

Superintendent's Enrollment Report

DATE OF MEETING: WEDNESDAY, SEPTEMBER 13, 2023

[illegible]

Manzanita Governance Board

Unadopted Minutes

AUGUST 9, 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 August 9, 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: 3:33 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, 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's Report

- a. Enrollment Report
- b. Prop 51/PSMI Update
- c. LEA Website Update

(Attachment A)

2. Interim Principal's Report

- a. School Opening Update
- b. Back to School Night

3. Vandenberg Space Force Base Report

Crystal Adams - School Liaison

D) Consent Agenda Items

Motion: Beth Chi

Second: Eli Villanueva

Vote: 6/6

1. Approval of the June 14, 2023 Minutes of the Regular Board Meeting (Attachment B)
2. Approval of Check Detail, Deposit Detail and Unpaid Bills (Attachment C)
3. Approval of the 2023-2024 Certificated Teacher Salary Schedule (Attachment D)
4. Approval of the 2023-2024 Certificated Non-Classroom Staff Salary Schedule (Attachment E)
5. Approval of the 2023-2024 Classified Hourly Salary Schedule (Attachment F)
6. Approval of Updating the Principal Job Description (Attachment G)
7. Approval of the 2023-2024 Certificated Principal and Vice Principal Salary Schedule (Attachment H)

E) Items Scheduled for Information and Discussion

1. Delta Management Solutions (DMS) Monthly Update to the Board (Attachment I)
2. Grades 7th and 8th Expansion Outline (Attachment J)

F) Items Scheduled for Action/Consideration

1. Discussion and Approval of the Approval of the 2023-2024 Interagency Agreement with Lompoc Unified School District (Attachment K)

Motion: Monique Mangino Second: Krishna Flores Vote: 6/6

G) Adjourn to Closed Session Time: 4:49 PM

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

1. Public Employment: New Hires
 - a. Certificated Employees (4)

H) Reconvene to Open Session Time: 5:12 PM

- I) Public Report on Action Taken in Closed Session (includes the vote or abstention of every member present)**
No action taken.

J) Future Agenda Items

1. Presentation of the 2022-2023 State Achievement Data

K) Next Meeting

The next scheduled meeting of the Governance Board will be held on Wednesday, September 13, 2023 at 3:30 PM in the Manzanita Public Charter School Staff Lounge.

L) Adjournment Time: 5:13 PM

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>



"A Gold Ribbon School"

991 Mountain View Blvd.
Vandenberg Space Force Base, CA 93437
Phone: (805) 734-5600
Fax: (805) 734-3572
www.manzanitacharterschool.com
info@manzanitacharterschool.com

JOB TITLE:

Administrative Clerk I
190 Days
Non-exempt
Part-time
10:30 AM to 5:00 PM
30 Minute lunch break

SALARY RANGE:

PURPOSE OF POSITION:

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

JOB RESPONSIBILITIES:

- Answering phones
- Cums filing
- Copying, mail distribution
- Health assistant duties
- Morning attendance calls/posting
- Fundraising money collection/counting
- Enrollment packets
- Registrar Assistant
- ~~Substitute Teacher Coordinator~~
- Federal Survey Cards

- ~~Creates Purchase Orders~~
- ~~Orders Supplies~~
- ~~Distributes supplies to appropriate staff member~~
- Updating and monitoring DailMYCalls system
- Other Duties as Assigned

KNOWLEDGE AND ABILITIES:

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

REQUIRED EDUCATION AND EXPERIENCE:

- High School Diploma/or equivalent.

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

Board approved October 16, 2019

Board approved _____



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Vandenberg Space Force Base, CA 93437
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www.manzanitacharterschool.com
info@manzanitacharterschool.com

JOB TITLE:

Administrative Clerk II (Bilingual in Spanish-English)
11 Month Employee
Full-time with Medical/Dental/Vision Benefits
8:00 AM to 4:30 PM
30 Minute lunch break

SALARY RANGE:

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

JOB RESPONSIBILITIES:

- Bilingual in Spanish-English (both written and verbal)
- Answering phones
- Filing
- Copying, mail distribution
- Health assistant duties
- Morning attendance calls,
- Website/school calendar/school app
- Fieldtrip paperwork
- Interpreting/translating
- Fundraising money collection/counting
- Other Duties as assigned
- ~~Prints Checks Weekly in QuickBooks/Assembles Checks to Mail~~

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Item Scheduled for Action/Consideration Attachment

Item Title: Discussion and Approval of Board-Certified Behavior Analyst Stipend (BCBA)

Background: Currently, Manzanita Public Charter School offers \$1,500 stipend compensation for several professional certifications, including Master's and PHD degrees. To receive BCBA certification, an individual must meet 4 main requirements: hold a graduate degree in a relevant field, fulfill relevant coursework, pass the BCBA exam to become a Board Certified Behavior Analyst, and complete 2,000 hours of supervised fieldwork.

Manzanita Public Charter School

Recommendation: Approval

Fiscal impact: Minimally impactful

Resource Person: Suzanne Nicaastro

**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 Executive Director, 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 of the Board, a Vice Chairman 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 annually 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 ~~Executive Director~~ 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 ~~Executive Director~~ 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 ~~Executive Director~~ 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

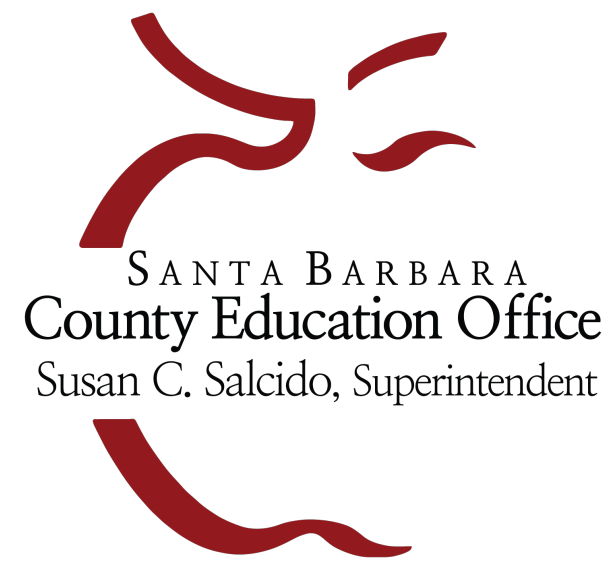
Section 1. FISCAL YEAR OF THE CORPORATION. The fiscal year of the Corporation shall begin on July 1st and end on June 30th of each year.

CERTIFICATE OF SECRETARY

I certify that I am the duly elected and acting Secretary of the Manzanita Public Charter School, a California nonprofit public benefit corporation; that these bylaws, consisting of 12 pages, are the bylaws of the Corporation as adopted by the Board of Directors on 10-20-21; and that these bylaws have not been amended or modified since that date.

Executed on 10-20-21 at Lompoc, California.

