



991 Mountain View Blvd.  
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## Superintendent's Enrollment Report

DATE OF MEETING: WEDNESDAY, OCTOBER 11, 2023

	August	September	October	November	December	January	February	March	April	May	June
Transitional Kinder	23	24	23								
Kinder	69	71	71								
First	54	54	54								
Second	49	52	53								
Third	78	78	77								
Fourth	52	52	52								
Fifth	65	64	65								
Sixth	64	64	64								
TOTAL	454	459	459								

# Manzanita Governance Board

# Unadopted Minutes

SEPTEMBER 13, 2023

## Regular Board Meeting

### Governance Board Members

Chairman	Arleen Pelster
Vice Chairman	Krishna Flores
Secretary	Eli Villanueva
Treasurer	Monique Mangino
Member	Eric Wilhelm
Member	Beth Chi

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 on September 13, 2023 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: 3:30 PM  
 Pledge of Allegiance  
 Establish Quorum 6/6  
 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, VSFB, 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's Report

- a. Enrollment Report (Attachment A)
- b. Prop 51/PSMI Update
- c. ~~Special Topic Communication to Staff and Families~~ - TABLED
- d. Board meeting date change from 11/8/23 to 11/1/2023 – NOVEMBER 2023 BOARD MEETING CHANGED TO NOVEMBER 1, 2023.
- e. California Charter School Development Center Conference 11/7-11/10

#### 2. Interim Principal's Report

- a. Back-to-School Night
- b. Wintime and Essential Standards
- c. Professional Learning Communities

#### 3. Vandenberg Space Force Base Report

Crystal Adams - School Liaison

### D) Consent Agenda Items

Motion: Eric Wilhelm

Second: Eli Villanueva

Vote: 6/6

1. Approval of the August 9, 2023 Minutes of the Regular Board Meeting (Attachment B)
2. Approval of Check Detail, Deposit Detail and Unpaid Bills (Attachment C)
3. Approval of Administrative Clerk I and Administrative Clerk II Job Description Updates (Attachment D)
4. Approval of \$1,500 Certificated Stipend for Board Certified Behavior Analyst (BCBA) (Attachment E)

### E) Items Scheduled for Information and Discussion

1. ~~Student State Achievement Data (Kat Franson)~~ TABLED
2. Governance Board Bylaws Review (Suzanne Nicastro) (Attachment F)
3. State of the Education Workforce (Suzanne Nicastro) (Attachment G)

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

1. Discussion and Approval of the 2022-2023 Unaudited Actuals (Delta Management Solutions) (Attachment H)

Motion: Krishna Flores      Second: Beth Chi      Vote: 6/6

2. Discussion and Approval of the 2023-2024 Declaration of Need for Fully Qualified Educators (Suzanne Nicastro) (Attachment I)

Motion: Eric Wilhelm      Second: Monique Mangino      Vote: 6/6

3. Discussion and Approval of Adding Principal to School Credit Card Account with a \$5,000 Credit Limit (Suzanne Nicastro) (Attachment J)

Motion: Beth Chi      Second: Eli Villanueva      Vote: 6/6

**G) Future Agenda Items**

1. Grades 7 and 8 Material Revision

**H) Next Meeting**

The next scheduled meeting of the Governance Board will be held on Wednesday, October 11, 2023 at 3:30 PM in the Manzanita Public Charter School Staff Lounge.

