

www.manzanitacharterschool.com

DATE OF MEETING: WEDNESDAY, AUGUST 9, 2023

[illegible]

Manzanita Governance Board

Unadopted Minutes

JUNE 14, 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 Bld, VAFB, CA on June 14, 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: 3:31 PM

Pledge of Allegiance

Establish Quorum

5/6 (Eric Wilhelm – Absent)

Opening Comments/Introductions/Welcome Guests

B) Communications

Instructions for Presentations to the Board by Parents and Citizens

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

1. Agendas are available to all audience members at the door to the meeting.
2. “Request to Speak” forms are available in Spanish and English to all audience members who wish to speak on any agenda item(s) or under the general category of “Oral Communications.”
3. “Oral Communications” is set aside for members of the audience to raise issues that are not specifically on the agenda. However, due to public meeting laws, the Board can only listen to your issue, not respond or take action. These presentations are limited to three (3) minutes each and total time allotted to non-agenda items will not exceed fifteen (15) minutes. The Board may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen-requested item.

- Attachment B
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
2. Principal's Report
 - a. Open House
 - b. 6th Grade Promotion
 - c. Standardized Test for the Assessment of Reading (STAR) Growth by Grade Level

D) Consent Agenda Items

Motion: Krishna Flores Second: Eli Villanueva Vote: 5/6 (Eric Wilhelm – Absent)

1. Approval of Meeting Minutes for the Regular Board Meeting on May 3, 2023 (Attachment B)
2. Approval of Meeting Minutes for the Special Board Meeting on May 31, 2023 (Attachment C)
3. Approval of Check Detail, Deposit Detail and Unpaid Bills (Attachment D)
4. Approval of Certificated Salary Schedule for School Psychologist/Speech & Language Pathologist/School Nurse/Marriage and Family Therapist for the 2023-2024 School Year (Attachment E)
5. Approval of Certificated Non-Classroom Staff Rates for the 2023-2024 School Year (Attachment F)
6. Approval of Student/Parent Handbook (Attachment G)
7. Approval of 2023-2024 Declaration of Need for Fully Qualified Educators (Attachment H)
8. Approval of Santa Barbara County Special Education Local Planning Area (SBCSELPA) 2023-2024 Local Plan Revision (Attachment I)
9. Approval of Benchmark Education Contract (Attachment J)
10. Approval of 2023-2024 Employee Handbook (Attachment K)

E) Items Scheduled for Information and Discussion

1. Manzanita Public Charter School Intervention Data (Jim Albertson) (Kim Hurd)
2. SMARTER BALANCE Summative Test and Local Control and Accountability Plan (LCAP) Results (Channon Mitchel)

F) Items Scheduled for Action/Consideration

1. Discussion and Approval of Manzanita's Public Charter School's 2023-2024 Local Control and Accountability Plan (LCAP) (Attachment L) (Suzanne Nicastro)

Motion: Eli Villanueva Second: Krishna Flores Vote: 5/6 (Eric Wilhelm – Absent)

2. Discussion and Approval of the 2022-2023 Local Indicator Performance Standards (Attachment M) (Suzanne Nicastro)

Motion: Monique Mangino Second: Beth Chi Vote: 5/6 (Eric Wilhelm – Absent)

3. Discussion and Approval of the 2023-2024 Annual Local Education Agency (LEA) Budget (Attachment N) (Genevieve Nelwan) (Suzanne Nicastro)

Motion: Krishna Flores Second: Eli Villanueva Vote: 5/6 (Eric Wilhelm – Absent)

4. Discussion and Approval of Manzanita's Revised Expanded Learning Opportunity Program (ELOP) Design (Attachment O) (Suzanne Nicastro)

Motion: Monique Mangino Second: Krishna Flores Vote: 5/6 (Eric Wilhelm – Absent)

5. Discussion and Approval of the Santa Barbara County Education Office Children's Creative Project Contract (Attachment P) (Suzanne Nicastro)