Archie T. Reuter, Secretary ~~Chairman~~



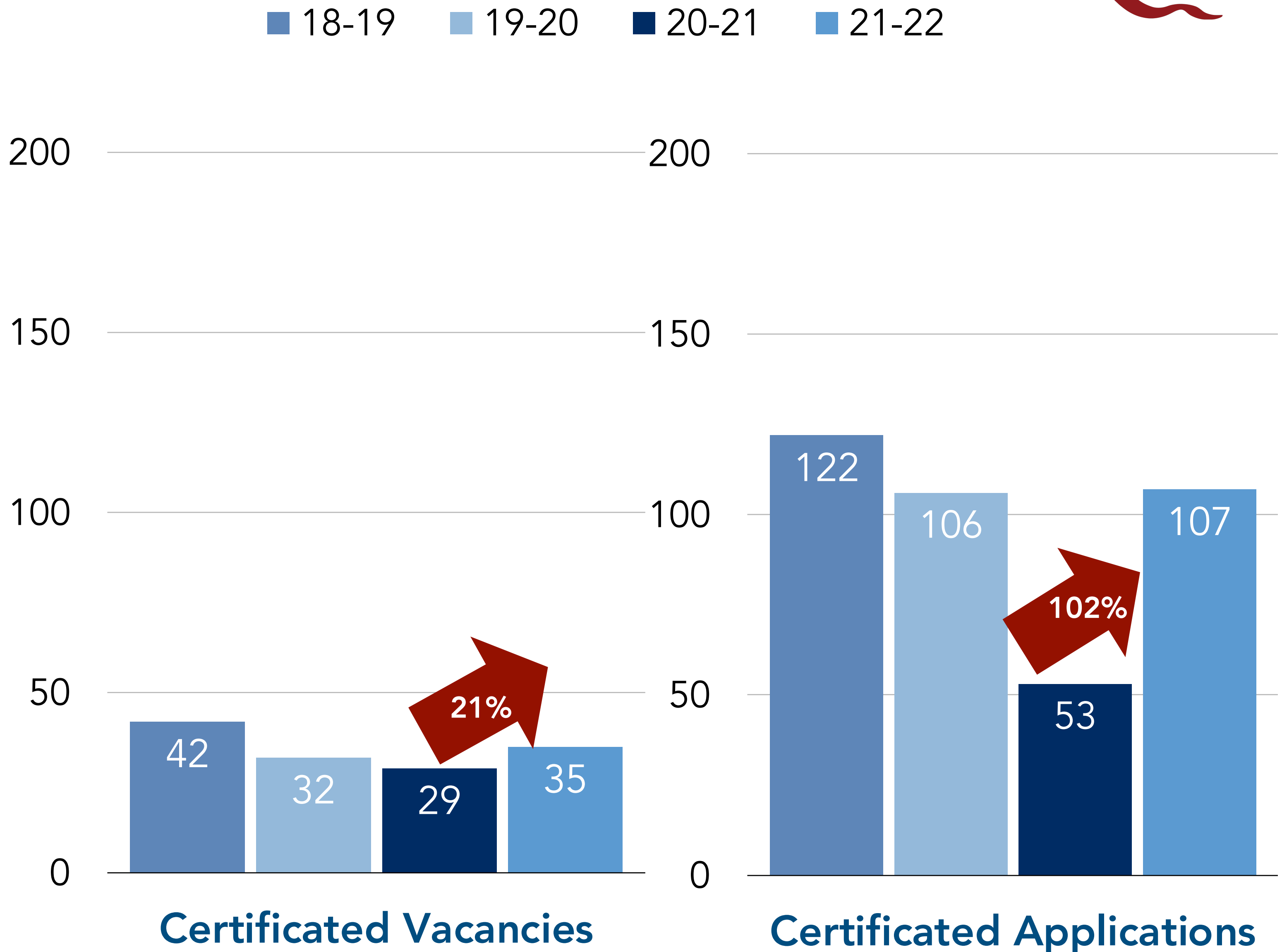
State of the Workforce

March 2, 2023

Highlights and Outlook

Certificated Recruitment

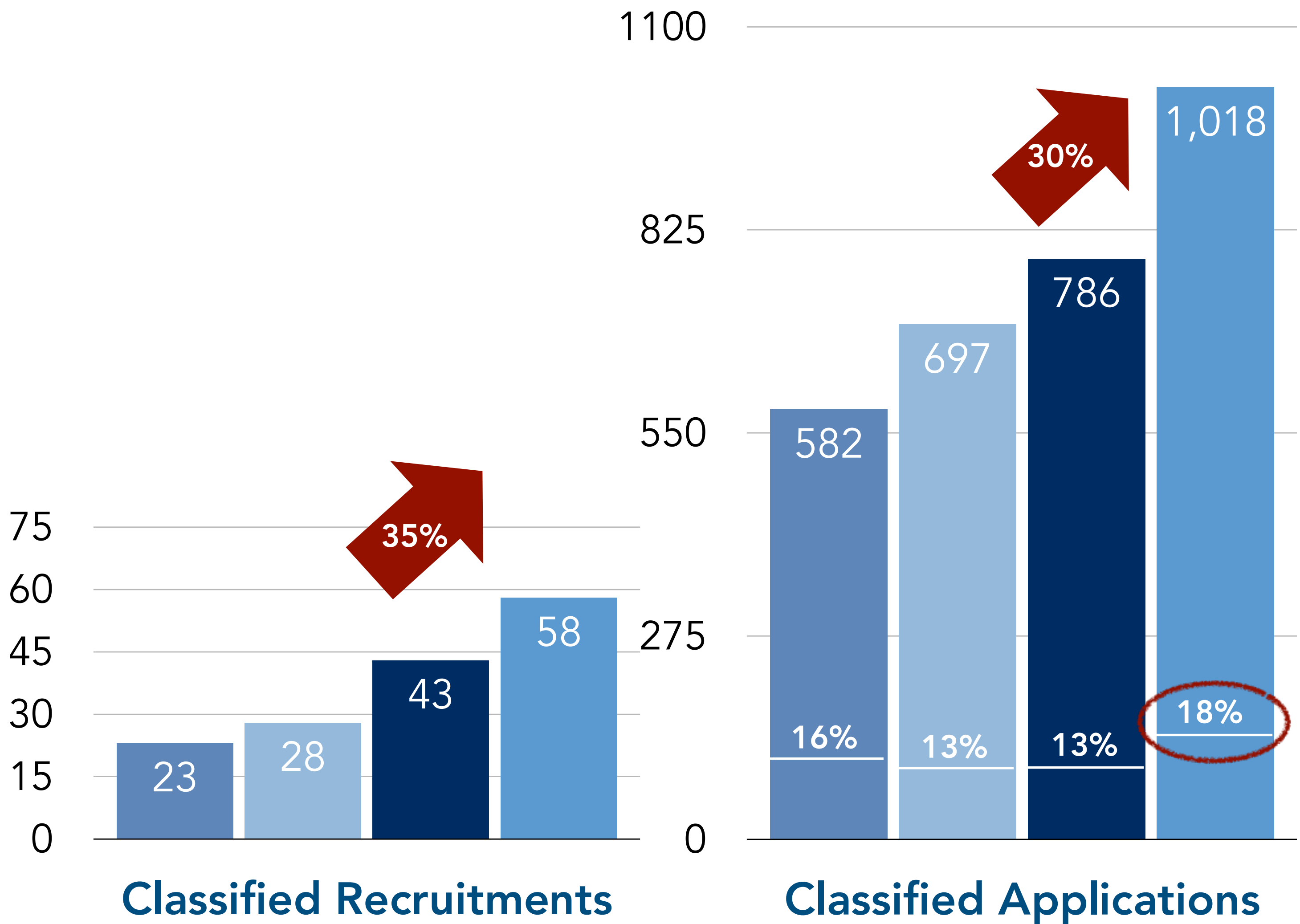
- Overall downward trend in applications over past four years
- A smaller percentage of the total applicants completed the process and became eligible for hire