**I) Adjournment**

Time: 4:39 PM

### Manzanita Public Charter School: Warrant Report - 07/01/23-07/31/2023

Check Number	Check Date	Vendor Name	Invoice Number	Invoice/remit description	Check Amount
2594	7/11/2023	Teresa Gaona	031423-Reimb JL	Reimbursement Certified mail	12.55
2595	7/14/2023	Big Green Cleaning Company	627330	Invoice for PO#-389 Big Green	2,405.00
2596	7/14/2023	Kimberly Hurd	062323-Mileage KH	Mileage PD Reimbursement	222.42
2596	7/14/2023	Kimberly Hurd	062323-Reimb KH	PD Reimbursement	1,409.84
2597	7/14/2023	LUSD	INV23-00214	Utilities DFAS December & January 2023	5,113.60
2597	7/14/2023	LUSD	INV23-00221	Invoice for PO#-391 LUSD	4,372.26
2598	7/14/2023	STA West Region	5202106	Invoice for PO#-375 STA	72,735.44
2598	7/14/2023	STA West Region	5202107	Invoice for PO#-374 STA	20,098.64
2598	7/14/2023	STA West Region	70212629	Invoice for PO#-383 STA	455.00
2598	7/14/2023	STA West Region	70212630	Invoice for PO#-387 STA	476.68
2598	7/14/2023	STA West Region	70212631	Transport 052523 6th grade camp return back	422.50
2598	7/14/2023	STA West Region	70212632	Invoice for PO#-384 STA	227.50
2598	7/14/2023	STA West Region	70212633	Invoice for PO#-385 STA	130.00
2598	7/14/2023	STA West Region	70212634	Invoice for PO#-386 STA	195.00
2599	7/14/2023	The Reading League, Inc.	4430	Invoice for PO#-348 The Reading League	2,000.00
2600	7/14/2023	YM&C	5328	Invoice for PO#-393 YM&C	630.00
2601	7/14/2023	Aramark	5020328982	Invoice for PO#-399 Aramark	61.90
2602	7/14/2023	EdFiles	906293	Invoice for PO#-390 EdFiles	349.00
2603	7/14/2023	ESGI, LLC	ESGI44415	Invoice for PO#-379 ESGI	1,170.00
2604	7/14/2023	Lanspeed	56402	Invoice for PO#-382 Lanspeed	2,500.00
2604	7/14/2023	Lanspeed	56403	Invoice for PO#-381 Lanspeed	77.00
2605	7/14/2023	The Reading League, Inc.	4431	Invoice for PO#-351 The Reading League	600.00
2606	7/21/2023	Larry Kaml	062323-Mileage LK	PD Reimbursement -Disneyland resort	223.08
2606	7/21/2023	Larry Kaml	062323-Reimb LK	PD Reimbursement	1,233.06
2607	7/21/2023	LUSD	INV23-00226	Invoice for PO#-406 LUSD	4,887.60
2608	7/21/2023	VISA	4121-062723	Acct #4121 Anthony S. supplies	3,029.88
2609	7/21/2023	VISA	7179-062723	Acct #7179 Joanne J. supplies	2,611.94
2610	7/21/2023	Punchout Amazon	1KKN-MCWC-Y3T6	Invoice for PO#-395 Vendor Punchout Order	1,052.58
2610	7/21/2023	Punchout Amazon	1P9D-KPY3-YLRW	Invoice for PO#-394 Vendor Punchout Order	144.19
2610	7/21/2023	Punchout Amazon	1VJM-FXN4-Y1PG	Invoice for PO#-396 Vendor Punchout Order	30.82
2611	7/21/2023	Aperture Education	INV172277	Invoice for PO#-378 DESSA	3,525.00
2612	7/21/2023	Crestline Specialties, Inc.	5204247	Invoice for PO#-405 Crestline	456.60
2613	7/21/2023	Liminex, Inc.	INV-103876	Invoice for PO#-373 GoGuardian	11,730.00
2614	7/21/2023	ParentSquare Inc.	SI-004353	Invoice for PO#-403 Parent Square	2,750.00
2615	7/21/2023	Zaner-Bloser, Inc.	INVZB21283	Invoice for PO#-392 Handwriting Books Quote #00047937	4,330.48
2617	7/27/2023	Channon Mitchell	063023-Reimb CM	Reimb for meal/hotel conf.	1,643.22
2618	7/27/2023	Innovative School Solutions, Inc.	MPS182	Invoice for PO#-416 Oasis	2,650.00
2619	7/27/2023	LUSD	INV23-00246	Invoice for PO#-419 Oversight Fee 2022-2023	139,230.90
2619	7/27/2023	LUSD	INV23-00251	Invoice for PO#-420 LUSD	3,125.30
2620	7/27/2023	Santa Barbara County SELPA	INV23-00021	FY 2022/23 BCBA Services	7,496.28
2621	7/27/2023	Punchout Amazon	1R3W-HWLT-7NNH	Invoice for PO#-398 Vendor Punchout Order	195.74
2621	7/27/2023	Punchout Amazon	1VGH-MJWM-LKCV	Invoice for PO#-401 Vendor Punchout Order	300.34
2621	7/27/2023	Punchout Amazon	1WG4-LVFW-6L7P	Invoice for PO#-398 Vendor Punchout Order	2,553.05
2622	7/27/2023	Aramark	5020340147	Reusable Masks/Lndry bags/service charge	61.90
2623	7/27/2023	Delta Managed Solutions	MPCS 07-23	DMS July 2023 Business services	11,153.01
2624	7/27/2023	Punchout Staples	8070948465	Invoice for PO#-407 Vendor Punchout Order	2,694.80
2624	7/27/2023	Punchout Staples	8070968357	Invoice for PO#-410 Vendor Punchout Order	253.34
2624	7/27/2023	Punchout Staples	8070986018	Invoice for PO#-415 Vendor Punchout Order	478.50
2625	7/27/2023	California FAIR Plan	COM2820967 01	Renewal Insurance premium notice	5,481.00
2627	7/31/2023	Diverse Pest Management Inc.	27709-063023	Invoice for PO#-428 Diverse Pest	1,500.00
2628	7/31/2023	Eide Bailly LLP	EI01539682	Invoice for PO#-430 Auditors	5,000.00
2629	7/31/2023	LUSD	INV23-00261	Invoice for PO#-426 LUSD	1,174.15

**Manzanita Public Charter School: Warrant Report - 07/01/23-07/31/2023**

Check Number	Check Date	Vendor Name	Invoice Number	Invoice/remit description	Check Amount
2629	7/31/2023	LUSD	INV23-00262	Invoice for PO#-425 LUSD	2,432.56
2629	7/31/2023	LUSD	INV23-00271	Invoice for PO#-427 LUSD	810.12
2630	7/31/2023	Punchout Amazon	1373-CDFF-3K7W	Invoice for PO#-413 Vendor Punchout Order	331.26
2630	7/31/2023	Punchout Amazon	1HTH-KVFD-PTXP	Invoice for PO#-400 Vendor Punchout Order	34.09
2630	7/31/2023	Punchout Amazon	1LWL-QTRV-YYYN	Invoice for PO#-411 Vendor Punchout Order	809.92
2630	7/31/2023	Punchout Amazon	1X7Y-YYG1-WDQM	Invoice for PO#-408 Vendor Punchout Order	1,246.65
2631	7/31/2023	Big Green Cleaning Company	628935	Invoice for PO#-429 Summer cleaning	2,612.00
2632	7/31/2023	Diverse Pest Management Inc.	27709-072623	Invoice for PO#-428 Diverse Pest	1,500.00
2633	7/31/2023	EducatorsHandbook.com	9913	Incidents & Office referrals,minor incidents licenses	798.00
2634	7/31/2023	Frontier Communications	062408-072423	Services for 062823-072723	63.35
2635	7/31/2023	NCS Pearson, Inc.	22193546	Invoice for PO#-418 BASC-3 TRS Child Record forms	67.88
2636	7/31/2023	SchoolMate	IN000596074	Primary value planners	257.30
2636	7/31/2023	SchoolMate	IN000596127	Elementary planners	1,039.50
2637	7/31/2023	Punchout Staples	8071031239	Invoice for PO#-407 Vendor Punchout Order	635.46
2637	7/31/2023	Punchout Staples	8071040556	Invoice for PO#-421 Vendor Punchout Order	213.40
2638	7/31/2023	Studies Weekly	479258	Invoice for PO#-377 Studies Weekly	971.31
2639	7/31/2023	The Math Learning Center	INV41583	Invoice for PO#-376 Bridges Math Books	<u>2,750.22</u>
Report Total					<u>353,234.11</u>

