

## Superintendent's Enrollment Report

[illegible]

# Manzanita Governance Board

## Unadopted Minutes

JUNE 15, 2022

### Regular Board Meeting

#### Governance Board Members

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

The regular board meeting of the Governance Board of Manzanita Public Charter School will be held at Manzanita Public Charter School Staff Lounge, 991 Mountain View Blvd, VAFB, CA on June 15, 2022 at 3:00 pm and will also be held via teleconference pursuant to Executive Orders N-25-20 and N-29-20.

Members of the public who wish to access this Board meeting via Zoom may do so by clicking the direct link: <https://us02web.zoom.us/j/6825676592>

The Board reserves the right to mute or remove a participant from the meeting if the participant unreasonably disrupts the Board meeting.

#### A) Call to Order

Time: **3:03 PM**

Pledge of Allegiance

Establish Quorum

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

Opening Comments/Introductions/Welcome Guests

1. Shanna Muro

Brief of possible expansion of Manzanita adding 7<sup>th</sup> and 8<sup>th</sup> Grades

#### 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) Adjourn to Closed Session Time: 3:11 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. Conference with Legal Counsel Anticipated Litigation Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9. (One case)
2. Public Employment: New Hire
  - a. Certificated Employees (2)

**D) Reconvene to Open Session Time: 3:36 PM**

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

**F) Reports**

1. Superintendent/Principal's Report
  - a. Enrollment Report (Attachment A)
  - b. Prop 51 PSMI Update (Attachment B)
  - c. Open House
  - d. 6<sup>th</sup> Grade Promotion Ceremony
  - e. Safety Update

**G) Consent Agenda Items**

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

1. Approval of Meeting Minutes for the Regular Board Meeting on May 18, 2022. (Attachment C)
2. Approval of Check Detail, Deposit Detail and Unpaid Bills. (Attachment D) (Nancy Dow)
3. Employee Handbook (Attachment E) (Suzanne Nicastro)
4. Updated Board Meeting Schedule Time 2022-2023 (Attachment F) (Suzanne Nicastro)

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

1. Discussion and Approval of the 2022-2023 Local Education Agency Budget (LEA). (Attachment G) (Suzanne Nicastro) (Nancy Dow)  
Motion: Eli Villanueva Second: Krishna Flores Vote: 4/6 (Eric Wilhelm and Harvey Green – Absent)

2. Discussion and Approval of the 2022-2025 Actions and Goals of the Local Control and Accountability Plan (LCAP). (Attachment H) (Suzanne Nicastro and Nancy Dow)

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

- ~~3. Discussion and Approval of the 2022-2025 Federal Addendum of the Local Control and Accountability Plan (LCAP). (Attachment I) (Suzanne Nicastro) TABELED~~

~~Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_~~

4. Discussion and Approval of the Schedule Salary Increase of 6% for All Employees Beginning July 1, 2022. (Attachment J) (Suzanne Nicastro and Nancy Dow)

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

- ~~5. Discussion and Approval of the 2022-2023 Lompoc Unified School District (LUSD) Food Service Contract (Attachment K) (Suzanne Nicastro) TABELED~~

~~Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_~~

6. Discussion and Approval of the Expanded Learning Opportunity Plan (ELOP). (Attachment L) (Suzanne Nicastro)

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

7. Discussion and Approval of the Transitional Kindergarten (TK)/ Universal Prekindergarten (UPK) Plan. (Attachment M) (Suzanne Nicastro)

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

8. Discussion and Approval of the Budget Overview for Parents. (Attachment N) (Suzanne Nicastro and Nancy Dow)

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

9. Discussion and Approval of Annual Resolution for the Education Protection Account (EPA). (Attachment O) (Nancy Dow)

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

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

1. Local Education Agency (LEA) Staffing Plan for 2022-2023. (Attachment P) (Suzanne Nicastro)

**J) Future Agenda Items**

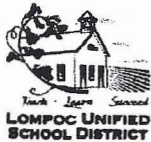
1. Single School Plan
2. School Safety Plan

**K) Next Meeting**

The next scheduled meeting of the Governance Board will be held on Wednesday, August 3, 2022 at 4:00 PM 3:30 PM in the Manzanita Public Charter School Staff Lounge.

**L) Adjournment**

Time: **5:48 PM**



## **Lompoc Unified School District**

**Business Services**

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

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### **MANZANITA CHARTER SCHOOL CHILD NUTRITION SERVICES CONTRACT**

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

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

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

#### **LOMPOC UNIFIED SCHOOL DISTRICT CHILD NUTRITION SERVICES DEPARTMENT SHALL:**

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

#### **MANZANITA CHARTER SCHOOL SHALL:**

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


**Lompoc Unified School District**
**Business Services**

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

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

**CANCELLATION**

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


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

 7/5/22  
 Signature Date

Douglas Sorum  
 Assistant Superintendent, Business Services  
 Lompoc Unified School District

 7/1/22  
 Signature Date

Michelle MacKinnon  
 Director, Child Nutrition Services  
 Lompoc Unified School District

 7/20/22  
 Signature Date

Kathi Froemming  
 Superintendent  
 Manzanita Public Charter School