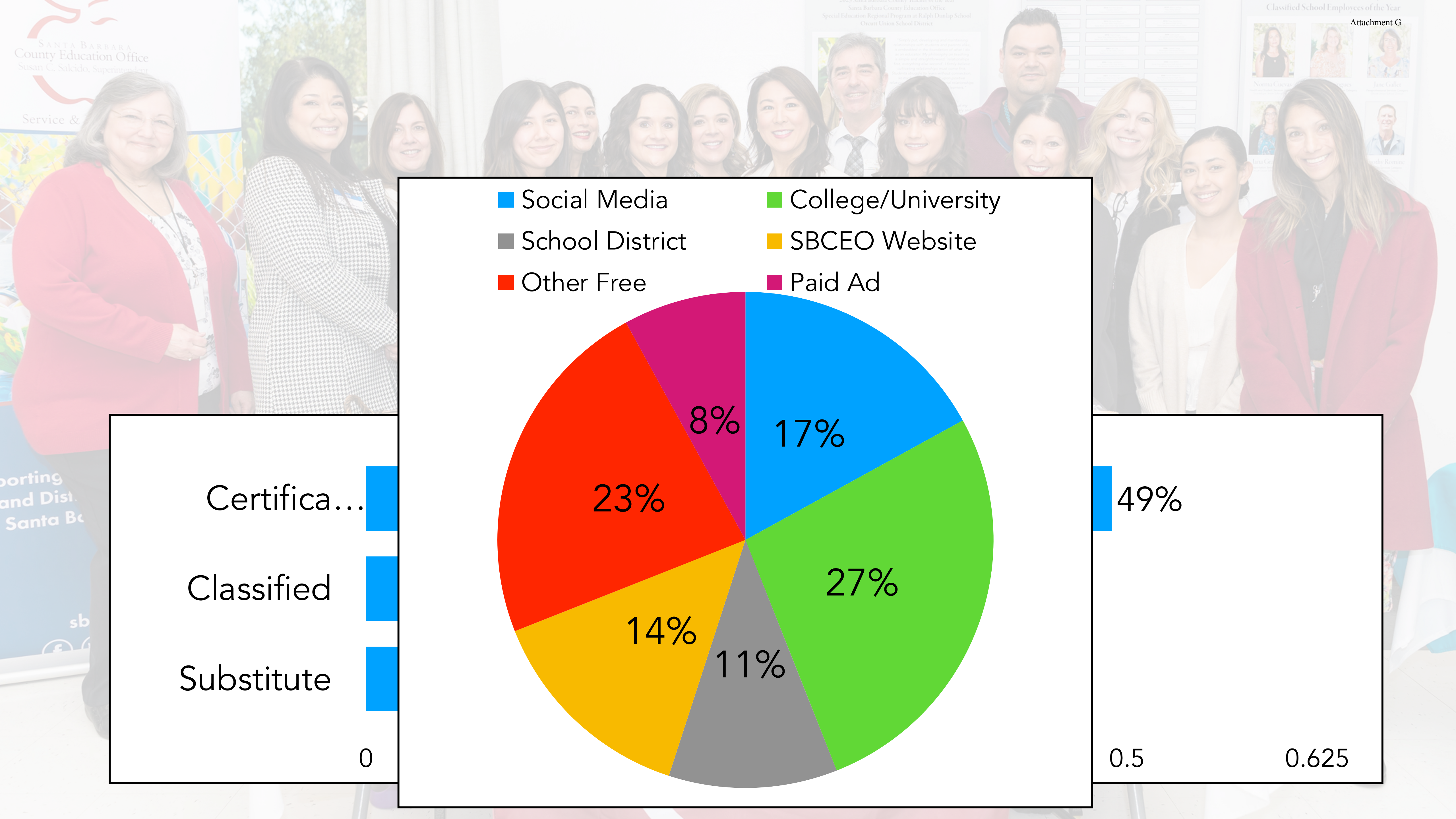


Classified Recruitment

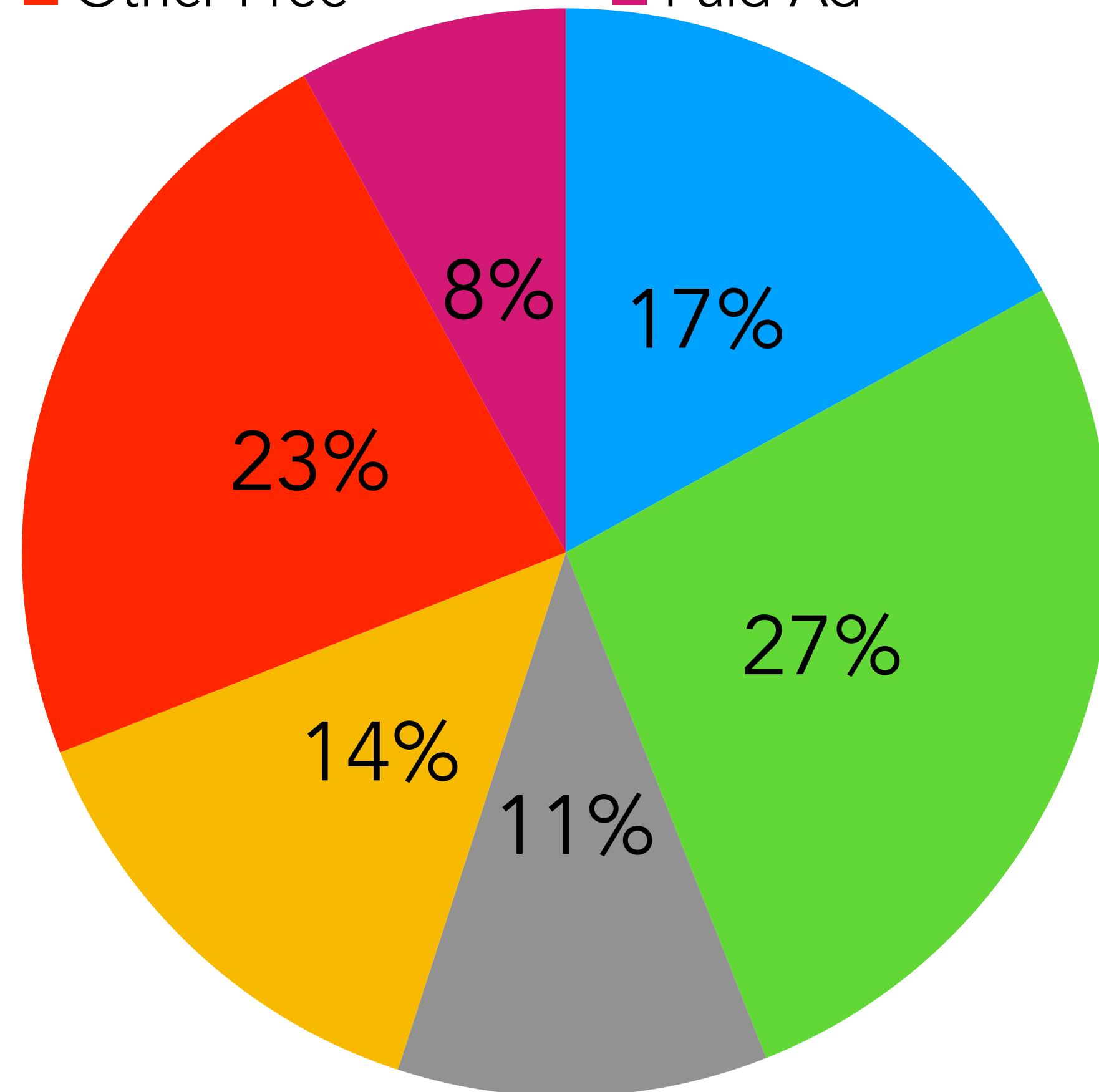
■ 18-19 ■ 19-20 ■ 20-21 ■ 21-22

- Number of positions announced increased substantially
- Number of applications received and candidates eligible for hire did not keep pace with the number of vacant positions





- Social Media
- College/University
- School District
- SBCEO Website
- Other Free
- Paid Ad



Certifica...