**Manzanita Public Charter School: Warrant Report - 08/01/23-08/31/2023**

Check Number	Check Date	Vendor Name	Invoice Number	Invoice/remit description	Check Amount
2646	8/21/2023	Aramark	5020351107	Bar Mop Ribbed/Laundry Bag/Service Charge	61.90
2647	8/21/2023	Delta Managed Solutions	08-23	DMS Aug 2023 Business services	11,153.01
2648	8/21/2023	EdFiles	906360	Record retention/mgmt. software monthly subscription	349.00
2649	8/21/2023	Frontier Communications	0624-072823	Services for 072823-082723	77.33
2650	8/21/2023	Gopher Sports	IN304526	Playground Pack with Card/ballpack/recesspack	3,025.00
2651	8/21/2023	Houghton Mifflin Harcourt	955872028	Online Grade 5 & 6 curriculum	1,121.74
2651	8/21/2023	Houghton Mifflin Harcourt	955875398	Math Expressions Grade 5 & 6	6,944.40
2652	8/21/2023	Kate Busarow	080123-Reimb KB	Reimb. Home Depot - Casters & Hardware	102.43
2653	8/21/2023	Lanspeed	56505	Monthly billing August 2023	2,500.00
2653	8/21/2023	Lanspeed	56506	Sophos Email protection	76.00
2654	8/21/2023	Mystery Science Inc	228908	School Membership July 1,2023-June 30,2024	1,695.00
2655	8/21/2023	Positive Promotions, Inc.	07206187	2023-2024 Academic Planner	244.95
2656	8/21/2023	Scholastic Inc	M74199969	Scholastic News	1,186.02
2657	8/21/2023	Sunbelt Rentals, Inc.	142359892-0001	Equipment Rental - Towable Pressure washer hot	1,103.72
2658	8/21/2023	Swarm Catchers	07132023	Inspection and removal of Beehive in Shed	450.00
2659	8/21/2023	VISA	4121-072823	Anthony Account S. Supplies	3,200.96
2660	8/21/2023	VISA	7179-072823	Joanne J. Supplies	2,269.23
2661	8/21/2023	Wells Fargo Financial Leasing Inc.	5026046759	Canon copier monthly charge	1,355.04
2664	8/25/2023	Alma Camacho	081123-Reimb AC	Reimb. Michael supplies	89.41
2665	8/25/2023	Punchout Amazon	16D3-9KVL-6RQN	Invoice for PO#-434 Vendor Punchout Order	79.81
2665	8/25/2023	Punchout Amazon	176G-6WWF-F6K6	Invoice for PO#-434 Vendor Punchout Order	9.78
2665	8/25/2023	Punchout Amazon	17DW-WMJC-3KNY	Invoice for PO#-437 Vendor Punchout Order	107.13
2665	8/25/2023	Punchout Amazon	17XT-QX4J-3LJN	Invoice for PO#-433 Vendor Punchout Order	264.16
2665	8/25/2023	Punchout Amazon	1THY-YQC9-4MWK	Invoice for PO#-433 Vendor Punchout Order	260.95
2666	8/25/2023	California Association of Federal Impacted Schools	081023-CAFIS	CAFIS Membership dues	42.00
2667	8/25/2023	Punchout Office Depot	321409420001	Invoice for PO#-412 Vendor Punchout Order	420.20
2667	8/25/2023	Punchout Office Depot	321409423001	Invoice for PO#-412 Vendor Punchout Order	1,502.61
2667	8/25/2023	Punchout Office Depot	321409849001	Invoice for PO#-409 Vendor Punchout Order	391.24
2667	8/25/2023	Punchout Office Depot	323243758001	Invoice for PO#-414 Vendor Punchout Order	95.04
2667	8/25/2023	Punchout Office Depot	323555401001	Invoice for PO#-424 Vendor Punchout Order	210.11
2668	8/25/2023	Punchout Staples	8071294576	Invoice for PO#-439 Vendor Punchout Order	472.74
2669	8/25/2023	VISA	1313-072823	Suzanne N. Supplies	100.43
2670	8/29/2023	Aramark	5020361680	Bar Mop Ribbed/Laundry Bag/Service Charge	61.90
2671	8/29/2023	Big Green Cleaning Company	630858	Janitorial services August 2023	1,714.00
2672	8/29/2023	Delta Managed Solutions	MPCS 09-23	DMS September 2023 Business services	11,153.01
2673	8/29/2023	Diverse Pest Management Inc.	27736	Invoice for PO#-363 Diverse Pest	1,500.00
2674	8/29/2023	Lompoc Fire Equipment Service Inc.	43359	Inspection,service fee	540.04
2675	8/29/2023	SBCEO Santa Barbara County Education Office Communications	19C24-00003	July 2023 Repro charges	828.80
2676	8/29/2023	Punchout Staples	8071304582	Invoice for PO#-439 Vendor Punchout Order	8.84
2677	8/29/2023	Sunbelt Rentals, Inc.	143173955-0001	Equipment Rental - teacher trailer/push blower	148.86
2678	8/29/2023	The Math Learning Center	INV44625	Invoice for PO#-443 The Math Learning Center	3,472.50
2679	8/29/2023	Valley Roll- Off Service	12269	Pickup charge & sanitorial charge-trash	536.00
2679	8/29/2023	Valley Roll- Off Service	12273	Pickup charge & sanitorial charge-trash	610.00
2679	8/29/2023	Valley Roll- Off Service	12289	Pickup charge & sanitorial charge-trash	480.00
2679	8/29/2023	Valley Roll- Off Service	12290	Pickup charge & sanitorial charge-trash	346.00
2679	8/29/2023	Valley Roll- Off Service	12309	Pickup charge & sanitorial charge-trash	565.00
2681	8/31/2023	University Enterprises Corporation	SP0012384	Invoice for PO# 23-314 The California Atrs Project	1,300.00
Report Total					<u>64,226.29</u>



# Manzanita Public Charter School

**DMS Monthly Update**  
**Actuals through: August 31, 2023**





**Manzanita Public Charter School**  
**Monthly Financial Update**  
**2023-24**

**SUMMARY NARRATIVE**

<b>Revenue</b>	As of this report, 17% of the year has passed and 6% of overall projected revenue has been recorded. Revenues do not consistently flow in throughout the year. They are, however, expected to catch up in the mid-late fiscal year.
<b>Expenses</b>	Expenses are trending at 9% overall, however <b>Books &amp; Supplies</b> slightly outpaced expectations by 9.5%. Currently, this does not present concern as some expenses can oftentimes be front loaded at the beginning of the year. We will closely monitor expenses and assist with modifications, if any, to the First Interim Budget.
<b>Cash &amp; Reserves</b>	<ol style="list-style-type: none"> <li>1. As of this report operating reserves rest at \$3,541,835. This offers significant balances on hand to carry out operations should economic uncertainty arise.</li> <li>2. Note, per recent CDE guidance unspent Prop 39 Clean Energy fund from 2013-24 to 2017-18 will be recovered within the September LCFF disbursements. This amount for Manzanita Public Charter School will total \$4,990.</li> </ol>
<b>Additional Comments</b>	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**  
**2023-24 DMS Monthly Update**  
**Summary**

