



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

Superintendent's Enrollment Report

DATE OF MEETING: WEDNESDAY, SEPTEMBER 7, 2022

	August	September	October	November	December	January	February	March	April	May
Transitional Kinder	17	19								
Kinder	54	53								
First	55	52								
Second	81	79								
Third	54	52								
Fourth	72	71								
Fifth	69	67								
Sixth	62	63								
TOTAL	464	456								

Manzanita Governance Board

Unadopted Minutes

AUGUST 3, 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 August 3, 2022 at 3:30 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: 3:03 PM

Pledge of Allegiance

Establish Quorum

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

Opening Comments/Introductions/Welcome Guests

1. Channon Mitchell - New Manzanita Public Charter School Principal
2. Joanne Fountain - Chief Executive Officer (Delta Managed Solutions)
3. Genevieve Nelwan - Finance Director (Delta Managed Solutions)

C) 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) Reports

1. Interim Superintendent/Principal's Report

- | | |
|--------------------------------|---|
| a. Enrollment Report | (Attachment A) Interim Superintendent Presented |
| b. Prop 51 PSMI Update | (Attachment B) Interim Superintendent Presented |
| c. Staff School Opening Update | Principal Presented |
| d. Back to School Night | Principal Presented |
| e. Public Health Update | Interim Superintendent Presented |

D) Consent Agenda Items

Motion: Monique Mangino Second: Krishna Flores Vote: 4/6 (Eric Wilhelm and Harvey Green – Absent)

1. Approval of Meeting Minutes for the Regular Board Meeting on June 15, 2022. (Attachment C)
2. ~~Approval of Check Detail, Deposit Detail and Unpaid Bills. (Attachment D) (DMS) TABLED.~~
Early timing of this meeting, reporting will be one month in arrears.

E) Items Scheduled for Action/Consideration

1. ~~Discussion and Approval of the 2022-2023 Lompoc Unified School District (LUSD) Child Nutrition Service Contract. (Attachment E) (Kathi Froemming) TABLED.~~

Motion: _____ Second: _____ Vote: _____

F) Items Scheduled for Information and Discussion

1. Delta Management Solutions (DMS) Monthly Update to the Board

G) Future Agenda Items

1. Single School Plan
2. School Safety Plan
3. Presentation on 2021-2022 Achievement Data

H) Next Meeting

The next scheduled meeting of the Governance Board will be held on Wednesday, September 7, 2022 at 3:30 PM in the Manzanita Public Charter School Staff Lounge.

I) Adjournment

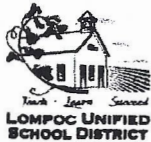
Time: **4:08 PM**

Manzanita Public Charter School: Warrant Report - 07/01/22-07/31/2022

Check Number	Check Date	Vendor Name	Invoice Number	Invoice/remit description	Check Amount
2002	7/14/2022	Aramark	5020047880	masks/mop/laundry bag	61.00
2003	7/14/2022	AVID Center	00080141	Writing for discipl. literacy-schoolwide appr	1,031.94
2004	7/14/2022	Delta Managed Solutions	MPCS 07-22	DMS July 2022 Business Services	8,386.06
2004	7/14/2022	Delta Managed Solutions	MPCS 07-22I	DMS July 2022 Implementation Fee	8,386.06
2005	7/14/2022	Frontier Communications	062408-062822	Service for 062822-072722	48.06
2006	7/14/2022	Innovative School Solutions, Inc.	MPS170	Oasis hosting and support/sync development	1,600.00
2007	7/14/2022	Lanspeed	54532	Monthly billing July 2022	2,500.00
2007	7/14/2022	Lanspeed	54533	Sophos central email protection advanced	82.00
2008	7/14/2022	Newsela, Inc.	INV26756	Newsela Essentials	4,600.00
2009	7/14/2022	Advanced Computer Experts	702	Computer & technology services June 2022	900.00
2010	7/14/2022	Big Green Cleaning Company	603672	June 2022 cleaning	2,483.00
2010	7/14/2022	Big Green Cleaning Company	604771	June 2022 Credit	(1,559.00)
2010	7/14/2022	Big Green Cleaning Company	606027	Janitorial Services 060822	900.00
2011	7/14/2022	Ferguson Facilities Supply	3850773	5g Mainstay FLR	426.19
2012	7/14/2022	Teresa Gaona	Reimb.062122-TG	Reimbursement-Sports camp	30.45
2013	7/14/2022	Visa 4121	4121-061922	Materials home depot/hwy duty cart/gas	1,179.00
2014	7/14/2022	YM&C	77734	Services through 063022	1,643.02
2015	7/19/2022	SISC III	July 2022	SISC Payroll Liabilities	25,711.00
2017	7/21/2022	MarBorg Industries	5545100	Weekly sink service/supply	1,120.69
2018	7/21/2022	State of California Department of Justice	592429	fingerpringing June 2022	32.00
2019	7/21/2022	STA West Region	5202093	Transportation 061322-063022	6,064.20
2020	7/21/2022	Amazon Capital Services	1HYL-4CCP-Q6W6	160 name tag stickers/visible learning for teachers	1,453.23
2021	7/21/2022	California Science Teachers Association	152803	PO #23-015 Registration bundle	255.00
2022	7/21/2022	ESGI	ESGI39863	PO #23-007 ESGI 12-month license	672.00
2023	7/21/2022	Learning A-Z	5605991	PO #23-005 RP-School licences	3,192.00
2024	7/21/2022	LUSD	INV22-00226	Utilities - gas	1,325.29
2025	7/21/2022	Martha Garcia	Reimb.070122-MG	Reimb/Avid conf. meals	175.00
2026	7/21/2022	Mystery Science Inc	184909	PO #23-004 membership 070122-063023	1,325.00
2027	7/21/2022	Social Thinking	256338-071122	PO #23-012 All in one group bundle	260.62
2028	7/21/2022	Vision Service Plan - (CA)	STMT 815541674	July 2022 Member coverage	393.45
2029	7/21/2022	Wells Fargo Vendor Financial Leasing	5020728368	Copier lease	1,293.66
2030	7/27/2022	LUSD	INV22-00236	Summer Camp Meals	1,228.54
2031	7/27/2022	Memory Book Company	119832	Extra Yearbooks-Remaining Balance	91.19
2032	7/27/2022	Zoom Video Communications, Inc.	INV152928565	Annual Proration	21.45
2033	7/27/2022	Amazon Capital Services	1DX9-NMVR-NNWM	Erasers,watercolor paints,smart chart, etc. supplies	1,048.76
2034	7/27/2022	Aperture Education	INV-3000	K-8 DESSA growth subscription	2,850.00
2035	7/27/2022	Aramark	5020057828	Reusable masks/mop/Indry bags	61.00