Classified

Substitute

0

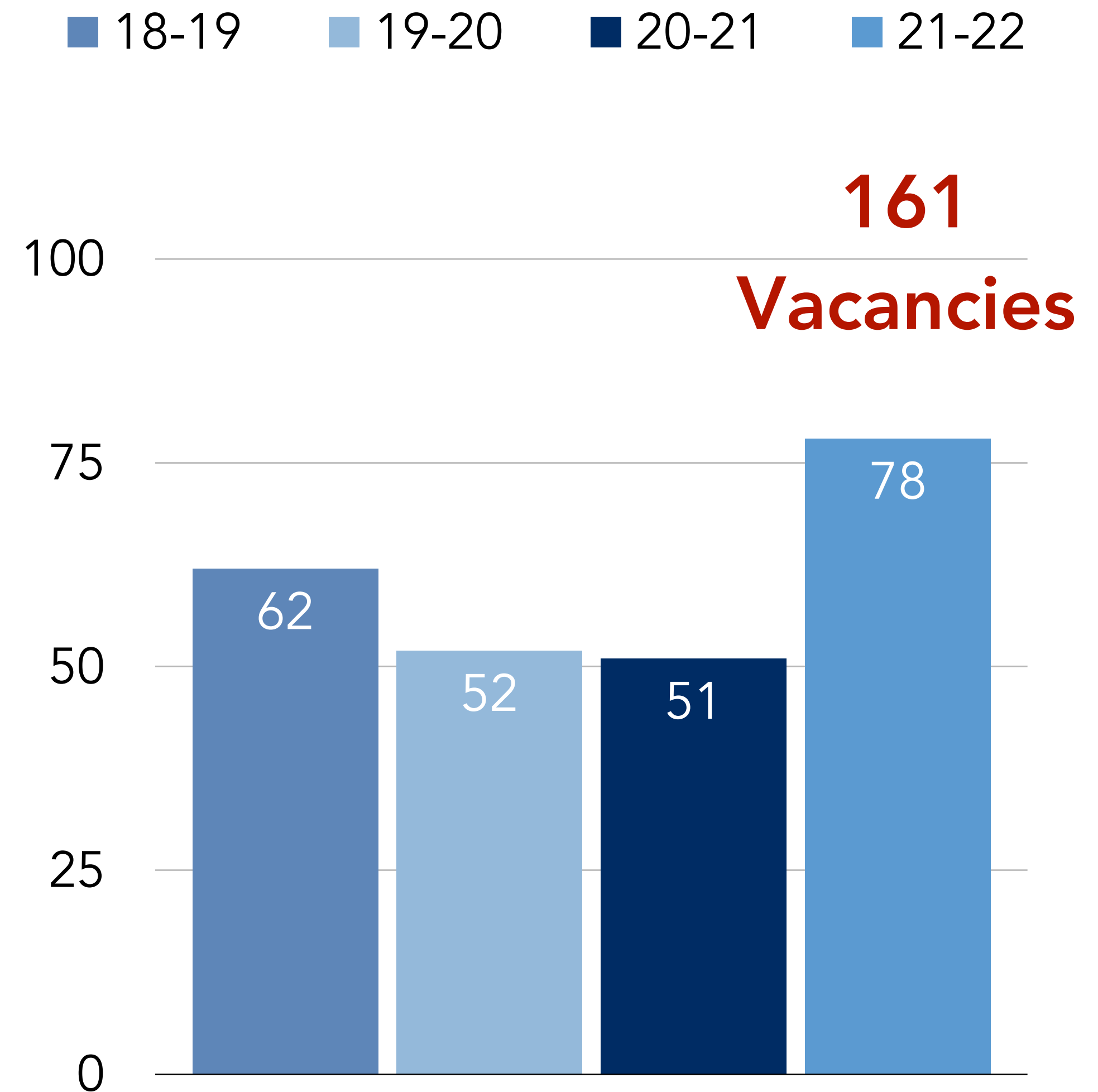
49%

0.5

0.625

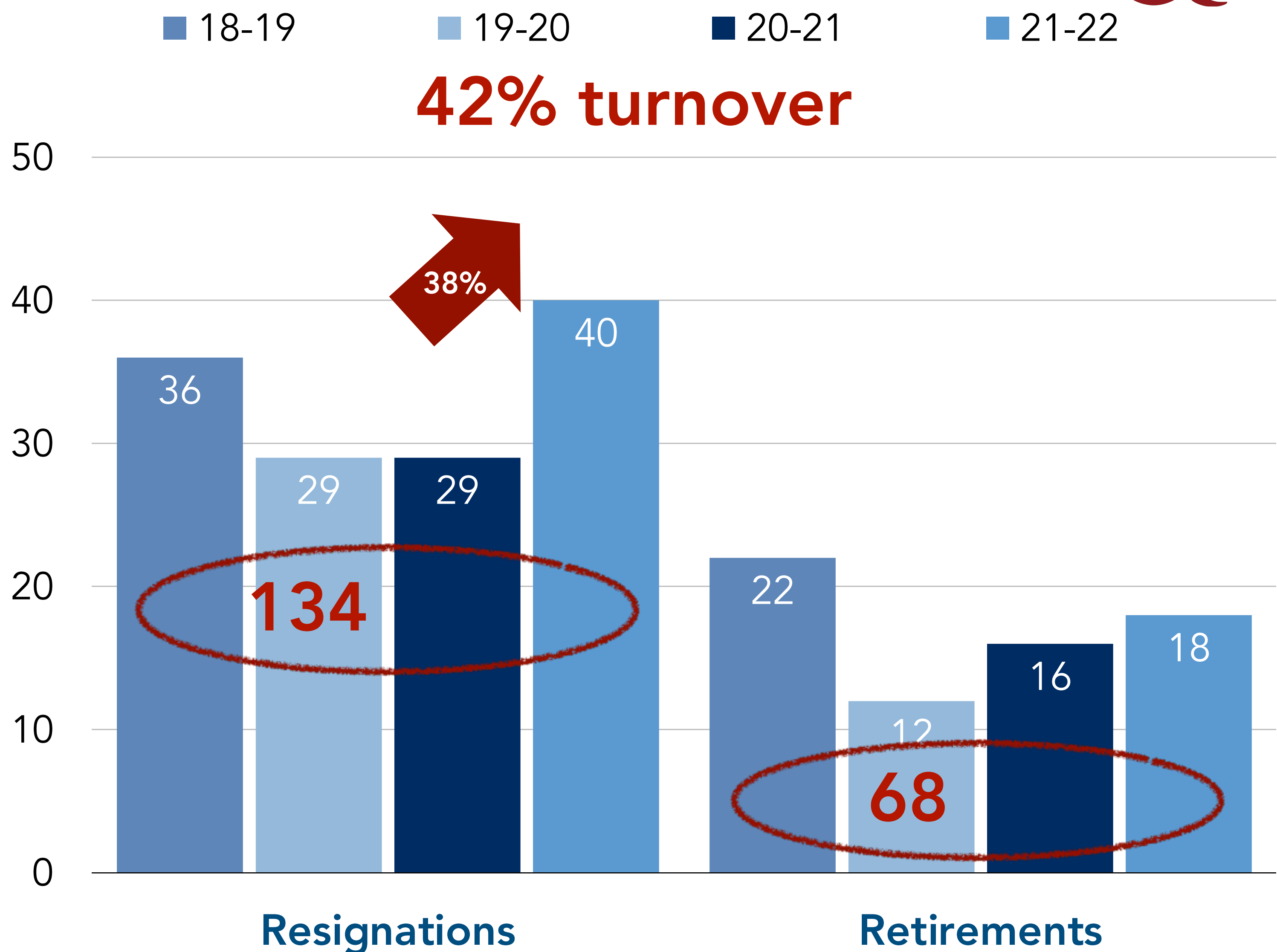
- Significant number of vacancies left unfilled

