -7th.
- Submitted request for press coverage and waiting for reply.

D) Reports

1. Superintendent’s Report

- a. Enrollment Report (Attachment B)
- b. Prop 51/PSMI Update (Attachment C)
- c. Summary Legislative Updates (Attachment D)
 - Immigration Policy: last month staff received training, no current issues to report in Lompoc and currently it has not affected attendance.
- d. Charter Renewal Updates
- e. Public Charter School Grant Program Update (PCSGP)
- f. Manzanita Article and Updates (Attachment E)
- g. Transportation Purchase (Attachment F)

2. Principal's Report

- a. Professional Development for 2025-2026
 - AVID and Dibels Training took place.
- b. Staff Evaluations/Bulls-eye/Sumative Evaluations Schedule (Attachment G)
 - Walkthrough evaluations taking place.
- c. Soul Shoppe and Peace Maker Training
 - Sould Shoppe assembly held today and staff received training today as well.
 - Thirty-one 5th graders reced Peace Maker training: they will be mediating conflicts on campus and are eager to help. This years advisor is Beth Baldacchino.
- d. WIN Time Update
 - WIN stands for What I Need.

3. Vandenberg Space Force Base Report

Crystal Adams - School Liaison

- Conservation Center Hours from 6:00 AM – 6:00 PM.
- Launch scheduled for September 15th with backup on September 17th.
- Hosting a POW/MIA Recognition Day Forum on September 18th -19th.
- Septembere 18th is the 78th birthday celebration of the Air Force.
- Beach closure through September 30th due to Snowy Plover.

4. Board Member(s) Report

None.

E) Consent Agenda ItemsMotion: Monique Mangino Second: Alfonso Gonzalez Vote: 4/5 (Eli Villanueva – Absent)

1. Approval of the August 6, 2025 regular board meeting minutes. (Attachment H)
2. Approval of the check detail, deposit detail and unpaid bills. (Attachment I)

F) Items Scheduled for Information and Discussion

1. Delta Management Solutions (DMS) monthly update to the board. (Candice Phillips)
2. \$1.5 million Line of credit renewal. (Candice Phillips) (Suzanne Nicastro)

G) Items Scheduled for Action/Consideration

1. Discussion and approval of the 2024-2025 Unaudited Actuals. (Attachment J)
(Candice Phillips)

Motion: Krishna Flores Second: Alfonso Gonzalez Vote: 4/5 (Eli Villanueva – Absent)H) Future Agenda Items

None.

I) Next Meeting

Regular scheduled meeting of the Governance Board will be held on Wednesday, October 15, 2025 at 3:30 PM in the Manzanita Public Charter School Staff Lounge.

J) AdjournmentTime: 4:12 PM

Manzanita Public Charter School: Warrant Report - August 2025

Check Number	Check Date	Vendor Name	Invoice Number	Invoice/remit description	Check Amount
1090	8/1/2025	Savory & Sweet Eats	1090	Jump start lunch	1,182.66
1091	8/4/2025	Providence Landing Park	1091	Middle School PE	45.00
1092	8/5/2025	Savory & Sweet Eats	1092	Middle school lunch	1,182.66
3813	8/8/2025	Allan Hancock College	S0024645	Invoice for PO#-1342 College For Kids	11,400.00
3814	8/8/2025	Punchout Amazon	13WR-X7HH-J36X	Invoice for PO#-1325 Luggage Tags for computer bags and bus	90.67
3814	8/8/2025	Punchout Amazon	16CL-XQCY-HMHL	Invoice for PO#-1303 Classroom supplies	896.38
3814	8/8/2025	Punchout Amazon	1GN6-6NQ4-79HH	Invoice for PO#-1337 classroom supplies	394.20
3814	8/8/2025	Punchout Amazon	1Q4M-XM1W-KJKP	Invoice for PO#-1326 PAW prizes	180.27
3814	8/8/2025	Punchout Amazon	1RVV-LY4R-4T4M	Invoice for PO#-1334 Folders	483.28
3814	8/8/2025	Punchout Amazon	1RWK-W3RV-7LNM	Invoice for PO#-1287 Torres order	927.53
3814	8/8/2025	Punchout Amazon	1WVY-HKVL-JH6D	Invoice for PO#-1330 PE Dance items	131.44
3815	8/8/2025	Vestis	5020856901	Invoice for PO#-1351 Vestis	72.08
3816	8/8/2025	Buddy's All Stars	43763-00	Invoice for PO#-1311 Womens Volleyball	628.92
3817	8/8/2025	Children's Creative Project	25-85	Touring artist assembly	100.00
3818	8/8/2025	Delta Managed Solutions	MPCS 07-25	DMS July 2025 Business Services	14,187.52
3818	8/8/2025	Delta Managed Solutions	MPCS 08-25	DMS August 2025 Business Services	14,187.52
3819	8/8/2025	Liminex, Inc.	INV-135407	Invoice for PO#-1343 GoGuardian Renewal	14,329.75
3820	8/8/2025	Inklings Printing Co.	127991	Invoice for PO#-1333 Middle School Banner	139.20
3821	8/8/2025	SBCEO Santa Barbara County Education Office Communications	19C26-00002	Invoice for PO#-1352 Print Shop	1,430.01
3822	8/8/2025	Punchout Staples	7006230272	Invoice for PO#-1336 Classroom Supplies	448.22
3823	8/8/2025	Veritiv Operating Company	619-36391036	Invoice for PO#-1349 Food Service-Trays	49.24
3823	8/8/2025	Veritiv Operating Company	619-36410795	Invoice for PO#-1348 Food Service -trays	590.90
3824	8/8/2025	Wells Fargo Financial Leasing Inc.	5035240167	Invoice for PO#-1350 Wells Fargo	1,496.81
3825	8/14/2025	Advanced Computer Experts	813	Invoice for PO#-1354 Advanced Computers	1,920.00
3826	8/14/2025	Punchout Amazon	1KGL-PJHG-R9N6	Invoice for PO#-1346 Pencil boxes	38.04
3826	8/14/2025	Punchout Amazon	1R9R-M7RV-6GJT	Invoice for PO#-1345 Clever labels	91.28
3827	8/14/2025	Big Green Cleaning Company	678163	Invoice for PO#-1363 Summer Cleaning	13,422.00
3828	8/14/2025	Buddy's All Stars	43776-00	Invoice for PO#-1310 Mens/Women soccer	722.67
3829	8/14/2025	Committee for Children	2055215	Invoice for PO#-1292 Second Step (social emotional curr)	3,207.00
3830	8/14/2025	Decker Equipment	626556A	Invoice for PO#-1364 Parking Lot safety items	730.84
3831	8/14/2025	Frontier Communications	062408-072825	Invoice for PO#-1353 Frontier	128.90
3832	8/14/2025	Grammarly, Inc	35646	Invoice for PO#-1231 Grammarly	8,625.00
3833	8/14/2025	Janet A Johnstone	080625	Invoice for PO#-1365 Bridges Training	1,825.00
3834	8/14/2025	Kate Busarow	080725-Reimb KB	Reimb. for supplies	351.21
3835	8/14/2025	K & J Mechanical dba Alpine Refrigeration	34526	repairs	360.94
3836	8/14/2025	Lanspeed	59573	Invoice for PO#-1355 Lanspeed	2,565.00
3837	8/14/2025	LUSD	INV25-00279	Invoice for PO#-1356 LUSD-Mar/May utilities	3,639.62
3837	8/14/2025	LUSD	INV25-00280	Invoice for PO#-1357 LUSD-Jun Natural Gas	897.48
3838	8/14/2025	Punchout Office Depot	428931550001	Invoice for PO#-1324 Crayola Crayons	189.10
3838	8/14/2025	Punchout Office Depot	430784201001	Invoice for PO#-1308 Classroom supplies	1,438.46
3838	8/14/2025	Punchout Office Depot	430784349001	Invoice for PO#-1305 Classroom supplies	2,417.34
3838	8/14/2025	Punchout Office Depot	430784353001	Invoice for PO#-1305 Classroom supplies	119.28
3838	8/14/2025	Punchout Office Depot	431186918001	Invoice for PO#-1339 classroom supplies	678.74
3838	8/14/2025	Punchout Office Depot	433451987001	Invoice for PO#-1335 classroom supplies	243.95
3839	8/14/2025	SchoolMate	IN000636413	Invoice for PO#-1360 Primary Planners	390.81
3839	8/14/2025	SchoolMate	IN000636531	Invoice for PO#-1359 Elementary Planners	880.95
3839	8/14/2025	SchoolMate	IN000636612	Invoice for PO#-1361 Middle School Planners	755.12
3840	8/14/2025	Punchout Staples	7006371133	Invoice for PO#-1344 Paper order	438.91
3841	8/14/2025	Studies Weekly	537532	Invoice for PO#-1300 Studies Weekly Social Studies 5-7	3,237.89
3842	8/14/2025	VISA	5308-072825	Visa 5308 Suzanne Nicastro	3,187.30