Attachment D

Budget vs Actuals		July Budget	Actuals 8/31/2023	% of Budget
Revenues				
LCFF State Revenue	5,233,318	291,660	5.57%	
Federal Revenues	299,424	-	0.00%	
Other State Revenues	822,409	23,356	2.84%	
Local Revenue	18,000	50,838	282.44%	
<b>TTL Revenues</b>	<b>6,373,151</b>	<b>365,854</b>	<b>5.74%</b>	
Expenditures				
Certificated Salaries	2,939,774	255,376	8.69%	
Classified Salaries	651,065	53,039	8.15%	
Benefits	1,123,838	110,219	9.81%	
Books & Supplies	272,329	72,049	26.46%	
Services & Operations	1,414,165	79,760	5.64%	
Other Outgo	-	319	0.00%	
<b>Total Expenditures</b>	<b>6,401,171</b>	<b>570,763</b>	<b>8.92%</b>	
				<b>% of Year</b>
<b>Operating Income/(Loss)</b>	<b>-28,020</b>	<b>(204,908)</b>	<b>17%</b>	

**Key Notes:**

Revenues do not consistently flow in throughout the year. They are, however, expected to catch up in the mid-late fiscal year. See page 4-5 key performance indicators highlighted yellow. These highlights are intended to bring visibility to categories that are outpacing expectations.

**Manzanita Public Charter School  
Budget vs Actuals Detail**

Attachment D

Budget vs Actuals	Object Description	July Budget	Actuals 8/31/2023	% of Budget
<b>Revenue</b>				
LCFF Revenue				
	8011 LCFF General Entitlement	2,626,436.00	291,660.00	11%
	8012 EPA Entitlement	1,373,308.00	-	0%
	8096 In-Lieu-Of Property Taxes	1,233,574.00	-	0%
Total LCFF Revenue		5,233,318.00	291,660.00	6%
<b>Federal Revenue</b>				
	8181 Federal IDEA SpEd Revenue	62,359.00	-	0%
	8290 Other Federal Revenue	237,065.00	-	0%
Total Federal Revenue		299,424.00	-	0%
<b>Other State Revenue</b>				
	8311 AB602 State SpEd Revenue	243,232.00	23,356.00	10%
	8550 Mandated Cost Reimbursements	8,431.00	-	0%
	8560 State Lottery Revenue	109,257.00	-	0%
	8590 Other State Revenue	461,488.82	-	0%
Total Other State Revenue		822,408.82	23,356.00	3%
<b>Local Revenue</b>				
	8660 Interest Income	12,000.00	-	0%
	8698 Other Revenue	-	43,801.43	0%
	8699 Other Revenue	6,000.00	7,036.96	117%
Total Local Revenue		18,000.00	50,838.39	282%
<b>Total Revenue</b>		<b>6,373,150.82</b>	<b>365,854.39</b>	<b>6%</b>
<b>Expenditures</b>				
Certificated Compensation				
	1100 Certificated Teachers' Salaries	2,220,098.09	180,484.64	8%
	1140 Certificated Substitutes	61,360.00	-	0%
	1150 Cert Stipend	49,638.07	5,572.17	11%
	1200 Certificated Pupil Support Salaries	254,042.88	18,216.60	7%
	1300 Certificated Supervisors' and Administrators' Salaries	354,635.15	48,001.86	14%
	1350 Administrator Stipends	-	3,101.21	0%
Total Certificated Compensation		2,939,774.19	255,376.48	9%
<b>Classified Compensation</b>				
	2100 Classified Instructional Salaries	237,979.79	3,598.68	2%
	2150 Instructional Aides Stipends	-	50.00	0%
	2200 Classified Support Salaries	157,153.71	9,073.93	6%
	2250 Pupil Support Stipends	3,000.00	-	0%
	2300 Classified Supervisors' and Administrators' Salaries	-	11,069.10	0%
	2350 Classified Administrator Stipends	-	375.00	0%
	2400 Clerical, Technical, and Office Staff Salaries	247,031.16	28,002.11	11%
	2450 Clerical & Technical Stipends	5,900.00	870.45	15%
Total Classified Compensation		651,064.66	53,039.27	8%
<b>Employee Benefits</b>				
	3101 State Teachers' Retirement System, certificated positions	561,496.87	44,809.20	8%
	3202 Public Employees' Retirement System, classified positions	65,106.45	-	0%
	3301 OASDI/Medicare/Alternative, certificated positions	92,433.19	7,760.39	8%
	3401 Health and Welfare Benefits, certificated positions	308,050.29	40,737.36	13%
	3402 Health and Welfare Benefits, classified positions	58,329.00	9,507.12	16%
	3501 State Unemployment Insurance, certificated positions	1,795.41	149.94	8%
	3601 Workers' Comp Certificated	29,985.69	2,523.79	8%
	3602 Workers' Comp Classified	6,640.85	546.97	8%
	3902 Other Benefits, classified positions	-	4,184.70	0%
Total Employee Benefits		1,123,837.75	110,219.47	10%
<b>Books, Materials, &amp; Supplies</b>				
	4100 Textbooks and Core Curricula Materials	-	13,167.12	0%