New Hires



Employee Separations

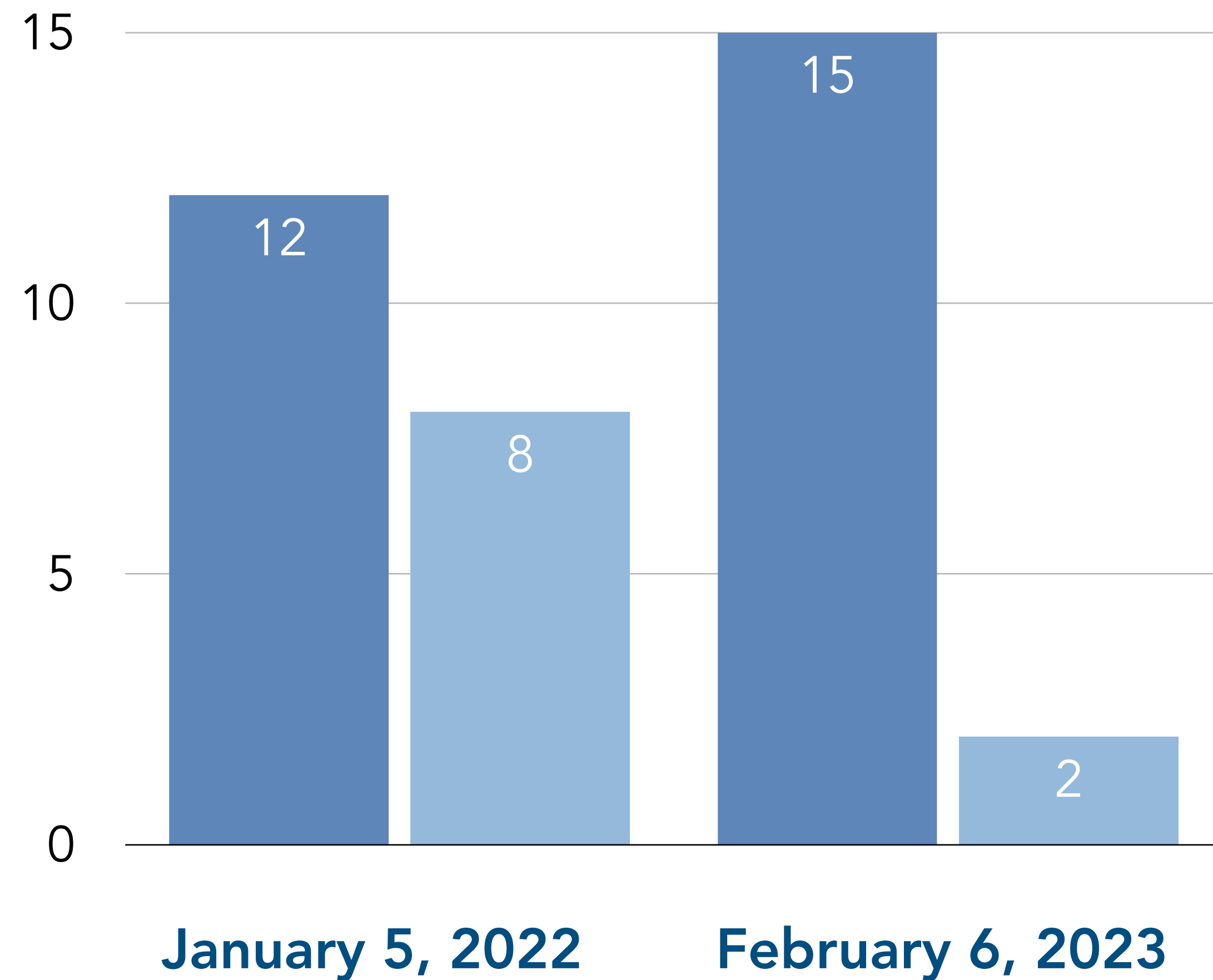
- A significant increase in resignations year over year
- A high number of separations in past 4 years