Manzanita Public Charter School: Warrant Report - August 2025

Check Number	Check Date	Vendor Name	Invoice Number	Invoice/remit description	Check Amount
3843	8/14/2025	Visa	7679-072825	Visa 7679 Katherine Franson	2,628.22
3848	8/19/2025	STA West Region	5202130	Home to school/extracurricular 050125-053125	85,728.66
3849	8/20/2025	Santa Barbara County SELPA	INV25-00058.	Invoice for PO#-1321 BCBA days 7/1/24-6/30/25	3,140.00
3857	8/22/2025	Punchout Amazon	13DP-YLH7-YMR6	Invoice for PO#-1362 classroom supplies	287.06
3857	8/22/2025	Punchout Amazon	1N1M-V74G-M7DH	Invoice for PO#-1341 Science Materials for TK-5	102.70
3857	8/22/2025	Punchout Amazon	1R7D-WFK1-7YRN	Invoice for PO#-1367 Classroom Supplies	105.57
3857	8/22/2025	Punchout Amazon	1X9C-RFQN-PLFW	Invoice for PO#-1366 Classroom supplies	210.12
3858	8/22/2025	Vestis	5020865746	Invoice for PO#-1387 vestis	72.08
3859	8/22/2025	Buddy's All Stars	43763-01	Invoice for PO#-1311 Womens Volleyball	587.25
3859	8/22/2025	Buddy's All Stars	43775-00	Invoice for PO#-1310 Mens/Women soccer	328.38
3859	8/22/2025	Buddy's All Stars	43775-01	Invoice for PO#-1310 Mens/Women soccer	489.38
3859	8/22/2025	Buddy's All Stars	43776-01	Invoice for PO#-1310 Mens/Women soccer	146.81
3860	8/22/2025	UBEO West, LLC dba UBEO Business Services	4977750	Invoice for PO#-1386 ubeo	160.35
3861	8/22/2025	Veritiv Operating Company	619-36415205	Invoice for PO#-1385 Veritiv - Maint supplies	413.89
3862	8/27/2025	Punchout Amazon	11Y3-Y9PD-KVHJ	Invoice for PO#-1383 Middle School pants	113.40
3862	8/27/2025	Punchout Amazon	1C1Q-V4TV-KWTC	Invoice for PO#-1373 Bridges items	168.85
3862	8/27/2025	Punchout Amazon	1HGN-XH7Q-L1CC	Invoice for PO#-1375 West supplies	47.76
3862	8/27/2025	Punchout Amazon	1RCT-DYMK-KD1G	Invoice for PO#-1379 Middle School ELA books	765.00
3862	8/27/2025	Punchout Amazon	1YVD-W4C7-LN1R	Invoice for PO#-1341 Science Materials for TK-5	33.65
3863	8/27/2025	Big Green Cleaning Company	678219	Invoice for PO#-1389 Big Green-Aug	7,470.00
3864	8/27/2025	Buddy's All Stars	43763-02	Invoice for PO#-1311 Womens Volleyball	946.13
3864	8/27/2025	Buddy's All Stars	43775-02	Invoice for PO#-1310 Mens/Women soccer	1,011.38
3864	8/27/2025	Buddy's All Stars	43776-02	Invoice for PO#-1310 Mens/Women soccer	1,011.38
3865	8/27/2025	Halli Pedersen	081925-Reimb HP	Reimbursement-instruct. material	518.35
3866	8/27/2025	Innovative School Solutions, Inc.	MPS207	Invoice for PO#-1388 Oasis	1,850.00
3867	8/27/2025	K & J Mechanical dba Alpine Refrigeration	34537	Invoice for PO#-1380 Refrigerator repairs	1,567.00
3868	8/27/2025	LUSD	INV25-00286	Invoice for PO#-1384 LUSD-Utilities Jun	1,846.38
3869	8/27/2025	NCS Pearson, Inc.	29203393	Invoice for PO#-1391 Malia Scoring subscription	63.00
3870	8/27/2025	Punchout Staples	6040130427	Invoice for PO#-1378 Paper order	39.87
3870	8/27/2025	Punchout Staples	6040130428	Invoice for PO#-1378 Paper order	302.45
3870	8/27/2025	Punchout Staples	6040130429	Invoice for PO#-1376 Middle School Supplies	97.20
3871	8/27/2025	State of California Department of Justice	836896	Invoice for PO#-1381 State of CA DOJ	96.00
3872	8/27/2025	UBEO West, LLC dba UBEO Business Services	41614195	Invoice for PO#-1390 Middle School Printer	842.24
3873	8/27/2025	Valley Roll- Off Service	13245	Invoice for PO#-1398 Valley Roll Off	426.00
3873	8/27/2025	Valley Roll- Off Service	13256	Invoice for PO#-1399 Valley Roll Off	62.00
3873	8/27/2025	Valley Roll- Off Service	13276	Invoice for REQ# 26-75 Valley Roll Off	536.00
3874	8/27/2025	Veritiv Operating Company	619-36379103	Invoice for PO#-1393 Veritiv - Food Services supplies	87.25
3874	8/27/2025	Veritiv Operating Company	619-36415180	Invoice for PO#-1385 Veritiv - Maint supplies	2,304.41
7179-080425	8/4/2025	VISA	7179-080425	4 all promos-Middle school comp. bags	2,778.02
7179-080425	8/4/2025	VISA	7179-080425	Edpuzzle pro teacher-digital goods-audiovisual media	13.50
7179-080425	8/4/2025	VISA	7179-080425	Home depot-Maint. supply paint	547.54
7179-080425	8/4/2025	VISA	7179-080425	Home Depot-Outdoor Ed supplies	414.66
7179-080425	8/4/2025	VISA	7179-080425	Home depot-Storage sheds-middle school	3,528.81
7179-080425	8/4/2025	VISA	7179-080425	Michaels-classroom supplies	75.65
7179-080425	8/4/2025	VISA	7179-080425	Premium payback-CR voucher	(85.00)
7179-080425	8/4/2025	VISA	7179-080425	PYElite prints-Bags for middle school mat.	538.75
7179-080425	8/4/2025	VISA	7179-080425	SP Schooloutlet-classroom rug	615.93
7179-080425	8/4/2025	VISA	7179-080425	SP Usedtennisballs-tennis balls for chairs	250.75
7179-080425	8/4/2025	VISA	7179-080425	The UPS Store-Postage stamps	494.80

Manzanita Public Charter School: Warrant Report - August 2025

Check Number	Check Date	Vendor Name	Invoice Number	Invoice/remit description	Check Amount
7179-080425	8/4/2025 VISA		7179-080425	The UPS store-Return items	15.21
7179-080425	8/4/2025 VISA		7179-080425	Tierzo-telecommunications	90.43
7179-080425	8/4/2025 VISA		7179-080425	Totally Promotional-lanyards	193.95
7179-080425	8/4/2025 VISA		7179-080425	Wallmart-classroom supplies	905.37
9677-080425	8/4/2025 VISA		9677-080425	Dordash-Conference meal	30.22
9677-080425	8/4/2025 VISA		9677-080425	Hilton Hotel-Conference meal	4,570.95
9677-080425	8/4/2025 VISA		9677-080425	Home Depot -Maint. supplies	185.08
9677-080425	8/4/2025 VISA		9677-080425	Home Depot -Return	(72.89)
9677-080425	8/4/2025 VISA		9677-080425	Home Depot-Maint. supplies	355.94
9677-080425	8/4/2025 VISA		9677-080425	Puesto-Conference meal	273.35
9677-080425	8/4/2025 VISA		9677-080425	Sabrosaba-Conference meal	108.82
9677-080425	8/4/2025 VISA		9677-080425	Shermin williams-Paint	164.89
Report Total					249,677.99



Manzanita Public Charter School

FY 25-26 Monthly Update

Manzanita Public Charter School
Monthly Financial Update

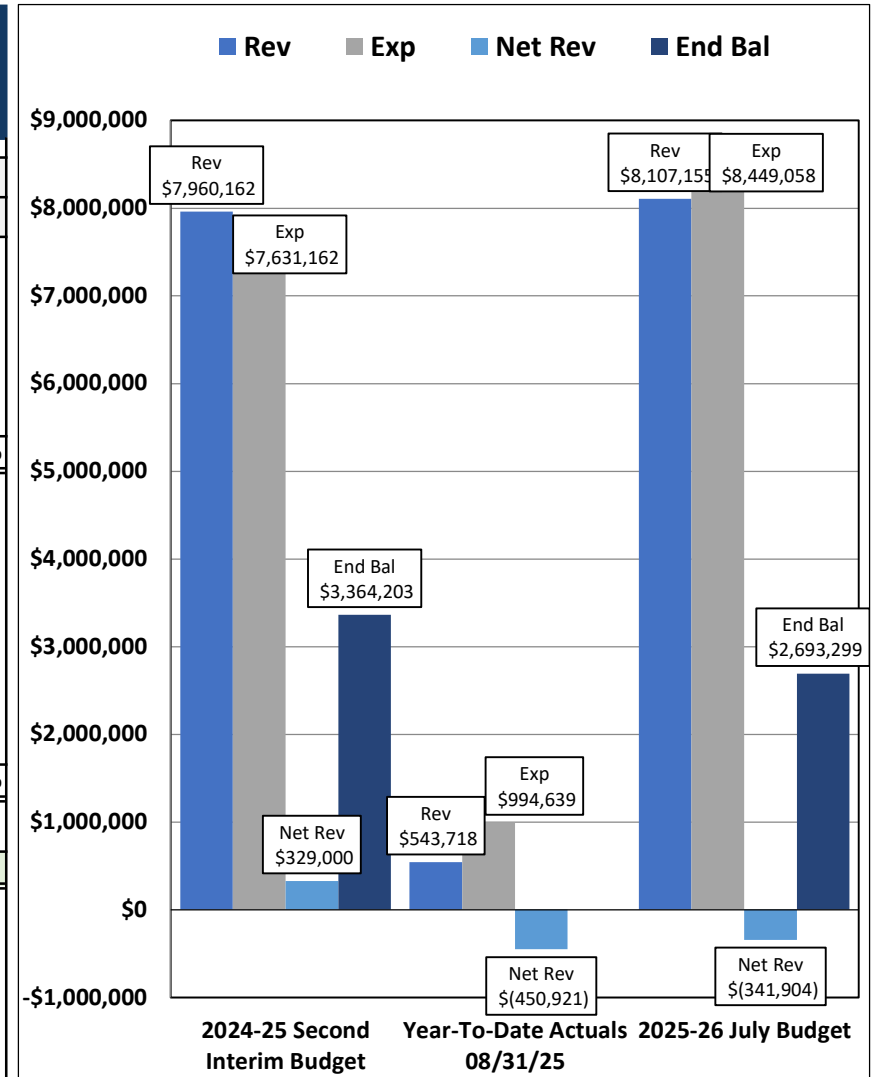
2025-26

SUMMARY NARRATIVE

Revenue	As of this report, 16% of the year has passed and 7% of overall projected revenue has been recorded.
Expenses	1.Expenses are trending at 12% overall. Currently, this does not present concern. We will closely monitor expenses and assist with modifications, if any, to the July Budget at First Interim.
Cash & Reserves	1. As of this report operating reserves rest at \$2,338,163. This offers significant balances on hand to carry out operations should economic uncertainty arise. 2. Note, the Fidelity Investment balance is \$1,572,640.34 as of this report. 3. Total cash on hand plus investment total is \$3,910,808.34.
Additional Comments	The Manzanita Public Charter School (MPCS) continues to demonstrate fiscal stability and is projected to meet all obligations as scheduled. DMS and MPCS's management continue to monitor the political and economic landscape in an effort to anticipate potential impacts on the schools.