**Manzanita Public Charter School**  
**Budget vs Actuals Detail**

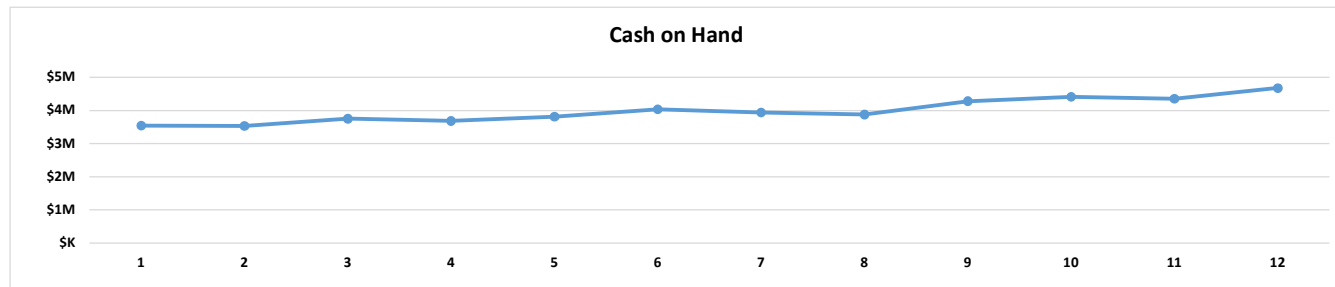
Attachment D

	4200 Books and Other Reference Materials	-	8,589.32	0%
	4301 Classroom Materials	-	17,219.67	0%
	4302 Janitorial Supplies	-	3,200.96	0%
	4303 Specialist Supplies	-	3,289.69	0%
	4310 Materials and Supplies	203,329.00	-	0%
	4400 Technology Equipment	69,000.00	107.13	0%
	4405 Technology - Software	-	26,475.07	0%
Total Books, Materials, & Supplies		272,329.00	72,048.96	26%
Services & Other Operating Costs				
	5105 Security	-	6,850.03	0%
	5200 Travel & Conferences	29,000.00	-	0%
	5300 Dues & Memberships	-	2,851.50	0%
	5400 Insurance	35,000.00	11,761.72	34%
	5500 Operations & Housekeeping	75,000.00	-	0%
	5502 Janitorial/Trash Removal	-	247.60	0%
	5511 Postage and Shipping	-	17.45	0%
	5512 Printing	-	828.80	0%
	5514 Bank Charges	-	115.00	0%
	5601 Rents,Leases, Repairs, and Cap Imp	-	3,789.58	0%
	5603 Equipment Leases	-	4,189.26	0%
	5610 Facility Rents & Leases	36,500.00	4,092.47	11%
	5800 Professional Services - Non - instructional	173,000.00	-	0%
	5801 IT	-	5,000.00	0%
	5804 Professional Development	-	1,900.00	0%
	5806 Custodian Contract	-	4,326.00	0%
	5813 Transportation	746,329.52	-	0%
	5820 Audit & CPA	20,000.00	-	0%
	5825 DMS Business Services	133,836.17	33,459.03	25%
	5850 Oversight Fees	156,999.54	-	0%
	5860 Service Fees	-	100.00	0%
	5900 Communications	8,500.00	231.11	3%
Total Services & Other Operating Costs		1,414,165.23	79,759.55	6%
Capital Expenditures				
Total Capital Expenditures		-	-	0%
Other Outgo				
	7141 Other Payments to Districts	-	319.00	0%
Total Other Outgo		-	319.00	0%
<b>Total Expenditures</b>		<b>6,401,170.83</b>	<b>570,762.73</b>	<b>9%</b>
YTD Passed				
<b>Operating Income/(Loss)</b>		<b>(28,020.01)</b>	<b>(204,908.34)</b>	<b>17%</b>

**Manzanita Public Charter School  
FY 23-24 Cash Flow Statement**

Attachment D

	July Budget	July	August	September Budget	October Budget	November Budget	December Budget	January Budget	February Budget	March Budget	April Budget	May Budget	June Budget	Accruals	Total
<b>Starting Cash</b>		<b>3,478,902</b>	<b>3,541,835</b>	<b>3,532,332</b>	<b>3,752,410</b>	<b>3,681,757</b>	<b>3,809,769</b>	<b>4,036,208</b>	<b>3,941,855</b>	<b>3,881,517</b>	<b>4,280,658</b>	<b>4,413,313</b>	<b>4,352,975</b>		
<b>Revenues</b>															
LCFF State Revenue	2,626,436	145,830	145,830	236,379	236,379	236,379	236,379	236,379	236,379	236,379	236,379	236,379	262,544	(55,181)	2,626,436
EPA	1,373,308	0	0	343,327	343,327	343,327	343,327	343,327	343,327	343,327	343,327	343,327	343,327	0	1,373,308
In-Lieu Property Taxes	1,233,574	0	0	148,029	98,686	98,686	98,686	98,686	98,686	197,372	98,686	98,686	98,686	98,686	1,233,574
Prior Year Corrections	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Federal Revenues	299,424	0	0	37,428	19,962	19,962	37,428	19,962	19,962	37,428	19,962	19,962	37,428	29,942	299,424
Other State Revenues	822,409	11,678	11,678	0	74,017	267,009	0	40,002	74,017	74,017	267,009	74,017	82,210	(153,244)	822,409
Other Local Revenue	18,000	7,037	43,801	1,385	1,385	1,385	1,385	1,385	1,385	1,385	1,385	1,385	(8,039)	(37,261)	18,000
<b>Total Revenues</b>	<b>6,373,151</b>	<b>164,545</b>	<b>201,309</b>	<b>766,548</b>	<b>430,428</b>	<b>623,420</b>	<b>717,205</b>	<b>396,413</b>	<b>430,428</b>	<b>889,907</b>	<b>623,420</b>	<b>430,428</b>	<b>816,156</b>	<b>(117,058)</b>	<b>6,490,208</b>
<b>Expenditures</b>															
Certificated Salaries	2,939,774	28,424	226,953	226,953	226,953	226,953	226,953	226,953	226,953	226,953	226,953	226,953	226,953	414,870	2,939,774
Classified Salaries	651,065	11,944	41,096	52,932	52,932	52,932	52,932	52,932	52,932	52,932	52,932	52,932	52,932	68,705	651,065
Benefits	1,123,838	10,137	100,083	91,369	91,369	91,369	91,369	91,369	91,369	91,369	91,369	91,369	91,369	99,929	1,123,838
Books & Supplies	272,329	44,170	27,879	68,082	22,694	17,021	12,379	12,379	12,379	12,379	12,379	12,379	12,379	5,833	272,329
Services & Operations	1,414,165	40,360	39,400	107,134	107,134	107,134	107,134	107,134	107,134	107,134	107,134	107,134	107,134	263,068	1,414,165
Other Outgo	0	138	181	0	0	0	0	0	0	0	0	0	0	(319)	0
<b>Total Expenditures</b>	<b>6,401,171</b>	<b>135,172</b>	<b>435,591</b>	<b>546,470</b>	<b>501,082</b>	<b>495,408</b>	<b>490,766</b>	<b>490,766</b>	<b>490,766</b>	<b>490,766</b>	<b>490,766</b>	<b>490,766</b>	<b>490,766</b>	<b>852,086</b>	<b>6,401,171</b>
<b>Other Cash Inflows/Outflows</b>															
Accounts Receivable/Other Current Assets	0	528,488	151,364	0	0	0	0	0	0	0	0	0	0	(866,446)	679,852
Accounts Payable (net change)	0	(494,928)	73,415	0	0	0	0	0	0	0	0	0	0	75,154	(421,513)
Other Liabilities	0	0	0	0	0	0	0	0	0	0	0	0	0	1,173,222	0
<b>Net Inflows/Outflows</b>	<b>0</b>	<b>33,560</b>	<b>224,779</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(258,339)</b>	<b>258,339</b>
<b>ENDING CASH BALANCE</b>		<b>3,541,835</b>	<b>3,532,332</b>	<b>3,752,410</b>	<b>3,681,757</b>	<b>3,809,769</b>	<b>4,036,208</b>	<b>3,941,855</b>	<b>3,881,517</b>	<b>4,280,658</b>	<b>4,413,313</b>	<b>4,352,975</b>	<b>4,678,364</b>		
<b>Days Cash on Hand</b>		<b>201.96</b>	<b>201.42</b>	<b>213.97</b>	<b>209.94</b>	<b>217.24</b>	<b>230.15</b>	<b>224.77</b>	<b>221.33</b>	<b>244.09</b>	<b>251.65</b>	<b>248.21</b>	<b>266.76</b>		