- Leaves contribute to staffing challenges

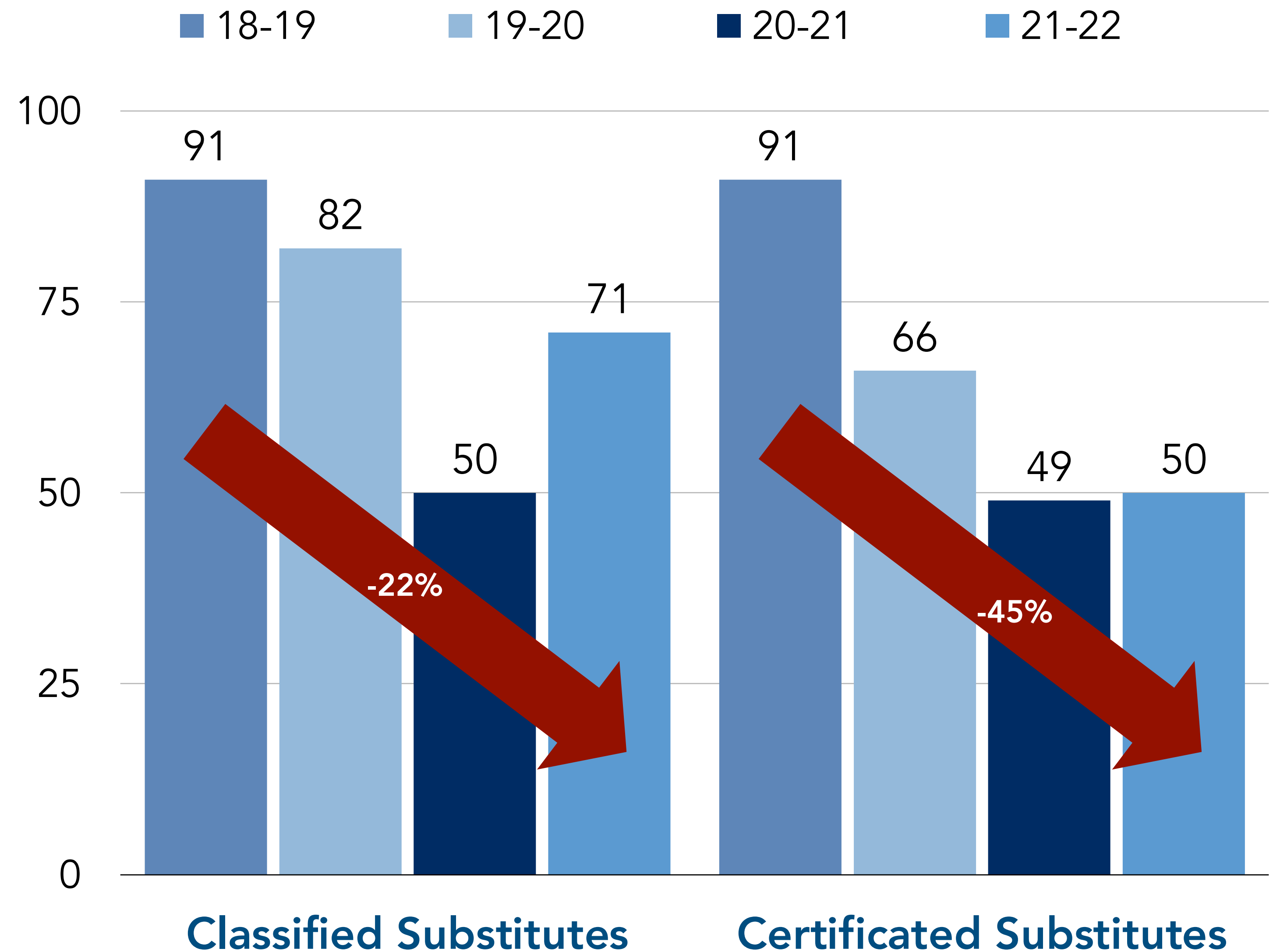
Employee Leaves

■ Classified ■ Certificated

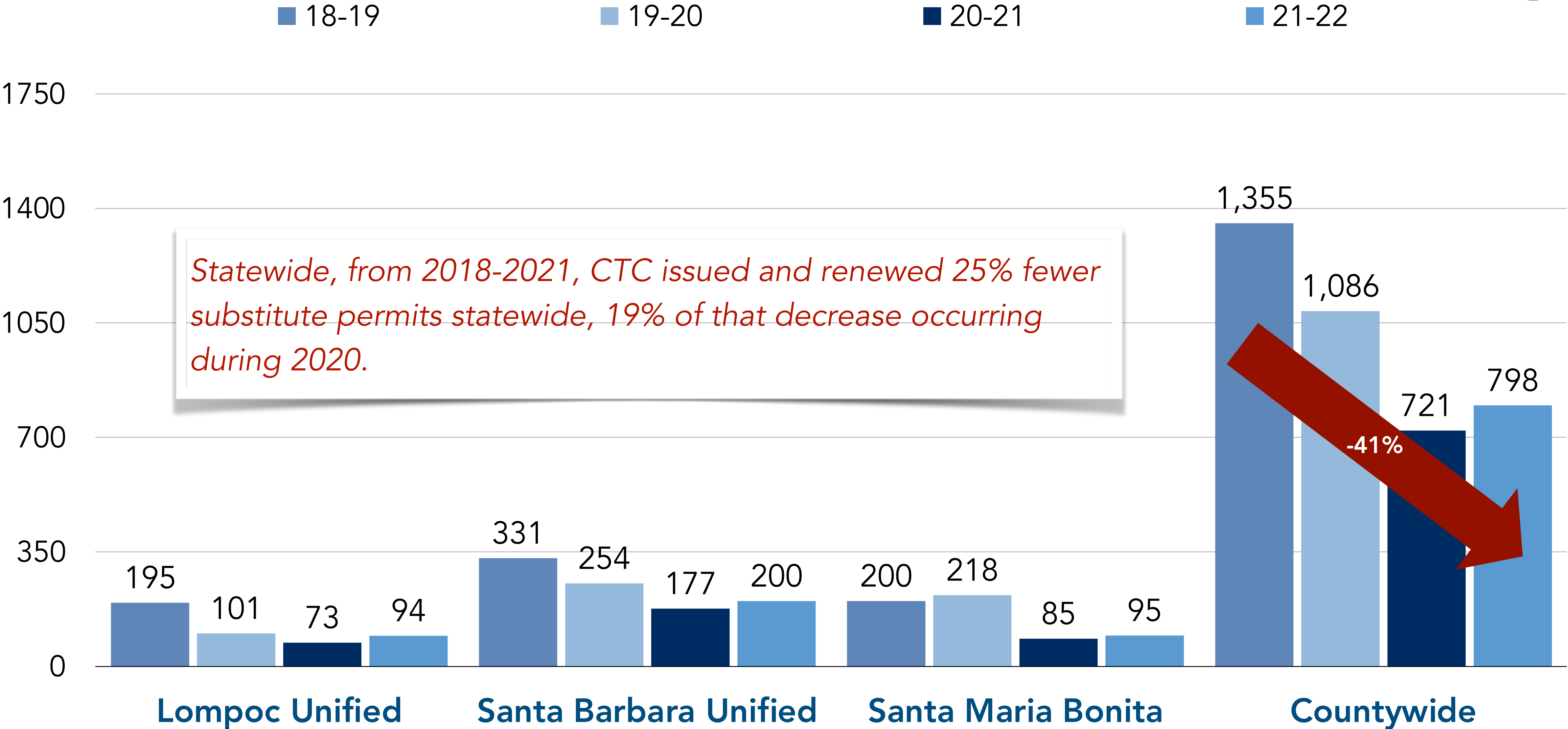


Substitutes

- Number of substitutes decreased significantly and has not recovered
- Enhanced advertisement efforts include pay increases, incentives, and more.



Countywide Certificated Substitutes



Countywide Recruitment

Substitutes

...biggest challenge is **getting subs to accept daily assignments**, particularly in Special Education. For coverage, some use principals or other staff with credentials such as intervention teachers...

...one secondary school district covers vacancies with onsite teachers available because they don't have a scheduled class at a time when there is a vacancy. These **teachers are paid extra to sub in the vacancy**...

...one district shared they are always looking for more subs as **more teachers are out due to mental health** concerns this year...

Cost of Living

...one district representative shared their biggest impediment to hiring is housing. The **cost of housing and the unavailability of housing** accounted for losing about 10 hires this year...

Unfilled Vacancies

...one district shared they have a **detrimental level of unfilled vacancies**, an estimated 10-12 certificated vacancies and 121 classified vacancies (20% of all positions), approximately 58 of which are special education instructional support positions...

Workforce Strategies

Short-Term

- *Expanded Advertising*
- *Direct Recruitment*
- *Community Outreach*
- *Emphasis on Benefits*
- *Salary Increases*

Long-Term

- *Elevating the Field of Education*
- *Professional Development*
- *Professional Networks*
- *Systems Improvements*
- *Legislative Advocacy*



Manzanita Public Charter School

2022-23 Unaudited Actuals



Manzanita Public Charter School

2022-23 Unaudited Actuals - Summary Analysis

SUMMARY OF RESULTS

This 2022-23 Unaudited Actuals update projects a budget surplus of \$1,511,480.

This is an increase of \$609,441 from the prior 2022-23 Second Interim Budget projected surplus of \$902,039.

This will allow Manzanita Public Charter School to end this fiscal year with a balance of \$3,768,379, which is 60.1% of annual expenditures.

SIGNIFICANT CHANGES IN REVENUE (Total Change from Prior = increase of \$379,975, or 5.1% of prior revenues)

LCFF Entitlement: These "Local Control Funding Formula" revenues are the primary funding source for the school.

LCFF Entitlement projected revenues are \$355,819 higher than in the prior cycle due to changes in LCFF Calculator.

Federal Revenues: This consists of one-time federal stimulus (ESSER), Title I-IV (ESSA), federal special education (IDEA), and federal food programs (NSLP).

Federal Revenues are projected at \$169,650 higher than in the prior due to updated SELPA revenue projections.

Other State Revenues: These are the non-LCFF state revenues such as Lottery, Mandate Block Grant, and one-time grants such as AB 86 IPI and ELO.

Other State Revenues are projected at (\$168,421) lower than in the prior due to updated SELPA revenue projections.

Other Local Revenues: This category is primarily fundraising revenue, but includes any non-LCFF local revenue sources.

Other Local Revenues are projected at \$22,927 higher than in the prior.

SIGNIFICANT CHANGES IN EXPENSES (Total Change from Prior = decrease of (\$229,466), or -3.5% of prior expenses)

Salaries and Benefits: This includes all employee pay, plus benefits such as retirement, healthcare, Medicare, Social Security, etc.

Salaries and Benefits costs are (\$181,989) lower than in the prior cycle, reflecting budget adjustments to substitute teachers' and instructional assistants' pay and realigning benefits with current rates.

Books & Supplies: This category includes textbooks, computers, supplies, and other instructional and non-instructional materials and equipment.

Books & Supplies costs are projected at \$78,076 higher or no change to the prior.

Services & Operating Expenses: These include all contracted services as well as travel, insurance, rent, legal costs, and other service-related expenses.

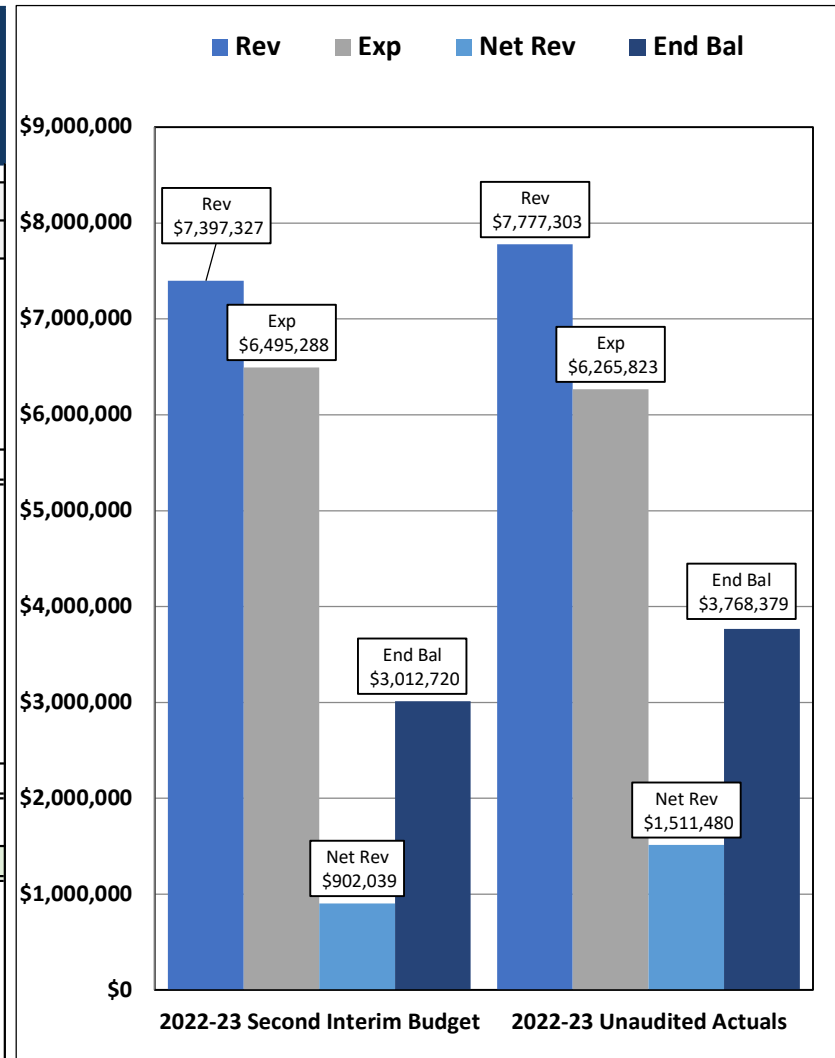
Services & Operating costs are projected to be \$70,844 higher than in the prior to reflect one-time archiving of confidential documents and files.