Manzanita Public Charter School
Financial Update
BUDGET SUMMARY

	2024-25 Second Interim Budget	Year-To-Date Actuals 08/31/25	2025-26 July Budget	% of Budget
Projected Enrollment:	484	-	530	46
Projected P-2 ADA:	448.25	-	512.00	63.75
Revenues:				
General Purpose Entitlement	\$ 5,658,646	\$ 294,050	\$ 6,118,897	5%
Federal Revenue	666,345	-	448,087	0%
Other State Revenue	1,314,010	230,125	1,350,171	17%
Other Local Revenue	321,162	19,544	190,000	10%
TTL Revenues	\$ 7,960,162	\$ 543,718	\$ 8,107,155	7%
Expenditures:				
Certificated Salaries	\$ 3,242,969	\$ 377,474	\$ 3,636,366	10%
Non-Certificated Salaries	780,604	62,219	709,705	9%
Benefits	1,223,976	129,768	1,346,887	10%
Books/Supplies/Materials	595,345	162,577	711,188	23%
Services/Operations	1,778,268	261,308	2,034,912	13%
Capital Outlay	-	-	-	0%
Other Outgo	10,000	1,294	10,000	13%
TTL Expenditures	\$ 7,631,162	\$ 994,639	\$ 8,449,058	13%
Net Revenues	\$ 329,000	\$ (450,921)	\$ (341,904)	
Beginning Balance July 1	\$ 3,035,203		\$ 3,035,203	
Ending Balance June 30	\$ 3,364,203		\$ 2,693,299	
Ending Balance as % of Exp:	44.1%		31.9%	



Manzanita Public Charter School
Financial Update
BUDGET DETAIL vs ACTUALS

Description	2024-25 Second Interim Budget	Year-To-Date Actuals 08/31/25	2025-26 July Budget	% of budget	Notes/Comments
Enrollment (CALPADS)	484		530		
Average Daily Attendance (P-2)	448.25		512.00		
REVENUES					
General Purpose Entitlement					
8011 General Purpose Block Grant	2,932,468	294,050	3,632,422	8%	
8012 Education Protection Account	1,186,463	-	763,103	0%	
8019 Prior Year Corrections/Adjustments	69,295	-	-	0%	
8096 Funding in Lieu of Property Taxes	1,470,420	-	1,723,372	0%	
TTL General Purpose Entitlement	5,658,646	294,050	6,118,897	5%	
Federal Revenue					
8181 Federal IDEA SpEd Revenue	86,263	-	92,062	0%	
8220 School Nutrition Program - Federal	100,013	-	100,013	0%	
8290 Other Federal Revenue	480,069	-	256,012	0%	Title, IDEA, NSLP, 150k Impact Aide
TTL Federal Revenue	666,345	-	448,087	0%	
Other State Revenue					
8311 AB602 State SpEd Revenue	377,808	190,821	413,631	46%	
8520 School Nutrition Program - State	102,054	-	170,000	0%	
8550 Mandated Cost Reimbursements	8,784	-	10,506	0%	
8560 State Lottery Revenue	119,539	-	139,776	0%	
8565 Prior Year Lottery Revenue	3,316	-	-	0%	
8590 Other State Revenue	701,878	39,304	616,258	6%	Ed Effect, ELOP, Prop 28, TK
TTL Other State Revenue	1,314,010	230,125	1,350,171	17%	
Other Local Revenue					
8660 Interest Income	70,000	5,543	70,000	8%	
8699 Other Revenue	251,162	14,000	120,000	12%	
TTL Other Local Revenue	321,162	19,544	190,000	10%	
TTL REVENUES	7,960,162	543,718	8,107,155	7%	

Manzanita Public Charter School
Financial Update
BUDGET DETAIL vs ACTUALS

Description	2024-25 Second Interim Budget	Year-To-Date Actuals 08/31/25	2025-26 July Budget	% of budget	Notes/Comments
EXPENDITURES					
1000 - Certificated Salaries					
1100 Teacher Compensation	2,259,062	243,876	2,788,991	9%	
1140 Teacher Stipends/Extra Duty	61,360	-	61,360	0%	
1150 Teacher Stipends/Extra Duty	237,250	21,403	40,250	53%	
1200 Student Support	273,018	23,429	308,036	8%	
1250 Support Stipends/Extra Duty	10,400	500	10,400	5%	
1300 Certificated Administrators	394,379	84,121	419,828	20%	
1350 Administrator Stipends/Extra Duty	7,500	4,144	7,500	55%	
TTL Certificated Salaries	3,242,969	377,474	3,636,366	10%	
2000 - Non - Certificated Salaries					
2100 Instructional Aides	360,979	10,364	259,574	4%	
2150 Instructional Aides Stipends	1,000	294	2,000	15%	
2200 Pupil Support Administration	162,489	17,417	156,897	11%	
2250 Pupil Support Stipends	3,000	525	3,000	0%	
2300 Classified Administrators	38,654	-	42,550	0%	
2400 Clerical & Technical Staff	207,715	32,725	240,085	14%	
2450 Clerical & Technical Stipends	5,600	894	5,600	16%	
TTL Non - Certificated Salaries	780,604	62,219	709,705	9%	
3000 - Employee Benefits					
3101 STRS Certificated	619,407	65,684	694,546	9%	
3202 403B Classified	78,060	-	70,871	0%	
3301 OASDI/Medicare	112,023	10,168	117,727	9%	
3302 OASDI/Medicare	59,716	-	54,216	0%	
3401 Health Care Certificated	228,063	35,193	248,411	14%	
3402 Health Care Classified	47,587	5,806	67,774	9%	
3501 Unemployment Insurance	20,119	211	18,182	1%	
3601 Workers' Comp Certificated	31,434	3,254	35,247	9%	
3602 Workers' Comp Classified	7,566	534	6,869	8%	
3902 Other Benefits Class	20,000	8,918	29,500	30%	
TTL Employee Benefits	1,223,976	129,768	1,346,887	10%	

Manzanita Public Charter School
Financial Update
BUDGET DETAIL vs ACTUALS

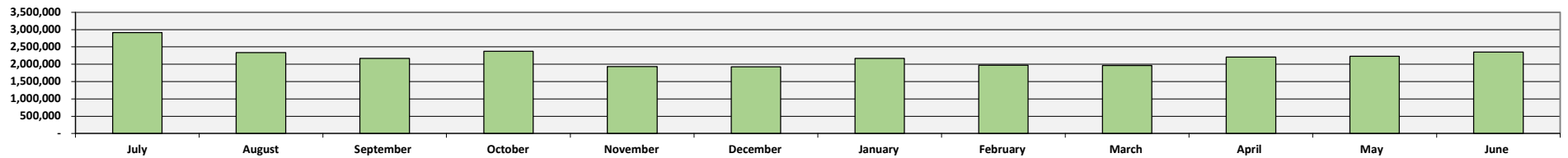
Description	2024-25 Second Interim Budget	Year-To-Date Actuals 08/31/25	2025-26 July Budget	% of budget	Notes/Comments
4000 - Books/Supplies/Materials					
4100 Textbooks & Core Curriculum	234,598	3,238	184,598	2%	
4200 Other Reference Materials	5,000	765	2,500	31%	
4310 Materials & Supplies	181,590	60,094	181,590	33%	
4320 Office Supplies	2,500	731	3,500	21%	
4400 Non - Capitalized Equipment	69,000	97,022	69,000	141%	
4700 School Nutrition Program	102,657	727	270,000	0%	
TTL Books/Supplies/Materials	595,345	162,577	711,188	23%	
5000 - Services & Operations					
5100 Subagreements For Services	258,400	45	258,400	0%	
5200 Travel & Conferences	39,000	19,248	39,000	49%	
5300 Dues & Memberships	15,000	11,010	15,000	73%	
5400 Insurance	35,000	36,542	40,000	91%	
5500 Operations & Housekeeping	65,000	30,282	120,000	25%	
5610 Facility Rents & Leases	46,500	10,126	46,500	22%	
5620 Equipment Leases	18,000	2,428	20,000	12%	
5800 Professional Services - Non - instructional	217,636	32,470	217,636	15%	
5810 Legal	15,000	-	15,000	0%	
5813 Transportation	678,030	85,729	828,030	10%	
5819 Student Assemblies and Events	7,500	100	7,500	1%	
5820 Audit & CPA	20,000	-	20,000	0%	
5825 DMS Business Services	167,163	28,375	170,250	17%	
5850 Oversight Fees	169,759	-	183,567	0%	
5860 Service Fees	750	2,221	7,000	32%	
5900 Communications	3,500	2,222	25,000	9%	
5930 Postage	2,500	510	2,500	20%	
TTL Services & Operations	1,778,268	261,308	2,034,912	13%	
6000 - Capital Outlay					
6900 Depreciation	-	-	-		
TTL Capital Outlay	-	-	-		

Manzanita Public Charter School
Financial Update
BUDGET DETAIL vs ACTUALS

Description	2024-25 Second Interim Budget	Year-To-Date Actuals 08/31/25	2025-26 July Budget	% of budget	Notes/Comments
7000 - Other Outgo					
7141 Other Payments to Districts	10,000	1,294	10,000	13%	
TTL Other Outgo	10,000	1,294	10,000	13%	
TTL EXPENDITURES	7,631,162	994,639	8,449,058	12%	
Revenues less Expenditures	329,000	(450,921)	(341,904)		
Beginning Fund Balance	3,035,203		3,035,203		
Net Revenues	329,000		(341,904)		
ENDING BALANCE	3,364,203		2,693,299		
ENDING BALANCE AS % OF OUTGO	44.1%		31.9%		