Manzanita Public Charter School: Warrant Report - 07/01/22-07/31/2022

Check Number	Check Date	Vendor Name	Invoice Number	Invoice/remit description	Check Amount
2036	7/27/2022	Big Green Cleaning Company	606291	Cleaning services 070922	2,762.00
2037	7/27/2022	Channon Mitchell	072022-Reimb CM	Reimb/Avid conf. meals	166.64
2038	7/27/2022	Committee for Children	2035992	PO# 23-2 Second Step	2,329.00
2039	7/27/2022	Houghton Mifflin Harcourt	955606916	Online math-digital mgmt center	108.00
2039	7/27/2022	Houghton Mifflin Harcourt	955611226	Math activity books	3,670.50
2040	7/27/2022	Lexia Learning Systems LLC	SIN085910	PO# 23-3 Lexia Core 5 Reading Student Suscription	1,202.55
2041	7/27/2022	SBCEO	19C22-00150	July 2022 Reprographics Charges-Print Shop	736.62
Report Total					92,247.17


Lompoc Unified School District
Business Services
PO Box 8000, 1301 North A St, Lompoc, CA 93438-8000

MANZANITA CHARTER SCHOOL CHILD NUTRITION SERVICES CONTRACT

This AGREEMENT is made and entered into effective, August 16, 2022, by and between the Lompoc Unified School District (LUSD) and Manzanita Charter School (Manzanita) is made for the purpose of preparing breakfasts and lunches that meet the federal National School Lunch Program (NSLP) and School Breakfast Program (SBP) meal requirements for all students at their K-6 campus.

In accordance with the California Universal Meals Program, Manzanita is required to provide two free meals (breakfast and lunch) during each school day, to all students requesting a meal, regardless of students' free or reduced-price meal application, and regardless of shortened school days.

Manzanita has chosen to partner with LUSD to provide Meals to students at Manzanita, and has certain obligations it must adhere to as a recipient of services from LUSD. The parties agree as follows:

LOMPOC UNIFIED SCHOOL DISTRICT CHILD NUTRITION SERVICES DEPARTMENT SHALL:

1. Provide food for school breakfast and lunch each school day from August 15, 2022, through June 8, 2023.
2. Prepare Meals to Manzanita that meet NSLP and SBP meal requirements. Meals will comply with USDA's nutritional standards.
3. Provide documents needed for meal pattern and nutritional quality compliance area, as required by USDA: nutrient analysis, weekly certification worksheet, standardized recipes, production records, transport records, and menus.
4. Child Nutrition Services will attempt to provide foods as shown on the menu; however, the District reserves the right to make menu changes where necessary without prior notice.
5. Deliver food for breakfast and lunch, from the LUSD Central Kitchen to Manzanita Charter School every school day (except when non-school days differ from LUSD). The SFA is not obligated to follow the planned menu for meals on days when the SFA is not open for business, but will provide an alternate menu that meets USDA nutrition standards. Milk will be delivered to Manzanita by LUSD's dairy vendor.
6. Provide paper and plastic supplies needed for breakfast and lunch meal service (food trays, napkins, straws and utensils).
7. Provide use of existing milk cooler, two-door refrigerator, and food warmer.
8. Provide a monthly invoice for meals provided (Refer to item 22 of Interagency Agreement).

