

Manzanita Governance Board  
**Approved Minutes**

APRIL 5, 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, VAFB, CA on April 5, 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 4/6 (Eric Wilhelm and Beth Chi – Absent)  
Opening Comments/Introductions/Welcome Guests  
1. Mrs. Madden (4<sup>th</sup>/5<sup>th</sup> Grade Teacher)  
2. Ms. Crystal Adams (Vandenberg Space Force Base School Liaison)

- C) Communications  
Instructions for Presentations to the Board by Parents and Citizens

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

1. Agendas are available to all audience members at the door to the meeting.
2. “Request to Speak” forms are available in Spanish and English to all audience members who wish to speak on any agenda item(s) or under the general category of “Oral Communications.”
3. “Oral Communications” is set aside for members of the audience to raise issues that are not specifically on the agenda. However, due to public meeting laws, the Board can only listen to your issue, not respond or take action. These presentations are limited to three (3) minutes each and total time allotted to non-agenda items

will not exceed fifteen (15) minutes. The Board may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen-requested item.

4. With regard to items that are on the agenda, you may specify that agenda item on your request form and you will be given an opportunity to speak for up to three (3) minutes when the Board discusses that item.
5. When addressing the Board, speakers are requested to state their name and address from the podium and adhere to the time limits set forth.
6. A member of the public requiring an interpreter will be provided six (6) minutes for public in accordance with section 54954.3 of the Government Code.

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

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

C) Reports

1. Superintendent's Report

- a. Enrollment Report (Attachment A)
- b. Prop 51 PSMI Update
- c. National Facilities Management and Technology Conference (NFMT)
- d. Capturing Kids' Hearts Conferences/Future Partnership

2. Principal's Report

- a. Talent Show
- b. State Testing
- c. Math Super Bowl
- d. Math Presentation from Mrs. Madden's 4<sup>th</sup>/5<sup>th</sup> Grade Combo Class
- e. Vandenberg Space Force Base Liaison Report: Month of the Military Child Statement

D) Consent Agenda Items

Motion: Eli Villanueva      Second: Monique Mangino      Vote: 4/6 (Eric Wilhelm and Beth Chi – Absent)

1. Approval of Meeting Minutes for the Regular Board Meeting on March 8, 2023. (Attachment B)
2. Approval of Check Detail, Deposit Detail and Unpaid Bills. (Attachment C)
3. 2023-2024 Manzanita Governance Board Meeting Dates (Attachment D)

E) Items Scheduled for Action/Consideration

1. Discussion and Approval of the 2022-2023 Single School Plan (Attachment E) (Channon Mitchell)

Motion: Eli Villanueva      Second: Krishna Flores      Vote: 4/6 (Eric Wilhelm and Beth Chi – Absent)

2. Discussion and Approval of the Employee Retention Credit (ERC) Contract with Bottomline Concepts (Attachment F) (Suzanne Nicastro) *The Board denied the Employee Retention Credit (ERC) contract with Bottomline.*

Motion: Monique Mangino      Second: Eli Villanueva      Vote: 4/6 (Eric Wilhelm and Beth Chi – Absent)

3. Discussion and Approval of the Creative Children Art Contract for Expanded Learning Opportunities Program (ELO-P) (Attachment G) (Suzanne Nicastro)

Motion: Krishna Flores

Second: Eli Villanueva

Vote: 4/6 (Eric Wilhelm and Beth Chi – Absent)

4. ~~Discussion and Approval of CKHI (Summer 2023) Contract Agreement (Attachment H) (Suzanne Nicastro)~~ *The board tabled the CKHI Contract agreement until the May regular board meeting.*

Motion: \_\_\_\_\_

Second: \_\_\_\_\_

Vote: \_\_\_\_\_

**F) Items Scheduled for Information and Discussion**

1. Delta Management Solutions (DMS) Monthly Update to the Board
2. 2<sup>nd</sup> discussion of Local Control and Accountability Plan (LCAP) (Attachment I) (Suzanne Nicastro)
3. Grade 7<sup>th</sup> and 8<sup>th</sup> School Model Outline (Attachment J) (Suzanne Nicastro)

**G) Future Agenda Items**

None.

**H) Adjourn to Closed Session Time: 5:57 PM**

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

1. Employee(s) Discipline/Release/Dismissal/Complaint(s) (Gov. Code, #54957, subd. (b)(1))

**I) Reconvene to Open Session Time: 6:22 PM**

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

No action taken.

**K) Next Meeting**

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

**L) Adjournment**

Time: 6:22 PM

**CERTIFICATE OF SECRETARY**

**I certify that I am the duly appointed Secretary of the Manzanita Public Charter School dba Manzanita Governance Board, a California nonprofit public benefit corporation; that these minutes, consisting of three (3) pages are the minutes of the regular meeting of the Board of Directors held on April 5, 2023.**

  
\_\_\_\_\_  
**Eli Villanueva**  
**Governance Board Secretary**

May 3, 2023  
**Date**