Manzanita Public Charter School
2025-26 Projected Monthly Cash Flow Statement

Description	2025-26 Budget	July	August	September	October	November	December	January	February	March	April	May	June	Accruals	Total For Year
BEGINNING CASH		2,949,702	2,910,689	2,338,163	2,174,607	2,379,966	1,928,395	1,926,535	2,164,742	1,972,107	1,970,247	2,208,454	2,229,108	2,353,023	2,949,702
CASH INFLOWS															
REVENUES															
LCFF State Aid	3,632,422	147,025	147,025	147,025	147,025	147,025	294,049	294,049	294,049	294,049	294,049	294,049	294,049	838,954	3,632,422
Education Protection Account	763,103			190,776			190,776			190,776		-	190,776	-	763,103
Prior Year Adjustments	-											-	-	-	-
In-Lieu-Of Property Taxes	1,723,372				430,843			430,843			430,843	-	-	430,843	1,723,372
Federal Revenues	448,087			40,735	40,735	40,735	40,735	40,735	40,735	40,735	40,735	40,735	40,735	40,735	448,087
Other State Revenues	1,350,171	39,522	190,603	112,514	112,514	112,514	112,514	112,514	112,514	112,514	112,514	112,514	25,000	82,418	1,350,171
Other Local Revenues	190,000	2,116	17,428	15,833	15,833	15,833	15,833	15,833	15,833	15,833	15,833	15,833	15,833	12,123	190,000
TTL CASH INFLOWS	8,107,155	188,663	355,055	506,883	746,950	316,107	653,908	893,975	463,132	653,908	893,975	463,132	566,393	1,405,073	8,107,155
EXPENDITURES															
All Certificated Salaries	3,636,366	40,775	336,699	336,699	336,699	336,699	336,699	336,699	336,699	336,699	336,699	188,737	188,737	187,829	3,636,366
All Classified Salaries	709,705	12,540	49,679	49,679	49,679	49,679	49,679	49,679	49,679	49,679	49,679	49,679	49,679	150,695	709,705
All Benefits	1,346,887	23,653	106,114	106,114	106,114	106,114	106,114	106,114	106,114	106,114	106,114	106,114	106,114	155,975	1,346,887
All Materials & Supplies	711,188	98,696	65,242	65,242	65,242	65,242	32,621	32,621	32,621	32,621	32,621	32,621	32,621	123,173	711,188
All Services and Operations	2,034,912	51,364	209,944	209,944	209,944	209,944	130,654	130,654	130,654	130,654	130,654	65,327	65,327	359,848	2,034,912
All Capital Outlay/Depreciation	-											-	-	-	-
All Other Outgo	10,000	647	647									-	-	8,706	10,000
TTL CASH OUTFLOWS	8,449,058	227,676	768,326	767,679	767,679	767,679	655,768	655,768	655,768	655,768	655,768	442,479	442,479	986,226	8,449,058
NET REVENUES	(341,903)														(341,903)
Accounts Receivable (net change)				97,240											97,240
Accounts Payable (net change)															-
Fixed Asset Acquisitions															-
Other Cash Inflows/Outflows			(159,256)		226,087										66,831
NET INFLOWS/OUTFLOWS		-	(159,256)	97,240	226,087	-	-	-	-	-	-	-	-		164,071
ENDING CASH BALANCE		2,910,689	2,338,163	2,174,607	2,379,966	1,928,395	1,926,535	2,164,742	1,972,107	1,970,247	2,208,454	2,229,108	2,353,023		
Days Cash On Hand		126	101	94	103	83	83	94	85	85	95	96	102		



MPCS STAFFING RESEARCH AND REVIEW

October 15, 2025

2025-26 TASK: A COMPREHENSIVE EVALUATION OF STAFFING NUMBER NEEDS FOR NEXT 3 YEARS

REASON: RAPID GROWTH PATTERNS AND COVID BUBBLE ENDING

GOALS AND APPROACH:

STAFFING ALIGNED WITH BUDGET PLANNING

STAFFING ALIGNED WITH ENROLLMENT PATTERNS

ASSESSING STAFFING PATTERNS

COMPARING STAFFING RATIOS

CONSISTENT EVALUATION OF EMPLOYEE PERFORMANCE

STAFFING ALIGNED WITH BUDGET PLANNING

PRIMARY GOAL

DETERMINE AREAS OF UNDERSTAFFING AND
OVERSTAFFING BASED ON CURRENT AND FUTURE
GROWTH PATTERNS AND INSTRUCTIONAL ASSESSMENT
DATA RESULTS

STAFFING ALIGNED WITH ENROLLMENT PATTERNS

PRIMARY GOALS:

1. ANTICIPATE STAFFING NEEDS FOR MANZANA ACADEMY FOR 2026-27 SCHOOL YEAR
2. ANTICIPATE STAFFING NEEDS FOR GROWING SPED POPULATION NUMBERS

ASSESSING STAFFING PATTERNS AND COMPENSATION

PRIMARY GOALS

1. EXAMINE 5-YEAR HISTORY OF RECRUITMENT AND RETENTION PATTERNS
2. EXAMINE COMPENSATION HISTORY (LAST 5 YEARS)

COMPARING STAFFING RATIOS AND JOB SATISFACTION

PRIMARY GOALS;

1. EVALUATING CERTIFICATED AND CLASSIFIED ROLES AND STAFFING NUMBERS WITH NEIGHBORING SMALL DISTRICTS/CHARTERS
2. EVALUATING EMPLOYEE JOB SATISFACTION WITH CHARTER SURVEY RESULTS (PAST 5 YEARS)

STAFF EVALUATIONS

PRIMARY GOALS:

1. REVIEW ALL STAFF EVALUATION RESULTS (LAST 3 YEARS-LIMITED EVALUATIONS DURING COVID)
2. DETERMINE AREAS OF STAFFING DEFICIENCY AND NEED

FUTURE STAFFING DISCUSSIONS WITH BOARD

1. POSSIBLE STAFFING REORGANIZATION
RECOMMENDATIONS
2. RECOMMENDED COMPENSATION PACKAGES

SUGGESTED BOARD MEETING TIMELINES

10/15/25 STAFFING RESEARCH AND REVIEW
DISCUSSION

11/12/25 STAFF SURVEY REVIEW

12/10/25 COMPENSATION AND FIRST INTERIM
DISCUSSION

1/21/25. STAFFING RECOMMENDATIONS BROUGHT FOR
DISCUSSION

2/11/25. FINAL RE-ORGANIZATIONAL STAFFING NEEDS
DECIDED FOR 2026-27 SCHOOL YEAR

**BYLAWS
OF
MANZANITA PUBLIC CHARTER SCHOOL
(A California Nonprofit Public Benefit Corporation)**

**ARTICLE I
NAME**

Section 1. NAME. The name of this Corporation is Manzanita Public Charter School.

**ARTICLE II
PRINCIPAL OFFICE OF THE CORPORATION**

Section 1. PRINCIPAL OFFICE OF THE CORPORATION. The principal office for the transaction of the activities and affairs of the Corporation is 991 Mountain View Boulevard, Vandenberg AFB, State of California. The Board of Directors may change the location of the principal office. Any such change of location must be noted by the Secretary on these bylaws opposite this Section; alternatively, this Section may be amended to state the new location.

Section 2. OTHER OFFICES OF THE CORPORATION. The Board of Directors may at any time establish branch or subordinate offices at any place or places where the Corporation is qualified to conduct its activities.

**ARTICLE III
GENERAL AND SPECIFIC PURPOSES; LIMITATIONS**

Section 1. GENERAL AND SPECIFIC PURPOSES. The purpose of the Corporation is to manage, operate, guide, direct and promote one or more California public charter schools. Also in the context of these purposes, the Corporation shall not, except to an insubstantial degree, engage in any other activities or exercise of power that do not further the purposes of the Corporation.

The Corporation shall not carry on any other activities not permitted to be carried on by: (a) a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code; or (b) a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code. No substantial part of the activities of the Corporation shall consist of the carrying on of propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in, or intervene in (including the publishing or distributing of statements) any political campaign on behalf of or in opposition to any candidate for public office.

**ARTICLE IV
CONSTRUCTION AND DEFINITIONS**

Section 1. CONSTRUCTION AND DEFINITIONS. Unless the context indicates otherwise, the general provisions, rules of construction, and definitions in the California Nonprofit Corporation Law shall govern the construction of these bylaws. Without limiting the generality of the preceding sentence, the masculine gender includes the feminine and neuter, the singular includes the plural, and the plural includes the singular, and the term "person" includes both a legal entity and a natural person.

ARTICLE V DEDICATION OF ASSETS

Section 1. **DEDICATION OF ASSETS.** The Corporation's assets are irrevocably dedicated to public benefit purposes as set forth in the Manzanita Public Charter School's Charter. No part of the net earnings, properties, or assets of the Corporation, on dissolution or otherwise, shall inure to the benefit of any private person or individual, or to any director or officer of the Corporation. On liquidation or dissolution, all properties and assets remaining after payment, or provision for payment, of all debts and liabilities of the Corporation shall be distributed to a nonprofit fund, foundation, or corporation that is organized and operated exclusively for charitable purposes and that has established its exempt status under Internal Revenue Code section 501(c)(3).

ARTICLE VI CORPORATIONS WITHOUT MEMBERS

Section 1. **CORPORATIONS WITHOUT MEMBERS.** The Corporation shall have no voting members within the meaning of the Nonprofit Corporation Law.

ARTICLE VII BOARD OF DIRECTORS

Section 1. **GENERAL POWERS.** Subject to the provisions and limitations of the California Nonprofit Public Benefit Corporation Law and any other applicable laws, and subject to any limitations of the articles of incorporation or bylaws, the Corporation's activities and affairs shall be managed, and all corporate powers shall be exercised, by or under the direction of the Board of Directors ("Board").

Section 2. **SPECIFIC POWERS.** Without prejudice to the general powers set forth in Section 1 of these bylaws, but subject to the same limitations, the Board of Directors shall have the power to:

- a. Appoint and remove, at the pleasure of the Board of Directors, all corporate officers, agents, and employees; prescribe powers and duties for them as are consistent with the law, the articles of incorporation, and these bylaws; fix their compensation; and require from them security for faithful service.
- b. Change the principal office or the principal business office in California from one location to another; cause the Corporation to be qualified to conduct its activities in any other state, territory, dependency, or country; conduct its activities in or outside California.
- c. Borrow money and incur indebtedness on the Corporation's behalf and cause to be executed and delivered for the Corporation's purposes, in the corporate name, promissory notes, bonds, debentures, deeds of trust, mortgages, pledges, hypothecations, and other evidences of debt and securities.
- d. Adopt and use a corporate seal.

Section 3. **APPOINTED DIRECTORS AND TERMS.** The number of directors shall be no less than five (5) and no more than nine (9), unless changed by amendments to these bylaws. All directors shall have full voting rights, including any representative appointed by the chartering authority as consistent with Education Code Section 47604(c). If the chartering authority appoints a representative to serve on the Board of Directors, the Corporation may appoint an additional director to ensure an odd number of Board members. All directors, except for the representative appointed by the chartering authority, shall be appointed by the existing Board of Directors.

Section 4. **RESTRICTION ON INTERESTED PERSONS AS DIRECTORS.** No persons serving on the Board of Directors may be interested persons. An interested person is (a) any person currently being compensated by the Corporation for services rendered to it within the previous 12 months, whether as a full-time or part-time employee, independent contractor, or otherwise, excluding any reasonable compensation paid to a director as director; and (b) any brother, sister, ancestor, descendant, spouse, brother-in-law, sister-in-law, son-in-law, daughter-in-law, mother-in-law, or father-in-law of such person. The Board may adopt other policies circumscribing potential conflicts of interest.