MANZANITA CHARTER SCHOOL SHALL:

1. In accordance with the California Universal Meals Program, Manzanita understands that it must provide two free meals (breakfast and lunch) during each school day to all students requesting a meal, regardless of their dismissal times.
2. Act as recipient for the Child Nutrition Program at Manzanita Charter School, which includes, maintaining systems to process meal applications, collect meal payments, manage student accounts, maintain reports, and process meal claims for reimbursements.
3. Provide staffing for meal service.
4. Prepare their own printed menus and signage.
5. Maintain Child Nutrition paperwork required for counting and claiming the USDA meals.



Lompoc Unified School District
Business Services

PO Box 8000, 1301 North A St, Lompoc, CA 93438-8000

6. Maintain paperwork required to satisfy USDA National School Meal Programs regulations.
7. Obtain a County Public Health Department permit to serve meals.
8. Maintain food sanitation records to satisfy the County Health Department regulations.
9. Pay LUSD the amount due for breakfast and lunch meals ordered each day by Manzanita. The student meal price for breakfast is \$3.00 per meal and the student meal price for lunch is \$4.25 per meal.
10. Manzanita will be responsible for any repairs needed on existing LUSD kitchen equipment (milk cooler, two-door refrigerator and food warmer) at Manzanita. If existing equipment non-repairable, Manzanita will be responsible for replacing the equipment.
11. Provide a computer, keypad/scanner, to accomplish cashiering functions and support point of sale software to manage student meal accounts and balances, and print reports to support reimbursement claims; or purchase existing computer for \$1,945 and scanner for \$299.
12. Provide software to process functions listed in item #2.

This AGREEMENT becomes effective August 15, 2022 if signed by both parties, and will continue until June 8, 2023.

CANCELLATION


This AGREEMENT may be cancelled by either party upon the giving of ninety (90) days written notice to the other party. Changes to this agreement require a ninety (90) day written notice to the other party and are subject to the written agreement of the parties.

The Lompoc Unified School District and Manzanita Charter School have executed this AGREEMENT as of the date written above.

 Signature	7/5/22 Date	 Signature	7/1/22 Date
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Douglas Sorum
 Assistant Superintendent, Business Services
 Lompoc Unified School District

Michelle MacKinnon
 Director, Child Nutrition Services
 Lompoc Unified School District

 Signature	7/20/22 Date
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Kathi Froemming
 Superintendent
 Manzanita Public Charter School

Manzanita Public Charter School Board Agenda Information Sept 7, 2022

ITEM TITLE: Unaudited Actuals (UA) 2021/2022

AGENDA TITLE: Approval of Unaudited Actuals 2021/2022

BACKGROUND: This is the final report for 2021/2022 that will be audited in Fall 2022 line by line for accuracy. The Unaudited Actuals are due to LUSD and SBCEO (County) by September 15, 2022 and uploaded to the CDE by the County on October 15, 2022

The Alternate Form / Unaudited Actuals (attached) includes all of the umbrellas of the Charter roof:

- Charter
- Prop 51 Facilities
- Fundraising

Totals for each entity above are prepared to a one page document that is prepared in SACS codes Government codes on an “Alternate Form” which is used by charter schools. This is the document to be sent to the agencies and CDE and will be audited for accuracy.

RECOMMENDATION: Approval of Unaudited Actuals for 2021-2022

Narrative of Manzanita Financial Picture for year ending June 30, 2022:

After the 3rd (and not final) roller coaster of covid related school finances, Manzanita ends the year with an unexpected surplus of \$431,652.06

NOTE: We received a PPP Loan in 2020 and it was forgiven in 2021. Now it is added to our financials and increased our revenues by \$645,416. Which means that we actually had a deficit of \$231,763.94. See below

June 30, 2022 ends this year with a surplus of \$431,652.06. Below are some possible reasons for the change:

1. PPP Loan was forgiven and recorded on our books as revenue (See above)
2. Special Education costs were higher in 2021-2022. This increases the deficit.
3. Overall operative expenses were higher as we moved through the pandemic recovery with limited funds. Much of the Covid-19 Relief money will be spent in 22/23 that was not spent in 2021/2022. This will hopefully recoup this deficit of \$231,763.94

The charter financials are now closed and will be subject to the final audit in November 2022.

DMS will be taking over the financials and present the 1st Interim Report in the fall (Due 12/15/22).

CHARTER SCHOOL UNAUDITED ACTUALS
FINANCIAL REPORT -- ALTERNATIVE FORM
July 1, 2021 to June 30, 2022

Attachment E

Charter School Name: Manzanita Public Charter School
CDS #: 42692290116921 Draft2
Charter Approving Entity: Lompoc Unified School District
County: Santa Barbara
Charter #: 921

This charter school uses the following basis of accounting:

(Please enter an "X" in the applicable box below; check only one box)

- ☒ **Accrual Basis** (Applicable Capital Assets/Interest on Long-Term Debt/Long-Term Liabilities/Net Position objects are 6900, 6910, 7438, 9400-9489, 9660-9669, 9796, and 9797)
- ☐ **Modified Accrual Basis** (Applicable Capital Outlay/Debt Service/Fund Balance objects are 6100-6170, 6200-6500, 6600, 7438, 7439, and 9711-9789)