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[info@manzanitacharterschool.com](mailto:info@manzanitacharterschool.com)

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## Item Scheduled for Action/Consideration Attachment

*Item Title: Education Systems Engineers 3-year Contractual Agreement*

**Background:** The Local Accountability and Control Plan (LCAP) is an annual, state required document which is also audited each year for both federal and state compliance. The 2023-24 state approved budget included several changes related to the LCAP, most of which are primarily intended to bring greater attention to the highest poverty schools as well as low performing schools and student subgroups. While the proposed LCAP changes have merit, they will make LCAP's longer with more regulated compliance features and reporting measures.

Matthew Stowell, President and CEO of ESE, has been providing LCAP support services to local, small Santa Barbara and San Luis Obispo Country school LEA's since the state-wide inception of the LCAP during the 2013-14 school year. This 3 year contract would essentially hire Matthew to be the "Project Manager" for all things related to LCAP including the CA Dashboard, Federal Addendum, as well as providing services for annual Superintendent evaluations. Manzanita's Superintendent will work closely with Matthew to ensure seamless transition of data and all related information to accomplish tasks.

**Recommendation:** Approval

**Fiscal impact:** \$15-20K per annum

**Resource Person:** Suzanne Nicastro

Manzanita Charter School (LEA) and Education Systems Engineers (ESE)  
Agreement for Support Services, 7/1/2023 - 6/30/2026, Contract ID: 1054

1. ESE shall provide LEA with the following services during the term of the contract:

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Service:

General State and Federal Support Services \$1,400 / Day

Description:

Support services related but not limited to LCAP, Federal Addendum, SPSA, CA Dashboard, Budgeting, Superintendent Evaluation, and other services as requested by the superintendent.

---

Service:

Travel Expenses (See bullet 10)

Description:

Travel expenses (mileage, hotel, meals, etc.) are billed at the rate of \$2.50 + IRS mileage rate. This amount covers mileage, lodging, meals, and travel time. Travel time will not be billed under services listed in this agreement.

- 
2. The term of this Agreement shall be the 7/1/2023 - 6/30/2026. ESE and LEA acknowledge that approximately the same amount of services will be delivered in each year of this agreement. Services not delivered in a given year may be delivered in a subsequent year with written approval. Services delivered in a particular year may be billed for in a subsequent year.
  3. ESE will invoice LEA at least every quarter. LEA acknowledges that ESE may invoice more frequently than every quarter. LEA acknowledges that reimbursable services ( specialized print jobs that need to be outsourced for example) shall be included on the invoice. For services described above, LEA shall pay ESE within 30 days of receipt of invoice.
  4. LEA shall, at its own expense, make available to ESE such personnel and facilities as are reasonably necessary for ESE to fulfill its obligations under this Agreement.
  5. ESE shall secure and maintain during the period of this Agreement such general liability, property damage, and automobile insurance as is reasonably satisfactory to LEA, and shall provide proof of such insurance upon request.
  6. Failure or delay by either ESE or LEA to insist on the strict performance of any covenant, term, provision or condition hereunder, or to exercise any option herein contained, or to pursue any claim or right arising herefrom, shall not constitute or be construed as a waiver of such covenant, term, provision, condition, option, claim or right. Any waiver by either party shall be effective only if in a writing delivered to the other party hereto and setting forth, with specificity, the covenant, term, provision or condition so waived. Any such waiver shall not constitute or be construed as a continuing waiver of any subsequent default.
  7. This Agreement may be executed in any number of counterparts and by different parties hereto in separate counterparts, each of which when so executed and delivered shall be deemed an original, but all such counterparts together shall constitute but one and the same instrument, signature pages may be detached from multiple separate counterparts and attached to a single counterpart so that all signature pages are physically attached to the same document. This Agreement shall become effective upon the date of execution and delivery of this Agreement by the last party to do so.
  8. Jurisdiction and venue for any action or proceeding concerning the enforcement or interpretation of this Agreement shall be in the Superior Court of the State of California for the County of Alameda, or the United States District Court for the Northern District of California. If any action at law or in equity is necessary to enforce or interpret the terms of this Agreement, the prevailing party shall be entitled to reasonable attorney fees, costs and necessary disbursements incurred both before and after judgment in addition to any other relief to which such party may be entitled.

9. The execution of this Agreement may be effected by facsimile signatures or by scanned email images, all of which shall be treated as originals; provided, however, that the party receiving a document with a facsimile signature may, by written notice to the other, require the prompt delivery of an original signature to evidence and confirm the delivery of the facsimile signature. ESE and LEA each intend to be bound by its respective facsimile transmitted signature, and are aware that the other party will rely thereon, and each party waives any defenses to the enforcement of the Agreement delivered by facsimile transmission.

10. LEA acknowledges that ESE is not providing an estimate in this contract of the number of days needed to properly execute any service that is referred to in bullet 1. ESE estimates that the work will take approximately the same number of days as in previous years give or take 25% of this number either way. LEA acknowledges this.