Section 5. **DIRECTORS' TERM.** Each director shall hold office for three (3) years and until a successor director has been designated and qualified. Directors shall be appointed at an annual meeting in December. Directors may serve a maximum of three (3) consecutive terms. After serving three (3) consecutive terms, a director will become eligible to serve on the Board after a one (1) year hiatus from Board service.

Section 6. **NOMINATIONS BY COMMITTEE.** The Chairman of the Board of Directors or, if none, the Executive Director/Principal will appoint a committee to designate qualified candidates for appointment to the Board of Directors at least thirty (30) days before the date of any appointment of directors. The nominating committee shall make its report at least seven (7) days before the date of the appointment or at such other time as the Board of Directors may set and the Secretary shall forward to each Board member, with the notice of meeting required by these bylaws, a list of all candidates nominated by committee. Board candidates should submit an application for Board membership to the Principal who shall forward the application to the Nominations Committee. Current directors may be nominated for a new term by any current member of the Board of Directors. Applications and nominations will be reviewed and discussed by the nominating committee prior to issuance of its report to the Board. Should the nominating committee nominate more than one candidate for a vacant Board seat, each candidate shall be allowed to submit a brief statement of interest to the Chairman of the Board who shall read the statements prior to the commencement of the Board appointment process.

Section 7. **USE OF CORPORATE FUNDS TO SUPPORT NOMINEE.** No corporation funds may be expended to support a nominee.

Section 8. **EVENTS CAUSING VACANCIES ON BOARD.** A vacancy or vacancies on the Board of Directors shall occur in the event of (a) the death, resignation, or removal of any director; (b) the declaration by resolution of the Board of Directors of a vacancy in the office of a director who has been convicted of a felony, declared of unsound mind by a court order, or found by final order or judgment of any court to have breached a duty under California Nonprofit Public Benefit Corporation Law, Chapter 2, Article 3; (c) the increase of the authorized number of directors; or (d) the unexcused failure of a Board member to attend three consecutive Board meetings.

Section 9. **RESIGNATION OF DIRECTORS.** Except as provided below, any director may resign by giving written notice to the Chairman of the Board, if any, or to the Principal, or the Secretary, or to the Board. The resignation shall be effective when the notice is given unless the notice specifies a later time for the resignation to become effective. If a director's resignation is effective at a later time, the Board of Directors may elect a successor to take office as of the date when the resignation becomes effective.

Section 10. **DIRECTOR MAY NOT RESIGN IF NO DIRECTOR REMAINS.** Except on notice to the California Attorney General, no director may resign if the Corporation would be left without a duly elected director or directors.

Section 11. REMOVAL OF DIRECTORS. Any director, except for the representative appointed by the chartering authority, may be removed, with or without cause, by the vote of the majority of the members of the entire Board of Directors at a special meeting called for that purpose, or at a regular meeting, provided that notice of that meeting are given in compliance with the provisions of the Ralph M. Brown Act. (Chapter 9 (commencing with Section 54950) of Division 2 of Title 5 of the Government Code) ("Brown Act"). The representative designated by the chartering authority may be removed without cause by the chartering authority or with the written consent of the chartering authority. Any vacancy caused by the removal of a director shall be filled as provided in Section 12.

Section 12. VACANCIES FILLED BY BOARD. Vacancies on the Board of Directors, except for the representative appointed by the chartering authority, may be filled by approval of the Board of Directors or, if the number of directors then in office is less than a quorum, by (a) the affirmative vote of a majority of the directors then in office at a regular or special meeting of the Board, or (b) a sole remaining director. A vacancy in the seat of the representative of the chartering authority shall be filled by the chartering authority.

Section 13. NO VACANCY ON REDUCTION OF NUMBER OF DIRECTORS. Any reduction of the authorized number of directors shall not result in any directors being removed before his or her term of office expires.

Section 14. PLACE OF BOARD OF DIRECTORS MEETINGS. Meetings shall be held at the principal office of the Corporation unless the Board of Directors designates another location in accordance with these bylaws. The Board of Directors may also designate that a meeting be held at any place within the physical boundaries of the county in which the Charter School is located. All meetings of the Board of Directors shall be called, held and conducted in accordance with the terms and provisions of the Brown Act. A two-way teleconference location shall be established at each schoolsite.

Section 15. MEETINGS; ANNUAL MEETINGS. All meetings of the Board of Directors and its committees shall be called, noticed, and held in compliance with the provisions of the Brown Act. The Board of Directors shall meet annually for the purpose of organization, appointment of officers, and the transaction of such other business as may properly be brought before the meeting. This meeting shall be held at a time, date, and place as noticed by the Board of Directors in accordance with the Brown Act.

Section 16. REGULAR MEETINGS. Regular meetings of the Board of Directors, including annual meetings, shall be held at such times and places as may from time to time be fixed by the Board of Directors. At least 72 hours before a regular meeting, the Board of Directors, or its designee shall post an agenda containing a brief general description of each item of business to be transacted or discussed at the meeting.

Section 17. SPECIAL MEETINGS. Special meetings of the Board of Directors for any purpose may be called at any time by the Chairman of the Board of Directors, if there is such an officer, or a majority of the Board of Directors. If a Chairman of the Board has not been elected, then the Vice Chairman of the Board (is authorized to call a special meeting in place of the Chairman of the Board. The party calling a special meeting shall determine the place, date, and time thereof.

Section 18. NOTICE OF SPECIAL MEETINGS. In accordance with the Brown Act, special meetings of the Board of Directors may be held only after twenty-four (24) hours notice is given to the public through the posting of an agenda. Directors shall also receive at least twenty- four (24) hours notice of the special meeting, in the manner:

- a. Any such notice shall be addressed or delivered to each director at the director's address as it is shown on the records of the Corporation, or as may have been given to the Corporation by the director for purposes of notice, or, if an address is not shown on the Corporation's records or is not readily ascertainable, at the place at which the meetings of the Board of Directors are regularly held.
- b. Notice by mail shall be deemed received at the time a properly addressed written notice is deposited in the United States mail, postage prepaid. Any other written notice shall be deemed received at the time it is personally delivered to the recipient or is delivered to a common carrier for transmission, or is actually transmitted by the person giving the notice by electronic means to the recipient. Oral notice shall be deemed received at the time it is communicated, in person or by telephone or wireless, to the recipient or to a person at the office of the recipient whom the person giving the notice has reason to believe will promptly communicate it to the receiver.
- c. The notice of special meeting shall state the time of the meeting, the place, and the general nature of the business proposed to be transacted at the meeting. No business, other than the business the general nature of which was set forth in the notice of the meeting, may be transacted at a special meeting.

Section 19. QUORUM. A majority of the directors then in office shall constitute a quorum. All acts or decisions of the Board of Directors will be by majority vote of the directors in attendance, based upon the presence of a quorum. Should there be less than a majority of the directors present at any meeting, the meeting shall be adjourned. Directors may not vote by proxy. The vote or abstention of each board member present for each action taken shall be publicly reported.

Section 20. TELECONFERENCE MEETINGS. Members of the Board of Directors may participate in teleconference meetings so long as all of the following requirements in the Brown Act are complied with:

- a. At a minimum, a quorum of the members of the Board of Directors shall participate in the teleconference meeting from locations within the physical boundaries of the county in which the Charter School operates;
- b. All votes taken during a teleconference meeting shall be by roll call;
- c. If the Board of Directors elects to use teleconferencing, it shall post agendas at all teleconference locations with each teleconference location being identified in the notice and agenda of the meeting;
- d. All locations where a member of the Board of Directors participates in a meeting via teleconference must be fully accessible to members of the public and shall be listed on the agenda;¹
- e. Members of the public must be able to hear what is said during the meeting and shall be provided with an opportunity to address the Board of Directors directly at each teleconference location; and
- f. Members of the public attending a meeting conducted via teleconference need not give their name when entering the conference call.²

Section 21. ADJOURNMENT. A majority of the directors present, whether or not a quorum is present, may adjourn any Board of Directors meeting to another time or place. Notice of such adjournment to another time or place shall be given, prior to the time schedule for the continuation of the meeting, to the directors who were not present at the time of the adjournment, and to the public in the manner prescribed by the Brown Act.

Section 22. COMPENSATION AND REIMBURSEMENT. Directors may not receive compensation for their services as directors or officers, only such reimbursement of expenses as the Board of Directors may establish by resolution to be just and reasonable as to the Corporation at the time that the resolution is adopted.

Section 23. CREATION AND POWERS OF COMMITTEES. The Board, by resolution adopted by a majority of the directors then in office, may create one or more committees of the Board, each consisting of two or more directors and no one who is not a director, to serve at the pleasure of the Board. Appointments to committees of the Board of Directors shall be by majority vote of the directors then in office. The Board of Directors may appoint one or more directors as alternate

¹ This means that members of the Board of Directors who choose to utilize their homes or offices as teleconference locations must open these locations to the public and accommodate any members of the public who wish to attend the meeting at that location.

² The Brown Act prohibits requiring members of the public to provide their names as a condition of attendance at the meeting.

members of any such committee, who may replace any absent member at any meeting. Any such committee shall have all the authority of the Board, to the extent provided in the Board of Directors' resolution, except that no committee may:

- a. Fill vacancies on the Board of Directors or any committee of the Board;
- b. Amend or repeal bylaws or adopt new bylaws;
- c. Amend or repeal any resolution of the Board of Directors that by its express terms is not so amendable or subject to repeal;
- d. Create any other committees of the Board of Directors or appoint the members of committees of the Board;

The Board may also create one or more advisory committees composed of directors and non-directors. It is the intent of the Board to encourage the participation and involvement of faculty, staff, parents, students and administrators through attending and participating in open committee meetings. The Board may establish, by resolution adopted by a majority of the directors then in office, advisory committees to serve at the pleasure of the Board.

Section 24. MEETINGS AND ACTION OF COMMITTEES. Meetings and actions of committees of the Board of Directors shall be governed by, held, and taken under the provisions of these bylaws concerning meetings, other Board of Directors' actions, and the Brown Act, if applicable, except that the time for general meetings of such committees and the calling of special meetings of such committees may be set either by Board of Directors' resolution or, if none, by resolution of the committee. Minutes of each meeting shall be kept and shall be filed with the corporate records. The Board of Directors may adopt rules for the governance of any committee as long as the rules are consistent with these bylaws. If the Board of Directors has not adopted rules, the committee may do so.