Description	Object Code	Unrestricted	Restricted	Total
A. REVENUES				
1. LCFF Sources				
State Aid - Current Year	8011	1,508,313.00		1,508,313.00
Education Protection Account State Aid - Current Year	8012	1,371,325.00		1,371,325.00
State Aid - Prior Years	8019			0.00
Transfers to Charter Schools in Lieu of Property Taxes	8096	1,056,922.00		1,056,922.00
Other LCFF Transfers	8091, 8097			0.00
Total, LCFF Sources		3,936,560.00	0.00	3,936,560.00
2. Federal Revenues (see NOTE in Section L)				
No Child Left Behind/Every Student Succeeds Act	8290		111,787.00	111,787.00
Special Education - Federal	8181, 8182		71,488.00	71,488.00
Child Nutrition - Federal	8220		0.00	0.00
Donated Food Commodities	8221		0.00	0.00
Other Federal Revenues	8110, 8260-8299	152,575.01	365,205.87	517,780.88
Total, Federal Revenues		152,575.01	548,480.87	701,055.88
3. Other State Revenues				
Special Education - State	StateRevSE		186,752.06	186,752.06
All Other State Revenues	StateRevAO	105,547.45	215,016.96	320,564.41
Total, Other State Revenues		105,547.45	401,769.02	507,316.47
4. Other Local Revenues				
All Other Local Revenues	LocalRevAO	74,821.35	109,402.00	184,223.35
Total, Local Revenues		74,821.35	109,402.00	184,223.35
5. TOTAL REVENUES		4,269,503.81	1,059,651.89	5,329,155.70
B. EXPENDITURES (see NOTE in Section L)				
1. Certificated Salaries				
Certificated Teachers' Salaries	1100	1,497,411.71		1,497,411.71
Certificated Pupil Support Salaries	1200	725,645.80		725,645.80
Certificated Supervisors' and Administrators' Salaries	1300	400,512.21		400,512.21
Other Certificated Salaries	1900			0.00
Total, Certificated Salaries		2,623,569.72	0.00	2,623,569.72
2. Noncertificated Salaries				
Noncertificated Instructional Salaries	2100	215,544.54		215,544.54
Noncertificated Support Salaries	2200	198,551.33		198,551.33
Noncertificated Supervisors' and Administrators' Salaries	2300	0.00		0.00
Clerical, Technical and Office Salaries	2400	261,621.73		261,621.73
Other Noncertificated Salaries	2900	9,843.92		9,843.92
Total, Noncertificated Salaries		685,561.52	0.00	685,561.52

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Attachment E

Charter School Name: Manzanita Public Charter School

CDS #: 42692290116921 Draft2

Description	Object Code	Unrestricted	Restricted	Total
3. Employee Benefits				
STRS	3101-3102	400,446.09		400,446.09
PERS	3201-3202	0.00		0.00
OASDI / Medicare / Alternative	3301-3302	90,441.37		90,441.37
Health and Welfare Benefits	3401-3402	285,686.44		285,686.44
Unemployment Insurance	3501-3502	15,928.41		15,928.41
Workers' Compensation Insurance	3601-3602	42,479.86		42,479.86
OPEB, Allocated	3701-3702			0.00
OPEB, Active Employees	3751-3752			0.00
Other Employee Benefits	3901-3902	44,159.52		44,159.52
Total, Employee Benefits		879,141.69	0.00	879,141.69
4. Books and Supplies				
Approved Textbooks and Core Curricula Materials	4100	14,352.54		14,352.54
Books and Other Reference Materials	4200	6,705.08		6,705.08
Materials and Supplies	4300	182,465.32		182,465.32
Noncapitalized Equipment	4400	52,289.50		52,289.50
Food	4700	0.00		0.00
Total, Books and Supplies		255,812.44	0.00	255,812.44
5. Services and Other Operating Expenditures				
Subagreements for Services	5100	2,636.25		2,636.25
Travel and Conferences	5200	10,377.97		10,377.97
Dues and Memberships	5300	2,985.10		2,985.10
Insurance	5400	26,095.32		26,095.32
Operations and Housekeeping Services	5500	94,931.40		94,931.40
Rentals, Leases, Repairs, and Noncap. Improvements	5600	39,207.79		39,207.79
Transfers of Direct Costs	5700-5799	0.00		0.00
Professional/Consulting Services and Operating Expend.	5800	809,878.37	0.00	809,878.37
Communications	5900	12,625.27		12,625.27
Total, Services and Other Operating Expenditures		998,737.47	0.00	998,737.47
6. Capital Outlay				
(Objects 6100-6170, 6200-6500 modified accrual basis only)				
Land and Land Improvements	6100-6170			0.00
Buildings and Improvements of Buildings	6200			0.00
Books and Media for New School Libraries or Major Expansion of School Libraries	6300			0.00
Equipment	6400			0.00
Equipment Replacement	6500			0.00
Lease Assets	6600			0.00
Depreciation Expense (accrual basis only)	6900			0.00
Amortization Expense - Lease Assets	6910			0.00
Total, Capital Outlay		0.00	0.00	0.00
7. Other Outgo				
Tuition to Other Schools	7110-7143	118,096.80		118,096.80
Transfers of Pass-Through Revenues to Other LEAs	7211-7213			0.00
Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE			0.00
Transfers of Apportionments to Other LEAs - All Other	7221-7223AO			0.00
All Other Transfers	7281-7299	0.00		0.00
Transfers of Indirect Costs	7300-7399			0.00
Debt Service:				
Interest	7438			0.00
Principal (for modified accrual basis only)	7439			0.00
Total Debt Service		0.00	0.00	0.00
Total, Other Outgo		118,096.80	0.00	118,096.80
8. TOTAL EXPENDITURES		5,560,919.64	0.00	5,560,919.64