Depreciation, Capital Outlay, and Other Outgo: This category includes depreciation on fixed assets and interest on long-term debt.

These costs are projected at (\$196,396) reflecting than in the prior reflecting updated to depreciation and interest expense projections.

Manzanita Public Charter School
2022-23 Unaudited Actuals
BUDGET SUMMARY

	2022-23 Second Interim Budget	2022-23 Unaudited Actuals	Change
Projected Enrollment:	440	440	-
Projected P-2 ADA:	410.00	424.74	14.74
Revenues:			
General Purpose Entitlement	\$ 4,479,792	\$ 4,835,611	\$ 355,819
Federal Revenue	999,814	1,169,464	169,650
Other State Revenue	1,899,721	1,731,300	(168,421)
Other Local Revenue	18,000	40,927	22,927
TTL Revenues	\$ 7,397,327	\$ 7,777,303	\$ 379,975
Expenditures:			
Certificated Salaries	\$ 3,011,690	\$ 2,932,651	\$ (79,040)
Non-Certificated Salaries	680,323	719,433	39,110
Benefits	1,074,747	932,688	(142,060)
Books/Supplies/Materials	242,329	320,405	78,076
Services/Operations	1,286,199	1,357,043	70,844
Capital Outlay	-	-	-
Other Outgo	200,000	3,604	(196,396)
TTL Expenditures	\$ 6,495,288	\$ 6,265,823	\$ (229,466)
Net Revenues	\$ 902,039	\$ 1,511,480	\$ 609,441
Beginning Balance July 1	\$ 2,110,681	\$ 2,256,899	
Ending Balance June 30	\$ 3,012,720	\$ 3,768,379	
Ending Balance as % of Exp:	46.4%	60.1%	



Manzanita Public Charter School
2022-23 Unaudited Actuals
BUDGET DETAIL

Description	2022-23 Second Interim Budget	2022-23 Unaudited Actuals	Change From Prior Cycle	Notes/Comments
Enrollment (CALPADS)	440	440	-	
Average Daily Attendance (P-2)	410.00	424.74	14.74	
REVENUES				
General Purpose Entitlement				
8011 General Purpose Block Grant	2,319,948	3,049,938	729,990	LCFF, Includes Supplemental and Concentration
8012 Education Protection Account	1,096,386	362,141	(734,245)	
8019 Prior Year Corrections/Adjustments	-	52,444	52,444	
8096 Funding in Lieu of Property Taxes	1,063,458	1,247,266	183,808	
8097 SPED Property Tax	-	123,822	123,822	
TTL General Purpose Entitlement	4,479,792	4,835,611	355,819	
Federal Revenue				
8181 Federal IDEA SpEd Revenue	74,914	77,707	2,793	Title, ESSER, ELO, Dept D. etc.
8182 SpEd - Discretionary Grants	-	15,843	15,843	
8290 Other Federal Revenue	791,344	1,075,914	284,570	
8295 Prior Year Federal Revenue	133,556	-	(133,556)	
TTL Federal Revenue	999,814	1,169,464	169,650	
Other State Revenue				
8311 AB602 State SpEd Revenue	337,267	232,885	(104,382)	
8550 Mandated Cost Reimbursements	5,743	7,473	1,730	
8560 State Lottery Revenue	76,000	102,657	26,657	
8565 Prior Year Lottery Revenue	-	14,177	14,177	
8590 Other State Revenue	1,480,711	1,374,109	(106,603)	
TTL Other State Revenue	1,899,721	1,731,300	(168,421)	
Other Local Revenue				
8660 Interest Income	12,000	28,589	16,589	
8699 Other Revenue	6,000	12,339	6,339	
TTL Other Local Revenue	18,000	40,927	22,927	
TTL REVENUES	7,397,327	7,777,303	379,975	
EXPENDITURES				
1000 - Certificated Salaries				
1100 Teacher Compensation	2,243,394	2,236,334	(7,060)	
1140 Substitute Teacher Compensation	56,015	22,280	(33,735)	
1150 Teacher Stipends/Extra Duty	47,900	48,189	289	

Manzanita Public Charter School
2022-23 Unaudited Actuals
BUDGET DETAIL

Description	2022-23 Second Interim Budget	2022-23 Unaudited Actuals	Change From Prior Cycle	Notes/Comments
1200 Student Support	258,946	232,936	(26,010)	
1300 Certificated Administrators	403,436	389,832	(13,604)	
1350 Administrator Stipends/Extra Duty	2,000	3,080	1,080	
TTL Certificated Salaries	3,011,690	2,932,651	(79,040)	
2000 - Non - Certificated Salaries				
2100 Instructional Aides	233,624	239,613	5,989	
2140 Classified Substitutes	-	5,937	5,937	
2200 Pupil Support Administration	153,193	53,684	(99,509)	
2250 Pupil Support Stipends	3,000	-	(3,000)	
2300 Classified Administrators	36,656	155,344	118,688	
2350 Classified Administrator Stipends	-	3,000	3,000	
2400 Clerical & Technical Staff	247,949	254,755	6,805	
2450 Clerical & Technical Stipends	5,900	7,100	1,200	
TTL Non - Certificated Salaries	680,323	719,433	39,110	
3000 - Employee Benefits				
3101 STRS Certificated	554,252	487,379	(66,873)	
3202 PERS Classified	53,540	-	(53,540)	
3301 OASDI/Medicare	95,714	95,491	(223)	
3401 Health Care Certificated	259,244	211,030	(48,214)	
3402 Health Care Classified	55,879	46,397	(9,482)	
3501 Unemployment Insurance	18,460	17,436	(1,024)	
3601 Workers' Comp Certificated	30,719	29,840	(879)	
3602 Workers' Comp Classified	6,939	7,367	428	
3902 Other Benefits Class	-	37,748	37,748	
TTL Employee Benefits	1,074,747	932,688	(142,060)	
4000 - Books/Supplies/Materials				
4100 Textbooks & Core Curriculum	-	16,215	16,215	
4200 Other Reference Materials	-	2,541	2,541	
4301 Classroom Materials	-	80,157	80,157	
4302 Janitorial Supplies	-	33,064	33,064	
4303 Specialist Supplies	-	10,069	10,069	
4304 Medical Supplies	-	1,898	1,898	
4305 Classroom Software Programs	-	22,112	22,112	
4306 Office Supplies	-	16,266	16,266	
4310 Materials & Supplies	203,329	-	(203,329)	
4400 Non - Capitalized Equipment	39,000	98,623	59,623	

Manzanita Public Charter School
2022-23 Unaudited Actuals
BUDGET DETAIL

Description	2022-23 Second Interim Budget	2022-23 Unaudited Actuals	Change From Prior Cycle	Notes/Comments
4405 Technology - Software	-	33,899	33,899	
4415 Classroom Furniture	-	5,560	5,560	
TTL Books/Supplies/Materials	242,329	320,405	78,076	
5000 - Services & Operations				
5105 Security	-	17,407	17,407	
5200 Travel & Conferences	59,000	-	(59,000)	
5201 Auto and Travel Expense	-	18,459	18,459	
5202 Conference Fees	-	1,223	1,223	
5203 Business Meals	-	2,148	2,148	
5300 Dues & Memberships	-	1,784	1,784	
5400 Insurance	5,000	35,671	30,671	
5500 Operations & Housekeeping	75,000	-	(75,000)	
5501 Operations and Housekeeping Services	-	62,655	62,655	
5502 Janitorial/Trash Removal	-	6,357	6,357	
5511 Postage and Shipping	-	853	853	
5512 Printing	-	8,630	8,630	
5514 Bank Charges	-	647	647	
5540 Field Trip Expenses	-	22,058	22,058	
5601 Rent, Leases, Rep[airs and Non Capitalized Im	-	6,377	6,377	
5603 Equipment Leases	-	15,525	15,525	