11. LEA acknowledges that ESE spends significant resources developing proprietary intellectual property such as powerpoints, spreadsheets, documents, surveys, etc. LEA agrees to not use these except in conjunction with ESE's services. Furthermore, LEA agrees to not give or share these resources with other LEAs without ESE's written consent.

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LEA

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Date

---

ESE

---

Date



# English Language Arts/Literacy and Mathematics

## Smarter Balanced Summative Assessments

### Detailed Test Results for: School: Manzanita Public Charter

CDS Code: 42-69229-0116921 | County: Santa Barbara | District: Manzanita Public Charter

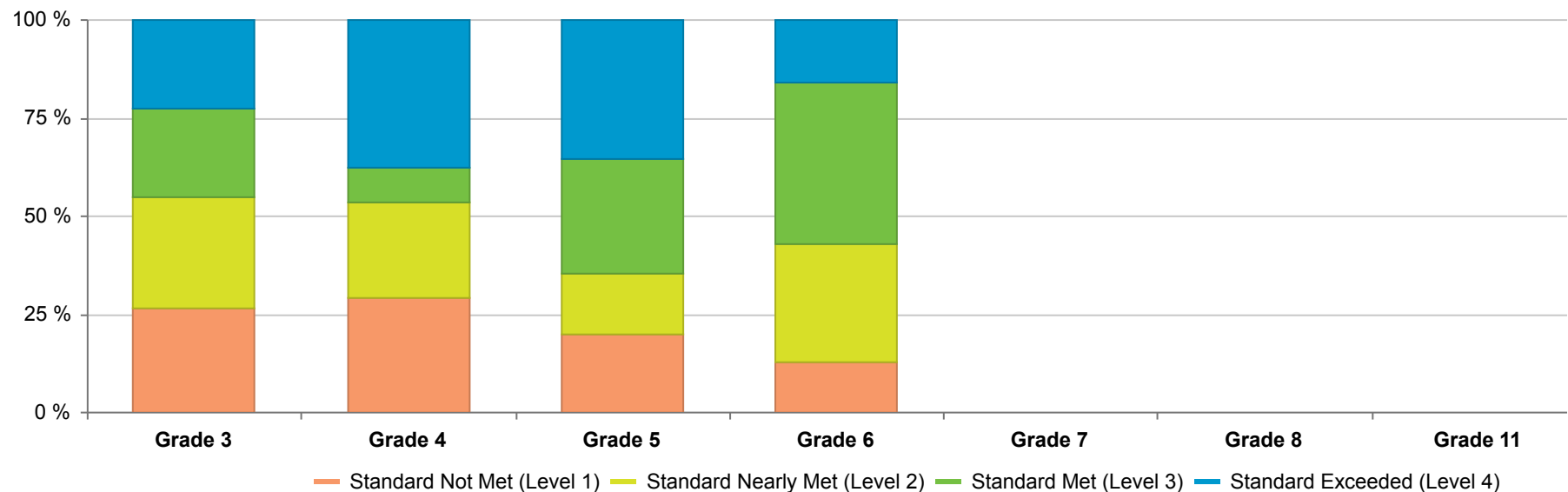
**PLEASE NOTE:** Achievement level percentages in the same subject can be compared within grade levels, with adjacent grades, and from one year to another. Schools made up of differing grade levels should be compared with caution.

### 2022–23 Detailed Test Results Results for All Students

#### ENGLISH LANGUAGE ARTS/LITERACY





##### ▼ Data Detail - All Students (accessible data)

##### Achievement Level Distribution



*In order to protect student privacy, an asterisk (\*) will be displayed for enrolled and tested counts for fewer than 4 students and for assessment results for fewer than 11 students. "N/A" will be displayed instead of a number on test results where no data is found for the specific report.*





## Overall Achievement

Reporting Categories	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 11	All Grades
Number of Students Enrolled <sup>i</sup>	53	69	65	63	N/A	N/A	N/A	250
Number of Students Tested <sup>i</sup>	53	69	65	63	N/A	N/A	N/A	250
Number of Students With Scores <sup>i</sup>	53	69	65	63	N/A	N/A	N/A	250
Mean Scale Score	2427.2	2477.6	2535.7	2546.6	N/A	N/A	N/A	N/A
 Standard Exceeded (Level 4) <sup>i</sup>	22.64 %	37.68 %	35.38 %	15.87 %	N/A	N/A	N/A	28.40 %
 Standard Met (Level 3) <sup>i</sup>	22.64 %	8.70 %	29.23 %	41.27 %	N/A	N/A	N/A	25.20 %
 Standard Nearly Met (Level 2) <sup>i</sup>	28.30 %	24.64 %	15.38 %	30.16 %	N/A	N/A	N/A	24.40 %
 Standard Not Met (Level 1) <sup>i</sup>	26.42 %	28.99 %	20.00 %	12.70 %	N/A	N/A	N/A	22.00 %





## Areas

Area Achievement Level Descriptors provide a more detailed look at students' performance on the overall assessment. The results in these key areas for each subject are reported using the following three indicators: below standard, near standard, and above standard. The sum of the achievement level percentages may not add to 100% due to rounding.





**READING: How well do students understand stories and information that they read?**

	Area Performance Level	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 11	All Grades
	Above Standard 	16.98 %	23.19 %	32.31 %	17.46 %	N/A	N/A	N/A	22.80 %
	Near Standard 	60.38 %	56.52 %	52.31 %	61.90 %	N/A	N/A	N/A	57.60 %
	Below Standard 	22.64 %	20.29 %	15.38 %	20.63 %	N/A	N/A	N/A	19.60 %





**WRITING: How well do students communicate in writing?**

	Area Performance Level	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 11	All Grades
	Above Standard 	23.08 %	21.74 %	27.69 %	25.40 %	N/A	N/A	N/A	24.50 %
	Near Standard 	55.77 %	56.52 %	56.92 %	61.90 %	N/A	N/A	N/A	57.83 %
	Below Standard 	21.15 %	21.74 %	15.38 %	12.70 %	N/A	N/A	N/A	17.67 %

**LISTENING: How well do students understand spoken information?**

	Area Performance Level	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 11	All Grades
	Above Standard 	7.55 %	15.94 %	16.92 %	11.11 %	N/A	N/A	N/A	13.20 %
	Near Standard 	71.70 %	73.91 %	69.23 %	77.78 %	N/A	N/A	N/A	73.20 %
	Below Standard 	20.75 %	10.14 %	13.85 %	11.11 %	N/A	N/A	N/A	13.60 %