**CHARTER SCHOOL UNAUDITED ACTUALS
FINANCIAL REPORT -- ALTERNATIVE FORM
July 1, 2021 to June 30, 2022**

Attachment E

Charter School Name: Manzanita Public Charter School

CDS #: 42692290116921 Draft2

Description	Object Code	Unrestricted	Restricted	Total
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)		(1,291,415.83)	1,059,651.89	(231,763.94)
D. OTHER FINANCING SOURCES / USES				
1. Other Sources	8930-8979	645,416.00		645,416.00
2. Less: Other Uses	7630-7699			0.00
3. Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999			0.00
4. TOTAL OTHER FINANCING SOURCES / USES		645,416.00	0.00	645,416.00
E. NET INCREASE (DECREASE) IN FUND BALANCE /NET POSITION (C+D4)		(645,999.83)	1,059,651.89	413,652.06
F. FUND BALANCE / NET POSITION				
1. Beginning Fund Balance/Net Position				
a. As of July 1	9791	1,742,878.66		1,742,878.66
b. Adjustments/Restatements	9793, 9795	(125.58)		(125.58)
c. Adjusted Beginning Fund Balance /Net Position		1,742,753.08	0.00	1,742,753.08
2. Ending Fund Balance /Net Position, June 30 (E+F1c)		1,096,753.25	1,059,651.89	2,156,405.14
Components of Ending Fund Balance (Modified Accrual Basis only)				
a. Nonspendable				
1. Revolving Cash (equals Object 9130)	9711			0.00
2. Stores (equals Object 9320)	9712			0.00
3. Prepaid Expenditures (equals Object 9330)	9713			0.00
4. All Others	9719			0.00
b. Restricted	9740			0.00
c. Committed				
1. Stabilization Arrangements	9750			0.00
2. Other Commitments	9760			0.00
d. Assigned	9780			0.00
e. Unassigned/Unappropriated				
1. Reserve for Economic Uncertainties	9789			0.00
2. Unassigned/Unappropriated Amount	9790M			0.00
3. Components of Ending Net Position (Accrual Basis only)				
a. Net Investment in Capital Assets	9796			0.00
b. Restricted Net Position	9797		1,059,651.89	1,059,651.89
c. Unrestricted Net Position	9790A	1,096,753.25	0.00	1,096,753.25

CHARTER SCHOOL UNAUDITED ACTUALS
FINANCIAL REPORT -- ALTERNATIVE FORM
July 1, 2021 to June 30, 2022

Attachment E

Charter School Name: Manzanita Public Charter School

CDS #: 42692290116921 Draft2

Description	Object Code	Unrestricted	Restricted	Total
G. ASSETS				
1. Cash				
In County Treasury	9110	2,018,240.81		2,018,240.81
Fair Value Adjustment to Cash in County Treasury	9111			0.00
In Banks	9120	366,434.71		366,434.71
In Revolving Fund	9130			0.00
With Fiscal Agent/Trustee	9135			0.00
Collections Awaiting Deposit	9140			0.00
2. Investments	9150			0.00
3. Accounts Receivable	9200	624,472.16		624,472.16
4. Due from Grantor Governments	9290			0.00
5. Stores	9320			0.00
6. Prepaid Expenditures (Expenses)	9330	81,950.00		81,950.00
7. Other Current Assets	9340			0.00
8. Lease Receivable	9380			0.00
9. Capital Assets (accrual basis only)	9400-9489			0.00
10. TOTAL ASSETS		3,091,097.68	0.00	3,091,097.68
H. DEFERRED OUTFLOWS OF RESOURCES				
1. Deferred Outflows of Resources	9490			0.00
2. TOTAL DEFERRED OUTFLOWS		0.00	0.00	0.00
I. LIABILITIES				
1. Accounts Payable	9500	515,656.96		515,656.96
2. Due to Grantor Governments	9590			0.00
3. Current Loans	9640	0.00		0.00
4. Unearned Revenue	9650	419,035.58	0.00	419,035.58
5. Long-Term Liabilities (accrual basis only)	9660-9669			0.00
6. TOTAL LIABILITIES		934,692.54	0.00	934,692.54
J. DEFERRED INFLOWS OF RESOURCES				
1. Deferred Inflows of Resources	9690			0.00
2. TOTAL DEFERRED INFLOWS		0.00	0.00	0.00
K. FUND BALANCE /NET POSITION				
Ending Fund Balance /Net Position, June 30 (G10 + H2) - (I6 + J2)		(must = Line F2)	(must = Line F2)	
(must agree with Line F2)		2,156,405.14	0.00	2,156,405.14