Section 25. NON-LIABILITY OF DIRECTORS. No director shall be personally liable for the debts, liabilities, or other obligations of the Corporation.

Section 26. COMPLIANCE WITH LAWS GOVERNING STUDENT RECORDS. The Charter School and the Board of Directors shall comply with all applicable provisions of the Family Education Rights Privacy Act ("FERPA") as set forth in Title 20 of the United States Code Section 1232g and attendant regulations as they may be amended from time to time.

ARTICLE VIII OFFICERS OF THE CORPORATION

Section 1. OFFICES HELD. The officers of the Corporation shall be a President, who shall be known as the Superintendent, a Chairman (Chairperson) of the Board, a Vice Chairman (Chairperson) of the Board, a Secretary, and a Treasurer. The officers, in addition to the corporate duties set forth in this Article VIII, shall also have administrative duties as set forth in any applicable contract for employment or job specification.

Section 2. DUPLICATION OF OFFICE HOLDERS. Any number of offices may be held by the same person, except that neither the Secretary nor the Treasurer may serve concurrently as either the Superintendent or the Chairman of the Board.

Section 3. ELECTION OF OFFICERS. The officers of the Corporation shall be chosen by the Board of Directors and shall serve at the pleasure of the Board, subject to the rights of any officer under any employment contract.

Section 4. REMOVAL OF OFFICERS. Without prejudice to the rights of any officer under an employment contract, the Board of Directors may remove any officer with or without cause.

Section 5. RESIGNATION OF OFFICERS. Any officer may resign at any time by giving written notice to the Board. The resignation shall take effect on the date the notice is received or at any later time specified in the notice. Unless otherwise specified in the notice, the resignation need not be accepted to be effective. Any resignation shall be without prejudice to any rights of the Corporation under any contract to which the officer is a party.

Section 6. VACANCIES IN OFFICE. A vacancy in any office because of death, resignation, removal, disqualification, or any other cause shall be filled in the manner prescribed in these bylaws for normal appointment to that office, provided, however, that vacancies need not be filled on an annual basis.

Section 7. CHAIRMAN OF THE BOARD. If a Chairman of the Board of Directors is elected, he or she shall preside at the Board of Directors' meetings and shall exercise and perform such other powers and duties as the Board of Directors may assign from time to time. In the absence of the Chairperson, the Vice chair of the board, shall preside at Board of Directors meetings and shall exercise and perform such other powers and duties as the Board of Directors may assign from time to time.

Section 8. Superintendent. The Superintendent, shall be the general manager of the Corporation and shall supervise, direct, and control the Corporation's activities, affairs, and officers as fully described in any applicable employment contract, agreement, or job specification. The Superintendent shall have such other powers and duties as the Board of Directors or the bylaws may require. If there is no Chairman of the Board, the Vice Chair shall work with the Superintendent and preside at the Board of Directors' meetings.

Section 9. SECRETARY. The Secretary shall keep or cause to be kept, at the Corporation's principal office or such other place as the Board of Directors may direct, a book of minutes of all meetings, proceedings, and actions of the Board and of committees of the Board. The minutes of meetings shall include the time and place that the meeting was held; whether the meeting was annual, regular, special, or emergency and, if special or emergency, how authorized; the notice given; the names of the directors present at Board of Directors and committee meetings; and the vote or abstention of each board member present for each action taken.

The Secretary shall keep or cause to be kept, at the principal California office, a copy of the articles of incorporation and bylaws, as amended to date

The Secretary shall give, or cause to be given, notice of all meetings of the Board and of committees of the Board of Directors that these bylaws require to be given. The Secretary shall keep the corporate seal, if any, in safe custody and shall have such other powers and perform such other duties as the Board of Directors or the bylaws may require.

Section 10. TREASURER. The Treasurer shall keep and maintain, or cause to be kept and maintained, adequate and correct books and accounts of the Corporation's properties and transactions. The Treasurer shall send or cause to be given to directors such financial statements and reports as are required to be given by law, by these bylaws, or by the Board. The books of account shall be open to inspection by any director at all reasonable times.

The Treasurer shall (a) deposit, or cause to be deposited, all money and other valuables in the name and to the credit of the Corporation with such depositories as the Board of Directors may designate; (b) disburse the corporation's funds as the Board of Directors may order; (c) render to the Superintendent, Chairman of the Board, if any, and the Board, when requested, an account of all transactions as Treasurer and of the financial condition of the Corporation; and (d) have such other powers and perform such other duties as the Board, contract, job specification, or the bylaws may require.

If required by the Board, the Treasurer shall give the Corporation a bond in the amount and with the surety or sureties specified by the Board of Directors for faithful performance of the duties of the office and for restoration to the Corporation of all of its books, papers, vouchers, money, and other property of every kind in the possession or under the control of the Treasurer on his or her death, resignation, retirement, or removal from office.

ARTICLE IX CONTRACTS WITH DIRECTORS

Section 1. CONTRACTS WITH DIRECTORS. The Corporation shall not enter into a contract or transaction in which a director directly or indirectly has a material financial interest (nor any other corporation, firm, association, or other entity in which one or more of the Corporation's directors are directors and have a material financial interest).

ARTICLE X CONTRACTS WITH NON-DIRECTOR DESIGNATED EMPLOYEES

Section 1. CONTRACTS WITH NON-DIRECTOR DESIGNATED EMPLOYEES. The Corporation shall not enter into a contract or transaction in which a non-director designated employee (e.g., officers and other key decision-making employees) directly or indirectly has a material financial interest unless all of the requirements in the Corporation's Conflict of Interest code have been fulfilled.

ARTICLE XI LOANS TO DIRECTORS AND OFFICERS

Section 1. LOANS TO DIRECTORS AND OFFICERS. The Corporation shall not lend any money or property to or guarantee the obligation of any director or officer.

ARTICLE XII INDEMNIFICATION

Section 1. **INDEMNIFICATION.** To the fullest extent permitted by law, the Corporation shall indemnify its directors, officers, employees, and other persons described in Corporations Code Section 5238(a), including persons formerly occupying any such positions, against all expenses, judgments, fines, settlements, and other amounts actually and reasonably incurred by them in connection with any "proceeding," as that term is used in that section, and including an action by or in the right of the Corporation by reason of the fact that the person is or was a person described in that section. "Expenses," as used in this bylaw, shall have the same meaning as in that section of the Corporations Code.

On written request to the Board of Directors by any person seeking indemnification under Corporations Code Section 5238 (b) or Section 5238 (c) the Board of Directors shall promptly decide under Corporations Code Section 5238 (e) whether the applicable standard of conduct set forth in Corporations Code Section 5238 (b) or Section 5238 (c) has been met and, if so, the Board of Directors shall authorize indemnification.

ARTICLE XIII INSURANCE

Section 1. **INSURANCE.** The Corporation shall have the right to purchase and maintain insurance to the full extent permitted by law on behalf of its directors, officers, employees, and other agents, to cover any liability asserted against or incurred by any director, officer, employee, or agent in such capacity or arising from the director's, officer's, employee's, or agent's status as such.

ARTICLE XIV MAINTENANCE OF CORPORATE RECORDS

Section 1. **MAINTENANCE OF CORPORATE RECORDS.** The Corporation shall keep:

- a. Adequate and correct books and records of account;
- b. Written minutes of the proceedings of the Board and committees of the Board; and
- c. Such reports and records as required by law.

ARTICLE XV INSPECTION RIGHTS

Section 1. **DIRECTORS' RIGHT TO INSPECT.** Every director shall have the right at any reasonable time to inspect the Corporation's books, records, documents of every kind, physical properties, and the records of each subsidiary as permitted by California and federal law. This right to inspect may be circumscribed in instances where the right to inspect conflicts with California or federal law (e.g., restrictions on the release of educational records under FERPA) pertaining to access to books, records, and documents. The inspection may be made in person or by the director's agent or attorney. The right of inspection includes the right to copy and make extracts of documents as permitted by California and federal law

Section 2. **MAINTENANCE AND INSPECTION OF ARTICLES AND BYLAWS.** The Corporation shall keep at its principal California office the original or a copy of the articles of incorporation and bylaws, as amended to the current date, which shall be open to inspection by the directors at all reasonable times during office hours.

ARTICLE XVI REQUIRED REPORTS

Section 1. **ANNUAL REPORTS.** The Board of Directors shall cause an annual report to be sent to itself (the members of the Board of Directors) within 120 days after the end of the Corporation's fiscal year. That report shall contain the following information, in appropriate detail:

- a. The assets and liabilities, including the trust funds, or the Corporation as of the end of the fiscal year;
- b. The principal changes in assets and liabilities, including trust funds;
- c. The Corporation's revenue or receipts, both unrestricted and restricted to particular purposes;
- d. The Corporation's expenses or disbursement for both general and restricted purposes;
- e. Any information required under these bylaws; and
- f. An independent accountant's report or, if none, the certificate of an authorized officer of the Corporation that such statements were prepared without audit from the Corporation's books and records.

Section 2. **ANNUAL STATEMENT OF CERTAIN TRANSACTIONS AND INDEMNIFICATIONS.** The Corporation will comply with Corporations Code section 6322.

ARTICLE XVII BYLAW AMENDMENTS

Section 1. **BYLAW AMENDMENTS.** The Board of Directors may adopt, amend or repeal any of these Bylaws by a majority of the directors present at a meeting duly held at which a quorum is present, except that no amendment shall make any provisions of these Bylaws inconsistent with the Corporation's Articles of Incorporation, or any laws.

ARTICLE XVIII FISCAL YEAR

Section 1. **FISCAL YEAR OF THE CORPORATION.** The fiscal year of the Corporation shall begin on July 1st and end on June 30th of each year.

CERTIFICATE OF APPOINTED CHAIRMAN

I certify that I am the duly appointed Chairman of the Manzanita Public Charter School dba Manzanita Governance Board, a California nonprofit public benefit corporation; that these bylaws, consisting of ten (10) pages, are the bylaws of the Corporation as adopted by the Board of Directors on _____; and that these bylaws have not been amended or modified since that date.

Executed on _____ at _____, California.

Arleen Pelster
Governance Board Chairman

Date

Board Policy: BP V10152025
Adopted: Pending Approval

Manzanita Public Charter School

VEHICLE POLICY

Reason for District Vehicle Policy

To ensure that all vehicles owned or operated by the Charter are utilized in the most efficient, economical and practical manner. The policy is an extension of our commitment to the safety of our employees and to remain in compliance with policies which develop good risk control measures.