**RESEARCH/INQUIRY: How well can students find and present information about a topic?**

	Area Performance Level	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 11	All Grades
	Above Standard 	20.75 %	17.39 %	36.92 %	12.70 %	N/A	N/A	N/A	22.00 %
	Near Standard 	67.92 %	69.57 %	47.69 %	80.95 %	N/A	N/A	N/A	66.40 %
	Below Standard 	11.32 %	13.04 %	15.38 %	6.35 %	N/A	N/A	N/A	11.60 %

# English Language Arts/Literacy and Mathematics

## Smarter Balanced Summative Assessments

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CDS Code: 42-69229-0116921 | County: Santa Barbara | District: Manzanita Public Charter

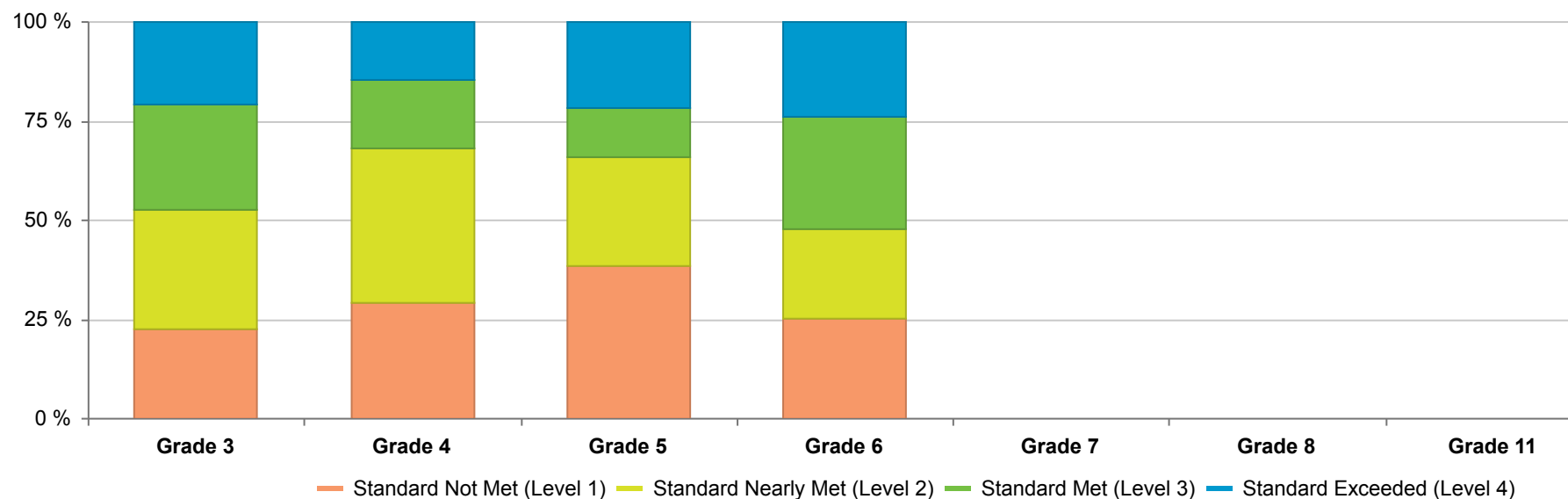
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## 2022–23 Detailed Test Results Results for All Students

### MATHEMATICS





#### ▼ Data Detail - All Students (accessible data)

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Number of Students Enrolled <sup>i</sup>	53	69	65	63	N/A	N/A	N/A	250
Number of Students Tested <sup>i</sup>	53	69	65	63	N/A	N/A	N/A	250
Number of Students With Scores <sup>i</sup>	53	69	65	63	N/A	N/A	N/A	250
Mean Scale Score	2429.4	2456.0	2487.9	2546.3	N/A	N/A	N/A	N/A
 Standard Exceeded (Level 4) <sup>i</sup>	20.75 %	14.49 %	21.54 %	23.81 %	N/A	N/A	N/A	20.00 %
 Standard Met (Level 3) <sup>i</sup>	26.42 %	17.39 %	12.31 %	28.57 %	N/A	N/A	N/A	20.80 %
 Standard Nearly Met (Level 2) <sup>i</sup>	30.19 %	39.13 %	27.69 %	22.22 %	N/A	N/A	N/A	30.00 %
 Standard Not Met (Level 1) <sup>i</sup>	22.64 %	28.99 %	38.46 %	25.40 %	N/A	N/A	N/A	29.20 %





## Areas

Area Achievement Level Descriptors provide a more detailed look at students' performance on the overall assessment. The results in these key areas for each subject are reported using the following three indicators: below standard, near standard, and above standard. The sum of the achievement level percentages may not add to 100% due to rounding.





**CONCEPTS & PROCEDURES: How well do students use mathematical rules and ideas?**

 Area Performance Level	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 11	All Grades
Above Standard 	18.87 %	15.94 %	13.85 %	30.16 %	N/A	N/A	N/A	19.60 %
Near Standard 	49.06 %	43.48 %	44.62 %	47.62 %	N/A	N/A	N/A	46.00 %
Below Standard 	32.08 %	40.58 %	41.54 %	22.22 %	N/A	N/A	N/A	34.40 %

**PROBLEM SOLVING AND MODELING & DATA ANALYSIS: How well can students show and apply their problem solving skills?**

 Area Performance Level	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 11	All Grades
Above Standard 	28.30 %	18.84 %	21.54 %	19.05 %	N/A	N/A	N/A	21.60 %
Near Standard 	45.28 %	53.62 %	44.62 %	58.73 %	N/A	N/A	N/A	50.80 %
Below Standard 	26.42 %	27.54 %	33.85 %	22.22 %	N/A	N/A	N/A	27.60 %

**COMMUNICATING REASONING: How well can students think logically and express their thoughts in order to solve a problem?**

 Area Performance Level	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 11	All Grades
Above Standard 	26.42 %	18.84 %	12.31 %	14.29 %	N/A	N/A	N/A	17.60 %
Near Standard 	54.72 %	53.62 %	56.92 %	73.02 %	N/A	N/A	N/A	59.60 %
Below Standard 	18.87 %	27.54 %	30.77 %	12.70 %	N/A	N/A	N/A	22.80 %