**CHARTER SCHOOL UNAUDITED ACTUALS
FINANCIAL REPORT -- ALTERNATIVE FORM
July 1, 2021 to June 30, 2022**

Attachment E

Charter School Name: Manzanita Public Charter School
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L. FEDERAL EVERY STUDENT SUCCEEDS ACT (ESSA) MAINTENANCE OF EFFORT REQUIREMENT

NOTE: IF YOUR CHARTER SCHOOL RECEIVED FEDERAL FUNDING, AS REPORTED IN SECTION A2, THE FOLLOWING ADDITIONAL INFORMATION MUST BE PROVIDED IN ORDER FOR THE CDE TO CALCULATE COMPLIANCE WITH THE FEDERAL EVERY STUDENT SUCCEEDS ACT (ESSA) MAINTENANCE OF EFFORT REQUIREMENT:

1. Federal Revenue Used for Capital Outlay and Debt Service

Included in the Capital Outlay and Debt Service expenditures reported in sections B6 and B7 are the following amounts paid out of federal funds:

Federal Program Name (If no amounts, indicate "NONE")	Capital Outlay	Debt Service	Total
a. None	\$ 0.00	0.00	0.00
b.	0.00	0.00	0.00
c.	0.00	0.00	0.00
d.	0.00	0.00	0.00
e.	0.00	0.00	0.00
f.	0.00	0.00	0.00
g.	0.00	0.00	0.00
h.	0.00	0.00	0.00
i.	0.00	0.00	0.00
j.	0.00	0.00	0.00
TOTAL FEDERAL REVENUES USED FOR CAPITAL OUTLAY AND DEBT SERVICE	0.00	0.00	0.00

2. Community Services Expenditures

Provide the amount of State and Local funds reported in Section B that were expended for Community Services Activities:

Objects of Expenditures	Amount (Enter "0.00" if none)
a. Certificated Salaries	1000-1999 0.00
b. Noncertificated Salaries	2000-2999 0.00
c. Employee Benefits	3000-3999 0.00
d. Books and Supplies	4000-4999 0.00
e. Services and Other Operating Expenditures	5000-5999 0.00
TOTAL COMMUNITY SERVICES EXPENDITURES	0.00

**CHARTER SCHOOL UNAUDITED ACTUALS
FINANCIAL REPORT -- ALTERNATIVE FORM
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3. Supplemental State and Local Expenditures resulting from a Presidentially Declared Disaster

Brief Description i.e., COVID-19 (If no amounts, indicate "None")	Amount
a. Covid-19 recovery funds spent (State/Local only)	196,638.28
b. _____	_____
c. _____	_____
d. _____	_____
TOTAL SUPPLEMENTAL EXPENDITURES (Should not be negative)	196,638.28

4. State and Local Expenditures to be Used for ESSA Annual Maintenance of Effort Calculation:

Results of this calculation will be used for comparison with 2020-21 expenditures. Failure to maintain the required 90 percent expenditure level on either an aggregate or per capita expenditure basis may result in reduction to allocations for covered programs in 2023-24.

a. Total Expenditures (B8)	5,560,919.64
b. Less Federal Expenditures (Total A2) [Revenues are used as proxy for expenditures because most federal revenues are normally recognized in the period that qualifying expenditures are incurred]	701,055.88
c. Subtotal of State & Local Expenditures [a minus b]	4,859,863.76
d. Less Community Services [L2 Total]	0.00
e. Less Capital Outlay & Debt Service [Total B6 plus objects 7438 and 7439, less L1 Total, less objects 6600 and 6910]	0.00
f. Less Supplemental State and Local Expenditures resulting from a Presidentially Declared Disaster	196,638.28
TOTAL STATE & LOCAL EXPENDITURES SUBJECT TO MOE [c minus d minus e minus f]	\$ 4,663,225.48

FAIR POLITICAL PRACTICES COMMISSION

2022 Conflict of Interest Code Biennial Notice Instructions for Local Agencies

The Political Reform Act requires every local government agency to review its conflict of interest code biennially. A conflict of interest code tells public officials, governmental employees, and consultants what financial interests they must disclose on their Statement of Economic Interests (Form 700).

By **July 1, 2022**: The code reviewing body must notify agencies and special districts within its jurisdiction to review their conflict of interest codes.

By **October 3, 2022**: The biennial notice must be filed with the agency's code reviewing body.

The FPPC has prepared a 2022 Local Agency Biennial Notice form for local agencies to complete or send to agencies within its jurisdiction to complete before submitting to the code reviewing body. The City Council is the code reviewing body for city agencies. The County Board of Supervisors is the code reviewing body for county agencies and any other local government agency whose jurisdiction is determined to be solely within the county (e.g., school districts, including certain charter schools). The FPPC is the code reviewing body for any agency with jurisdiction in ***more than one county*** and will contact them.