Vehicle Fleet Purpose

- MPCS Charter vehicles are provided to support business activities only and are to be used only by qualified and authorized employees. They are not to be considered a part of an employee's compensation and must not be used as an inducement for employment. In all cases, these vehicles are to be operated in strict compliance with motor vehicle laws of the State of California or the jurisdiction in which they are driven and with the utmost regard for their care and cost-efficient use.
- MPCS Charter vehicles must not be used for any business activities other than that of MPCS.
- MPCS Charter vehicles must always be clean and tidy and in good working order.
- Every effort shall be made to obtain maximum use of MPCS Charter vehicles through pooling or sharing vehicles when practical.
- MPCS Charter vehicles are not to be used for personal use and should be parked at the MPCS Charter School Parking lot every night and not driven home unless the employee is on call or has authorization from a school administrator to do so.

Driver Licensing

- Employees in a job classification, which require possession of a valid CDL and employees who drive a MPCS Charter vehicle at any time or a personal vehicle on Charter-related business must do the following:
 1. Maintain a valid CDL.
 2. Immediately disclose to their administrative supervisor the suspension or revocation of their driver's license for any reason or other significant events relating to their driving record or license status.
 3. Employees in job classifications, which require possession of a commercial driver license (Class A or Class B) must also complete the California Department of Motor Vehicles (DMV) commercial licensing and testing requirements and be physically examined by a medical examiner listed on the National registry of Certified Medical Examiners every two years or as required.
- Employees who fail to comply with the requirements will be subject to disciplinary action, up to and including termination.

Procedures

- The Administrative Assistant or Sports/Club Coordinator will obtain driver license information on all newly hired employees required to possess a valid CDL and initiate a license check. The Administrative Assistant or Sports/Club Coordinator will also run annual rechecks of license status where appropriate and receive automatic notification of significant developments under the state of California DMV Employer Pull Notice Program.
- The Administrative Assistant or Sports/Club Coordinator will discuss significant developments, such as license suspensions or revocations with the employee's administrative supervisor and recommend an appropriate course of action. Each situation is reviewed on a case-by-case basis.
- Where necessary, administrative supervisors will discuss employee driver license issues with the employee directly and/or request copies of documents to verify the employee's legal right to drive.

Driving Safety

The priority of the driver is the safety of all passengers, themselves and the motor vehicle. Care and caution must be exercised at all times.

- The driver will not use their mobile telephone while driving.
- The driver must not be intoxicated with any illicit or other substances such as alcohol or drugs.
- Drivers or passengers shall not smoke in MPCS charter vehicles.
- The driver must adhere to the rules and regulations of the State of California while driving any MPCS Charter vehicle.
- Each driver shall obtain training in Defensive Driving, before driving a Charter vehicle and every two years afterwards.
- Prior experience driving large vehicles or pulling a trailer is preferred but not required.

Motor Vehicle Safety

- The MPCS Charter motor vehicles are to be used for business purposes only and cannot be used privately for personal business.
- The MPCs Charter motor vehicles, when not in use, should always be parked in the designated parking area (e.g., designated parking inside the shop or parking garage). The keys should be removed and placed inside the office in the key cabinet.
- The assigned driver of the motor vehicle is responsible for weekly vehicle checklists and is responsible for reporting any damage or mechanical issues to the Maintenance Lead. These inspections are performed on Friday of each week.

Motor Vehicle Maintenance Records

- The driver of the motor vehicle is responsible for completing the weekly vehicle checklist and the daily driving log with mileage. The vehicle is to be inspected by the driver and to be reviewed by the Supervisor in charge. Details of the vehicle, which include fluid levels, tires, lights, and signals, safety equipment and general condition of the vehicle will be documented on the weekly vehicle maintenance record.
- The driver will record in the mileage log daily for every use and location.

Motor Vehicle Maintenance

- The driver is responsible for the reporting of maintenance and repair needs of the MPCS Charter motor vehicle to the maintenance lead and site supervisor. All vehicle maintenance work must first be approved by the site supervisor before taking place.
- The maintenance lead is in charge and responsible for checking and overseeing all aspects of the motor vehicle maintenance and management on a weekly basis and will manage issues and direct tasks to relevant parties as necessary. This includes, but is not limited to weekly checklists, problems, fuel requirements and cleaning.
- The driver is responsible for refueling and routine motor vehicle checks, tire pressure checks, battery checks, fluid level checks and all safety related aspects of the vehicle.

Problems and Accident Reporting

- The assigned driver must report to ~~his/her~~ the Administrative Supervisor and Administrative Assistant of any problems and accidents associated with the motor vehicle after each incident and provide a detailed account of the incidents that occurred. All vehicles shall carry an accident reporting kit, and the driver shall be trained in the proper use of it.
- The driver is responsible for conducting routine checks of the Charter's motor vehicles for appropriate usage and the vehicle's conditions. The Site Supervisor must be informed immediately of any problems that have taken place related to the Charter's motor vehicles, any foreseen problems, which may cause delays and affect the operations of the Charter must also be reported by the end of the day.
- To be reported to the DMV within seven (7) days by the Administrative Assistant.

FAILURE TO FOLLOW THESE RULES REGARDING THE USE OF MPCS CHARTER SCHOOL VEHICLES WILL RESULT IN THE LOSS OF DRIVING PRIVILEGES AND MAY REQUIRE OTHER DISCIPLINARY ACTIONS.

Board Policy: BP CUF101520251

Adopted: Pending Approval

Manzanita Public Charter School

Facilities/Operations

COMMUNITY USE OF FACILITIES POLICY

Education Code section 38131, the Civic Center Act, provides that “There is a civic center at each and every public school facility and grounds within the state where the citizens, parent teacher associations, Camp Fire girls, Boy Scout troops, veterans’ organizations, farmers’ organizations, school-community advisory councils, senior citizens’ organizations, clubs and associations formed for recreational, educational, political, economic, artistic, or moral activities of the public school districts may engage in supervised recreational activities, and where they may meet and discuss, from time to time, as they may desire, any subjects and questions that in their judgment pertain to the educational, political, economic, artistic, and moral interests of the citizens of the communities in which they reside.” Although this has not been tested as to its application to charter schools who do not use district facilities, it is a good practice to follow this code section. Thus, although not legally required, a policy on community use of facilities will help to manage disputes between the School’s internal constituencies and external groups.

Fee Schedule

Charges for use of meeting rooms at a time when the Charter School personnel are not present shall be as follows:

1. Weekday meetings that begin before 8:00 a.m. or end after 10:00 p.m. shall be assessed in half-hour increments at a rate of \$ _____ per one-half hour.
2. For Saturday and Sunday meetings there will be an hourly security fee. The security fee shall be:
 - a. First 7 hours: \$ _____
 - b. Over 7 hours: \$ _____
3. Failure to provide five (5) days notice of cancellation for Saturday or Sunday meetings will result in a charge of \$ _____.
4. All damage and/or abuse of meeting rooms will be charged for according to the direct time and materials involved to return the meeting room to its original condition. Damage and cost involved will be determined by the Executive Director and the user billed.

Priority of Uses

Because the Charter School has a limited number of rooms, demand for use that exceeds the number of rooms available shall be satisfied according to the priority ranking (highest to lowest). If a request for a higher priority use is received for a given facility ten or more work days prior to the date on which a tentative use has been granted, the tentative assignment shall be canceled and the facility assigned a higher use.

1. Activities required by, or in furtherance of, the responsibilities of the Charter School.
2. The State Superintendent of Public Instruction, the State Board of Education, or federal educational agencies.
3. Elementary, secondary, unified, and community college districts in the Charter School’s county.
4. Private nonprofit organizations serving handicapped children in the Charter School’s county.

5. Other school-related private nonprofit organizations.
6. Public universities in the Charter School's county.
7. Other local government.
8. Agencies other than state and federal agencies.
9. Other private, nonprofit organizations.
10. Other private groups or individuals.

Prohibited Uses

The following public uses are prohibited:

1. The operation of any powered machinery of any type except for office and audiovisual equipment.
2. The use of open flame except as part of an established ritual under adult supervision.
3. Any use by employees of the Charter School for profit or other personal benefit.
4. The sale, delivery, or consumption of alcoholic beverages.
5. Any use in such a fashion as to institute a monopoly on such use by any organization or individual.
6. Any use for which an admission fee is charged, except where such fee is charged by a nonprofit organization or governmental agency.
7. Any use which interferes with or is likely to interfere with the instruction of students or other operations of the Charter School.
8. No alcoholic beverages or controlled substances are to be consumed, sold, given away or delivered to any person on the property of the Charter School. Any person deemed to be under the influence of alcoholic beverages or controlled substances will be denied participation in the activity being conducted on the Charter School property and may be barred from having or receiving any future privilege of use of the Charter School facility.
9. Smoking is not allowed inside any of the buildings. The Charter School facility is a designated "No Smoking" facility.
10. Any City or County ordinances governing such activities will be applicable to activities under these rules and regulations.
11. Profane language, gambling, or fighting, will be considered misconduct and will be cause for cancellation of permission for use.
12. Any activity prohibited by federal or state law shall not be permitted on Charter school premises at any time. Any such activity will be considered misconduct and will be cause for cancellation of permission for use. The Charter School will notify the appropriate law enforcement authority in the event such misconduct occurs.

Available Facilities

The following facility or portion of facility will be made available for public use:

School gymnasium
School Library
School Kitchen/MPR
School Track/Outdoor Education areas

Board Policy: BP CE101520252

Adopted: **Pending Approval**

Manzanita Public Charter School

Facilities/Operations

CAPITAL EXPENDITURES POLICY

Definition

1. **Capital**

The term capital shall mean equipment with a useful life of more than one year and valued at one thousand dollars (\$5,000) or more, including actual or estimated tax, shipping and handling, and land, buildings, and improvements, other than buildings valued at five thousand dollars (\$5,000) or more. All items over one thousand dollars (\$5,000) with a useful life of more than one year shall be capitalized. Assets under five thousand dollars (\$5,000) with a useful life of more than one year may be capitalized only upon permission of the Superintendent.