Manzanita Public Charter School
2022-23 Unaudited Actuals
BUDGET DETAIL

Description	2022-23 Second Interim Budget	2022-23 Unaudited Actuals	Change From Prior Cycle	Notes/Comments
5610 Facility Rents & Leases	36,500	21,782	(14,718)	
5620 Equipment Leases	-	3,095	3,095	
5800 Professional Services - Non - instructional	163,000	285	(162,715)	
5801 IT	-	35,200	35,200	
5802 Accouting	-	22,250	22,250	
5803 Legal	-	9,933	9,933	
5804 Professional Development	-	87,674	87,674	
5805 General Consulting	-	9,210	9,210	
5806 Custodial Contract	-	31,135	31,135	
5811 Attendance Software	-	16,650	16,650	
5813 Transportation	657,332	590,040	(67,292)	
5820 Audit & CPA	20,000	-	(20,000)	
5825 DMS Business Services	127,473	169,097	41,624	
5850 Oversight Fees	134,394	139,231	4,837	3% oversight
5860 Service Fees	-	1,781	1,781	
5900 Communications	8,500	19,886	11,386	
TTL Services & Operations	1,286,199	1,357,043	70,844	
7000 - Other Outgo				
7141 Other Payments to Districts	-	3,604	3,604	
7221 Apportionment Transfer	200,000	-	(200,000)	
TTL Other Outgo	200,000	3,604	(196,396)	
TTL EXPENDITURES	6,495,288	6,265,823	(229,466)	
Revenues less Expenditures	902,039	1,511,480	609,441	
Beginning Fund Balance	2,110,681	2,256,899		
Net Revenues	902,039	1,511,480		
ENDING BALANCE	3,012,720	3,768,379		
ENDING BALANCE AS % OF OUTGO	46.4%	60.1%		



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Item Scheduled for Action/Consideration

***Item Title:* Approval of the 2022/2023 Declaration of Need for Fully Qualified Educators**

Background:

The Declaration of Need for Fully Qualified Educators (DON) is an annual document required by an employing local education agency and a prerequisite to the issuance of any emergency permit and/or limited assignment permit for that agency. The DON is a Board item that must be an action item presented in open session.

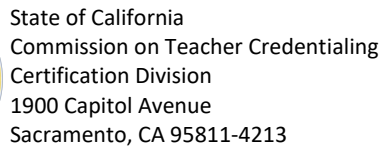
Prior to the passage of Assembly Bills (AB) 1505 (Chap. 486, Stats. 2019) and 1219 (Chap. 782, Stats. 2019), charter schools were not subject to the same credentialing provisions and assignment monitoring regiment as non-charter public schools. As of January 1, 2020, these pieces of legislation went into effect, and the certification requirements are now more aligned.

Furthermore, assignment options at these schools were broadened, as Education Code §47605(l) was amended to provide charter schools the ability to request emergency permits or waivers from the Commission on Teacher Credentialing for individuals in the same manner as school districts.

Recommendation: Approval

Fiscal Impact: None

Resource Person: Suzanne Nicastro



Original Declaration of Need for year: _____

Revised Declaration of Need for year: _____

Name of District or Charter: _____ District CDS Code: _____

Name of County: _____ County CDS Code: _____

- A diligent search, as defined below, to recruit a fully prepared teacher for the assignment(s) was made
- If a suitable fully prepared teacher is not available to the school district, the district will make a reasonable effort to recruit based on the priority stated below

The governing board/body of the school district or charter school specified above adopted a declaration at a regularly scheduled public meeting held on ____/____/____ certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar.

► ***Enclose a copy of the board agenda item***

With my signature below, I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, .

Submitted by (Superintendent, Board Secretary, or Designee):

Name *Signature* *Title*

Fax Number
Telephone Number
Date

Mailing Address

E-Mail Address

FOR SERVICE IN A COUNTY OFFICE OF EDUCATION, STATE AGENCY, CHARTER SCHOOL OR NONPUBLIC SCHOOL AGENCY

Name of County	County CDS Code
----------------	-----------------

Name of State Agency _____

[illegible]

The Superintendent of the County Office of Education or the Director of the State Agency or the Director of the NPS/NPA specified above adopted a declaration on ____/____/____, at least 72 hours following his or her public announcement that such a declaration would be made, certifying that there is an insufficient number of certificated persons who meet the county's, agency's or school's specified employment criteria for the position(s) listed on the attached form.

The declaration shall remain in force until June 30, _____.

► **Enclose a copy of the public announcement**

Submitted by Superintendent, Director, or Designee:

<i>Name</i>	<i>Signature</i>	<i>Title</i>
<i>Fax Number</i>	<i>Telephone Number</i>	<i>Date</i>
<i>Mailing Address</i>		
<i>E-Mail Address</i>		

- *This declaration must be on file with the Commission on Teacher Credentialing before any emergency permits will be issued for service with the employing agency*

AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS

Based on the previous year's actual needs and projections of enrollment, please indicate the number of emergency permits the employing agency estimates it will need in each of the identified areas during the valid period of this Declaration of Need for Fully Qualified Educators. This declaration shall be valid only for the type(s) and subjects(s) identified below.

This declaration must be revised by the employing agency when the total number of emergency permits applied for exceeds the estimate by ten percent. Board approval is required for a revision.

Type of Emergency Permit

Estimated Number Needed

CLAD/English Learner Authorization (applicant already holds teaching credential)

Bilingual Authorization (applicant already holds teaching credential)

List target language(s) for bilingual authorization:

Resource Specialist

Teacher Librarian Services

LIMITED ASSIGNMENT PERMITS

Limited Assignment Permits may only be issued to applicants holding a valid California teaching credential based on a baccalaureate degree and a professional preparation program including student teaching.

Based on the previous year's actual needs and projections of enrollment, please indicate the number of Limited Assignment Permits the employing agency estimates it will need in the following areas. Additionally, for the Single Subject Limited Assignment Permits estimated, please include the authorization(s) which will be requested:

TYPE OF LIMITED ASSIGNMENT PERMIT	ESTIMATED NUMBER NEEDED
Multiple Subject	
Single Subject	
Special Education	
TOTAL	

AUTHORIZATION(S) FOR SINGLE SUBJECT LIMITED ASSIGNMENT PERMITS (A separate page may be used if needed)	ESTIMATED NUMBER NEEDED

EFFORTS TO RECRUIT CERTIFIED PERSONNEL

The employing agency declares that it has implemented in policy and practices a process for conducting a diligent search that includes, but is not limited to, distributing job announcements, contacting college and university placement centers, advertising in local newspapers, exploring incentives included in the Teaching as a Priority Block Grant (refer to www.cde.ca.gov for details), participating in state and regional recruitment centers and participating in job fairs in California.

If a suitable fully prepared teacher is not available to the school district, the district made reasonable efforts to recruit an individual for the assignment, in the following order:

- A candidate who qualifies and agrees to participate in an approved internship program in the region of the school district
- An individual who is scheduled to complete initial preparation requirements within six months

EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL

Has your agency established a District Intern program?	Yes	No
--	-----	----

If no, explain. _____

Does your agency participate in a Commission-approved college or university internship program?	Yes	No
---	-----	----

If yes, how many interns do you expect to have this year? _____

If yes, list each college or university with which you participate in an internship program.

If no, explain why you do not participate in an internship program.



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Item Scheduled for Action/Consideration Attachment

Item Title: Discussion and Approval of Adding School Principal to Credit Card Account with a 5K Credit Limit.

Background: The School Principal is responsible for 3 primary areas of LEA expenditures: school-wide professional development, rewards and motivational tools, and annual curriculum supplies. The school credit card use will be aligned to LCAP budgeted expenditures and will allow for simpler accounting practices throughout the year.

Manzanita Public Charter School

Recommendation: Approval

Fiscal impact: Budgeted item

Resource Person: Suzanne Nicastro