The Local Agency Biennial Notice is not forwarded to the FPPC.

If amendments to an agency's conflict of interest code are necessary, the amended code must be forwarded to the code reviewing body for approval within 90 days. An agency's amended code is not effective until it has been approved by the code reviewing body.

If you answer yes, to any of the questions below, your agency's code probably needs to be amended.

- Is the current code more than five years old?
- Have there been any substantial changes to the agency's organizational structure since the last code was approved?
- Have any positions been eliminated or re-named since the last code was approved?
- Have any new positions been added since the last code was approved?
- Have there been any substantial changes in duties or responsibilities for any positions since the last code was approved?

If you have any questions or are still not sure if you should amend your agency's conflict of interest code, please contact the FPPC. Additional information including an online webinar regarding how to amend a conflict of interest code is available on [FPPC's website](#).

2022 Local Agency Biennial Notice

Attachment F

Name of Agency: _____

Mailing Address: _____

Department Head or Director

Contact Person

Name: _____

Name: _____

Phone No: _____

Phone No: _____

Email: _____

Email: _____

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its Conflict of Interest Code and has determined that (*Check one box*):

☐ **No amendment is required.**

☐ **The following amendments are required:**

(*Check all that apply.*)

- ☐ Add new positions (including consultants) that must be designated.
- ☐ Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions.
- ☐ Revise based on updates to disclosure categories
- ☐ Revise the titles of existing positions.
- ☐ Other (*describe*) _____

By signing below, you are attesting to the following:

To the best of my knowledge, the agency's code accurately designates all positions that make or participate in the making of the governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding the designated positions are reported. The code includes all other provisions required by Government Code Section 87302.

I have reviewed the Conflict of Interest Code requirements against the positions within my department and as indicated above, I have either determined the revised Conflict of Interest Code attached meets the filing requirements and I authorize the changes or that no amendment is required.

Signature of Department Head or Director

Date

☐ **The code is currently under review by the code reviewing body.**

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than October 3, 2022 to the following address:

Santa Barbara County
Clerk of the Board of Supervisors
Attn: Chelsea Lenzi
105 E. Anapamu St., Room 407
Santa Barbara, CA 93101

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.

MANZANITA PUBLIC CHARTER SCHOOL

CONFLICT OF INTEREST CODE

I. ADOPTION

In compliance with the Political Reform Act of 1974, California Government Code Section 87100, et seq., the Manzanita Public Charter School hereby adopts this Conflict of Interest Code (“Code”), which shall apply to all governing board members, candidates for member of the governing board, and all other designated employees of Manzanita Public Charter School (“Charter School”), as specifically required by California Government Code Section 87300.

II. DEFINITION OF TERMS

As applicable to a California public charter school, the definitions contained in the Political Reform Act of 1974, the regulations of the Fair Political Practices Commission, specifically California Code of Regulations Section 18730, and any amendments or modifications to the Act and regulations are incorporated by reference to this Code.

III. DESIGNATED EMPLOYEES

Employees of this Charter School, including governing board members and candidates for election and/or appointment to the governing board, who hold positions that involve the making or participation in the making, of decisions that may foreseeably have a material effect on any financial interest, shall be “designated employees.” The designated positions are listed in “Exhibit A” attached to this policy and incorporated by reference herein.

IV. STATEMENT OF ECONOMIC INTERESTS: FILING

Each designated employee, including governing board members and candidates for election and/or appointment to the governing board, shall file a Statement of Economic Interest (“Statement”) at the time and manner prescribed by California Code of Regulations, title 2, section 18730, disclosing reportable investments, interests in real property, business positions, and income required to be reported under the category or categories to which the employee’s position is assigned in “Exhibit A.”

An investment, interest in real property or income shall be reportable, if the business entity in which the investment is held, the interest in real property, the business position, or source of income may foreseeably be affected materially by a decision made or participated in by the designated employee by virtue of his or her position. The specific disclosure responsibilities assigned to each position are set forth in “Exhibit B.”

Statements Filed With the Charter School. All Statements shall be supplied by the Charter School. All Statements shall be filed with the Charter School. The Charter School’s filing officer shall make and retain a copy of the Statement and forward the original to the County Board of Supervisors.

V. DISQUALIFICATION

No designated employee shall make, participate in making, or try to use his/her official position to influence any Charter School decision which he/she knows or has reason to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the official or a member of his or her immediate family.

VI. MANNER OF DISQUALIFICATION

A. Non-Governing Board Member Designated Employees

When a non-Governing Board member designated employee determines that he/she should not make a decision because of a disqualifying interest, he/she should submit a written disclosure of the disqualifying interest to his/her immediate supervisor. The supervisor shall immediately reassign the matter to another employee and shall forward the disclosure notice to the Charter School Principal, who shall record the employee's disqualification. In the case of a designated employee who is head of an agency, this determination and disclosure shall be made in writing to his/her appointing authority.