2. **Equipment Classified as Capital**

In addition, in order to maintain property control, the following are recorded and tracked the same as capital even though they may be less than one thousand dollars (\$5,000) or have a useful life of less than a year: (1) equipment purchased with grant funds or required by the terms of the grant to be tracked as capital; (2) furnishings for new spaces; (3) cameras; (4) musical instruments; and (5) television sets, DVD units, AV projectors, computer systems (PC, keyboard, monitor, printer, tablets, hard drives, and other electronic devices).

3. **Capital Improvements and Expenses**

A guiding principle for distinguishing between a capital improvement and a repair and maintenance expenditure is that a capital improvement results in an improved asset. If an expenditure increases the utility or significantly extends the useful life of an asset, the expenditure should be capitalized. If an expenditure only maintains the original condition of the asset, the expenditure should be classified as an expense.

4. **Budget: Capital Expenditures**

Except in emergencies or for reasons of economy, the purchase of major pieces of equipment classified as capital shall be scheduled so that annual budgetary appropriations for capital purposes either will be of similar size or will show a continuous trend without severe fluctuations.

The Governing Board in cooperation with the Superintendent shall draft a capital improvements program which will project Charter School needs for a six-year period. Individual capital projects shall be assigned priorities. The schedule shall be reviewed and updated annually. Copies shall be provided to the Governing Board for review and consideration.

In addition to items specifically included in the Charter School Annual Budget, the Superintendent may purchase capital items costing up to ten thousand dollars (\$10,000). The purchase of capital equipment exceeding these limits, which has not received prior budget approval must be approved by the Governing Board.

Board Policy: BP PSSG101520253
 Adopted: **Pending Approval**

Manzanita Public Charter School

Facilities/Operations

PUBLIC SOLICITATIONS ON SCHOOL GROUNDS POLICY

Although not legally required, if the School does not have a policy, it may lack the ability to regulate who can come on school grounds including salespeople and union organizers.

Purpose

The property, buildings, or facilities owned or controlled by the Charter School are not open for assembly, speech, or other activities as are the public streets, sidewalks, parks and other public places. The Charter School's legal duty to operate and maintain a safe and secure campus requires that the time, place, and manner of assembly, speech, and other activities on the Charter School premises be regulated. Accordingly, it is against Charter School policy for anyone to solicit, peddle, canvass, or otherwise engage in contacting Charter School faculty, staff, or students for any purpose not specifically approved in advance by the Charter School governing board.

Solicitation on Campus

1. The term solicitation shall mean (1) the sale, lease, rental or offer for sale, lease, rental of any property, product, merchandise, publication, or service, whether for immediate or future delivery; (2) an oral statement or the distribution or display of printed material, merchandise, or products designed to encourage the purchase, use, or rental of any property, product, merchandise, publication, or service; (3) an oral or written appeal or request to support or join an organization other than a registered student, faculty, or staff organization; (4) the receipt of or request for any gift or contribution; or (5) the request to support or oppose or to vote for or against a candidate, issue, or proposition appearing on a ballot at any election held pursuant to state or federal law or local ordinances.
2. To cooperate in publicizing community services, special events, and public meetings of interest to students and parents/guardians, the Charter School Governing Board or its designee will approve or reject the distribution and/or posting of printed materials to students and/or through the Charter School which extend the community's cultural, recreational, artistic, or service educational opportunities.
3. Materials to be distributed shall not include any which:
 - a. Are obscene, libelous, slanderous, or which incite students to commit unlawful acts, violate the Charter School's policies, procedures, and rules, or disrupt the Charter School's orderly operations.
 - b. Discriminate on the basis of sex, race, color, ancestry, national origin, religion, disability or any other protected category.
 - c. Attack or disparage any group or person based upon sex, race, color, ancestry, national origin, religion, disability or any other protected category.
 - d. Request students or other family members to contribute in any way to the funds of, or become members of, or to work for, any organization not directly under the control of Charter School authorities, unless the organization is a nonpartisan, charitable organization organized for charitable purposes by an act of Congress or

under the laws of the State of California, the purpose of the solicitation is nonpartisan and charitable and the solicitation has been approved by the Charter School governing board or designee. To qualify as an organization exempted in this Section [II][C][4], the organization must present to the Charter School governing board or designee written evidence from the Internal Revenue Service that the organization has been granted tax-exempt status under Internal Revenue Code Section 501(a) as an organization described in Internal Revenue Code Section 501(c)(3). Solicitation must be conducted only in an area designated by the Charter School governing board or designee. Any person soliciting on behalf of such organizations must have credentials identifying him or her as authorized agents of the organization. Permission to solicit may not be used by the organization as an endorsement of the Charter School.

- e. Express support for or against specific political campaigns, issues, or activities, including statewide ballot initiatives and other ballot measures
 - f. Express support for or against a specific religion or religious viewpoint, church, or denomination.
4. Advertising of commercial products or services may be conducted only when prior approval has been granted by the Charter School Governing Board. In no event shall any material be distributed advertising alcohol or tobacco products or otherwise encouraging students to consume alcohol or tobacco products. Students shall not be asked or otherwise be required to distribute commercial advertising materials.
 5. No handbills or fliers shall be distributed or placed in/or on cars parked on the Charter School premises. No loudspeakers are to be used at any time during class hours.

Permission Procedures

1. All materials to be distributed or posted shall first be submitted to the Charter School Governing Board or administrative designee for approval. All materials shall bear the name and contact location of the sponsoring organization.
2. Materials which have not been approved by the Charter School Governing Board or administrative designee shall be removed if posted. Any person distributing materials that have not been approved by the Charter School Governing Board or designee shall cease distribution immediately upon demand by a Charter School administrative official.

Board Policy: BP RGV101520254

Adopted: Pending Approval

Manzanita Public Charter School

Facilities/Operations

REGISTRATION OF VISITORS/GUESTS POLICY

Schools are required to adopt model policies for monitoring and receiving visitors onto campus through Education Code section 234.7. This policy is drafted in compliance with those model policies. Please also see the policies on Admissions and Enrollment (Student Policy 1), Educational Records and Student Information (Student Policy 5), Anti-Harassment, etc., (Student Policy 12), Detention and Deportation (Student Policy 19) and Immigration Enforcement (Student Policy 18) to ensure all of the required information is included in your board adopted policies.

Posting of Notice

The Charter School Superintendent or his or her designee shall post at every entrance a notice setting forth school hours, visitor registration location and requirements, penalties for refusing to leave the Charter School premises, and any other announcements required by the local law enforcement agency in order to pursue the arrest of persons found loitering or trespassing.

Procedures for Visitors to Charter School Premises

1. Any person who is not a student of the Charter School or a Charter School officer or employee shall register his or her presence and the reason for visiting the Charter School to the Superintendent or designee immediately upon entering the Charter School premises.
2. The Superintendent or designee shall provide identification to be used by all visitors at all times while on Charter School premises. The visitor shall make this identification visible at all times.
3. All visitors registering with the Superintendent or designee, including immigration-enforcement officers (unless exigent circumstances necessitate immediate action and if the immigration officer does not possess a judicial warrant or court order that provides a basis for the visit) will provide the Superintendent or designee with his or her name, address, occupation, age, if less than twenty-one years-old, his or her purpose for entering the Charter school premises, and present proof of identity and any other information as required by law.
4. No person who furnishes the information set forth in this policy and who provides proof of identity shall be denied registration except if the Superintendent or designee has reasonable basis for concluding that the visitor's presence will or is likely to disrupt the Charter School, its students, its teachers, or its other employees or volunteers or result in damage to property or will result in the distribution or use of unlawful or controlled substances.
5. The Superintendent or designee may revoke a visitor's registration if the Superintendent or designee has reasonable basis for concluding that the visitor's presence on Charter school premises would likely interfere or is interfering with the peaceful conduct of Charter School activities, is interrupting classroom activities or is disrupting the Charter School, its students, its teachers, or its other employees or volunteers.

6. Charter School employees and volunteers should at all times watch for strangers on the Charter school premises. Employees or volunteers who encounter a visitor not displaying the appropriate identification should ask the visitor whether he or she has registered with the Executive Director or designee. Employees and volunteers should immediately inform the Executive Director or designee of any visitor who refuses to comply with registration requirements.
7. Any possession of unauthorized dangerous instruments, weapons, or devices on school grounds shall be reported immediately to the Executive Director or designee and may be reported to the local law enforcement agency.
8. Any person who fails to register within a reasonable time after entering the Charter School premises, who fails to leave upon the request of the Superintendent or designee, or who returns after leaving pursuant to such a request has committed an unlawful act and may be prosecuted according to law.
9. School personnel shall report entry by immigration-enforcement officers to any on-site police or other appropriate administrator as would be required for any unexpected or unscheduled outside visitor coming on campus.

Board Policy: BP DOPUSP101520255
Adopted: **Pending Approval**

Manzanita Public Charter School

Facilities/Operations

DROP OFF AND PICK UP OF STUDENTS AND PARKING POLICY

Introduction

The safe arrival and departure of students is of paramount concern to the Charter School. The Charter School has promulgated the following policy and requests that students and parents adhere to its procedures in order to ensure the safety of all students and staff.

General Guidelines

All visitors to the Charter School are expected to adhere to the rules of the road when driving on or around the Charter School and Allan Hancock premises. All visitors are expected to drive slowly when students are present.

Motor vehicles of any kind, including but not limited to, motorcycles, motor scooters, and motorized skateboards, are not allowed on the Charter School and Allan Hancock premises in any area except the parking lot or designated drop-off and pick-up areas.

Arrival and Departure of Charter School Students

Parents are requested to adhere to the following rules:

1. Drive slowly through the school zone.
2. Pay close attention to the directions of any crossing guard at any crosswalk or traffic light. He or she is trying to help get students to school safely.
3. When approaching the area designated for student pick-up and drop-off, remain patient and stay to the right side of the area. There shall be no passing around other vehicles.
4. Unless the parking lot has been designated a student drop-off and pick-up area, please enter the parking lot only if you plan to get out and walk your child to school. Otherwise, the parking lot is not a safe drop-off and pick-up area.
5. When you pull to the curb of the designated pick-up and drop-off area, the first car should pull at least one or two car lengths past the entrance before stopping.
6. When leaving, pull out slowly and look carefully for students and other cars.
7. For afternoon pick-ups, if you arrive early, park in the order of arrival and wait patiently. After the children are dismissed, the first car should pull forward as far as possible to wait for his or her child.
8. Treat other drivers with respect.

Procedures

Students to be picked-up and dropped-off must report to the designated area when they are dismissed from class.

Parking

Parking spaces designated for employee use and visitor use shall be utilized accordingly.