B. Governing Board Member Designated Employees

Governing Board members shall disclose a disqualifying interest at the meeting during which consideration of the decision takes place. This disclosure shall be made part of the Board's official record. The Board member shall refrain from participating in the decision in any way (i.e., the Board member with the disqualifying interest shall refrain from voting on the matter and shall leave the room during Board discussion and when the final vote is taken) and comply with any applicable provisions of the Charter School bylaws.

EXHIBIT A**Designated Positions**

<u>Designated Position</u>	<u>Assigned Disclosure Category</u>
Members of the Governing Board	1, 2, 3
CEO/President/Executive Director	1, 2, 3
Chairman of the Board	1, 2, 3
CFO/Treasurer	1, 2, 3
Secretary	1, 2, 3
Principal of Charter School	1, 2, 3
Consultants	*

*Consultants are included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitation:

The Principal may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The Principal's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code. (Gov. Code Section 81008.)

EXHIBIT B**Disclosure Categories****Category 1**

Designated positions assigned to this category must report:

- a. Interests in real property which are located in whole or in part within the boundaries (and a two mile radius) of the school district in which Manzanita Public Charter School operates.
- b. Investments in, income, including gifts, loans, and travel payments, from, and business positions in any business entity of the type which engages in the acquisition or disposal of real property or are engaged in building construction or design.
- c. Investments in, income, including gifts, loans, and travel payments, from, and business positions in any business entity of the type which engages in, the manufacture, sale, repair, rental or distribution of school supplies, books, materials, school furnishings or equipment to be utilized by Manzanita Public Charter School.

Category 2

Designated positions assigned to this category must report:

Investments in, income, including gifts, loans, and travel payments, from, and business positions in any business entity of the type which engages in the manufacture, sale, repair, rental or distribution of school supplies, books, materials, school furnishings or equipment to be utilized by Manzanita Public Charter School, its parents, teachers and students for educational purposes. This includes, but is not limited to, educational supplies, textbooks and items used for extracurricular courses.

Category 3

Designated positions assigned to this category must report:

Investments in, income, including gifts, loans, and travel payments, from, sources which are engaged in the performance of work or services of the type to be utilized by Manzanita Public Charter School, its parents, teachers and students for educational purposes. This includes, but is not limited to, student services commonly provided in public schools such as speech therapists and counselors.

Manzanita Governance Board

Approved Minutes

DECEMBER 8, 2021

Regular Board Meeting

Governance Board Members

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

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 December 8, 2021 at 4:00 pm.

A) CALL TO ORDER

TIME: 4:02 PM

Pledge of Allegiance

Establish Quorum

5/6 (Eric Wilhelm 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) Reports

1. Superintendent/Principal's Report
 - a. Enrollment Report
 - b. Facilities/Prop 51/MOU update
 - c. CFSA/Facility Grant Updates
 - d. Winter Wonderland

D) Consent Agenda Items

Motion: Krishna Flores

Second: Monique Mangino

Vote: 5/0 (Wilhelm Absent)

1. Approval of Meeting Minutes for the Regular Board Meeting on November 17, 2021 (Attachment A)
2. Approval of Check Detail, Unpaid Bills Detail and Deposit Detail (Attachment B) Nancy Dow

E) Items Scheduled for Action/Consideration

1. Nomination/Election of Chairman Arleen Pelster
 Motion: Harvey Green Second: Krishna Flores Vote: 5/0 (Wilhelm Absent)
2. Nomination/Vice Chairman Krishna Flores
 Motion: Arleen Pelster Second: Eli Villanueva Vote: 5/0 (Wilhelm Absent)
3. Nomination/Election of Secretary Eli Villanueva
 Motion: Harvey Green Second: Krishna Flores Vote: 5/0 (Wilhelm Absent)
4. Nomination/Election of Treasurer Monique Mangino
 Motion: Harvey Green Second: Krishna Flores Vote: 5/0 (Wilhelm Absent)
5. Discussion and Approval of the Educator Effectiveness Block Grant (Attachment C) (Suzanne Nicastro)
 Motion: Krishna Flores Second: Eli Villanueva Vote: 5/0 (Wilhelm Absent)
6. Discussion and Approval of First Interim (Attachment D) (Nancy Dow)
 Motion: Monique Mangino Second: Harvey Green Vote: 5/0 (Wilhelm Absent)

F) Items Scheduled for Information and Discussion

G) Future Agenda Items

1. Employee Manual
2. Single School Plan

H) Adjourn to Closed Session Time: 4:45 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. Certificated Employee -School Nurse
2. Classified Employee -2 Maintenance Workers

I) Reconvene to Open Session Time: 5:10 PM

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

No action taken.

K) Next Meeting

The next scheduled meeting of the Governance Board will be held on Wednesday, January 19, 2022 at 4:00 pm in the Manzanita Public Charter School Staff Lounge.

L) Adjournment

Time: 5:11 PM

CERTIFICATE OF 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 minutes, consisting of three (3) pages are the minutes of the special meeting of the Board of Directors held on December 8, 2021.



Arleen Pelster
Governance Board Chairman

January 26, 2022
Date