Motion: Krishna Flores Second: Beth Chi Vote: 5/6 (Eric Wilhelm – Absent)

6. Discussion and Approval of the After School Program YMCA Contract (Attachment Q) (Suzanne Nicastro)

Motion: Eli Villanueva Second: Monique Mangino Vote: 5/6 (Eric Wilhelm – Absent)

G) Adjourn to Closed Session Time: 5:50 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. Employee(s) Discipline/Release/Dismissal/Complaint(s) (Gov. Code, #54957, subd. (b) (1))

H) Reconvene to Open Session Time: 6:37 PM**I) Public Report on Action Taken in Closed Session (includes the vote or abstention of every member present)**

No action to report.

J) Future Agenda Items

1. Grades 7th and 8th Material Revision
2. 2023-2024 Lompoc Unified School District Child Nutrition Services Contract
3. ADDED: Website Review

K) Next Meeting

The next scheduled meeting of the Governance Board will be held on Wednesday, August 9, 2023 at 3:30 PM in the Manzanita Public Charter School Staff Lounge.

L) Adjournment

Time: 6:37 PM

Manzanita Public Charter School: Warrant Report - 06/01/23-06/30/2023

Check Number	Check Date	Vendor Name	Invoice Number	Invoice/remit description	Check Amount
1066	6/9/2023	The Coastal Design	1066	The Coastal Design-6th Grade T-Shirts	1,220.18
2536	6/2/2023	Punchout Amazon	1JXX-PWQ4-PNVC	Invoice for PO#-349 Vendor Punchout Order	80.97
2537	6/2/2023	CSM Counselling, Inc.	16455	Invoice for PO#-354 E-Rate	1,661.80
2538	6/2/2023	Delta Managed Solutions	MPCS 06-23	DMS June 2023 Business services	18,399.08
2539	6/2/2023	Ferguson Facilities Supply	7412799	Invoice for PO#-353 Ferguson	697.70
2539	6/2/2023	Ferguson Facilities Supply	7412809	Invoice for PO#-353 Ferguson	428.46
2540	6/2/2023	Multiple Measures, LLC	68743	Invoice for PO#-355 FY 2023/24,2024/25 Multiple Measures rea	3,969.00
2541	6/2/2023	SBCEO Santa Barbara County Education Office Communications	93C23-00112	Invoice for PO#-335 ELPAC Initial - Scoring Training of Trai	390.00
2547	6/9/2023	Aramark	5020296470	Invoice for PO#-362 Aramark	61.90
2548	6/9/2023	Diverse Pest Management Inc.	27681	Invoice for PO#-322 Diverse Pest	1,500.00
2549	6/9/2023	EdFiles	906199	Invoice for PO#-361 Ed Files	349.00
2550	6/9/2023	Eide Bailly LLP	207199	Invoice for PO#-360 Tax Exempt Organization Form 990	1,750.00
2551	6/9/2023	Small School Districts Association	17-05343	Invoice for PO#-364 Dues District Basic Membership	825.00
2552	6/9/2023	Punchout Staples	8070464319	Invoice for PO#-356 Vendor Punchout Order	182.33
2552	6/9/2023	Punchout Staples	8070474460	Invoice for PO#-357 Vendor Punchout Order	20.46
2552	6/9/2023	Punchout Staples	8070483578	Invoice for PO#-358 Vendor Punchout Order	39.87
2553	6/9/2023	The Reading League, Inc.	4293	Invoice for PO# 23-268 The Reading League	5,600.00
2554	6/9/2023	United Boys & Girls Club of Santa Barbara County	05222023	Invoice for PO#-366 6th grade science & Math camp	21,875.00
2556	6/16/2023	Punchout Amazon	1CR9-VF9P-341Q	Invoice for PO#-365 Vendor Punchout Order	40.23
2557	6/16/2023	AVID Center	SIN002481_00082873	Summer Institute registration Fee	7,000.00
2557	6/16/2023	AVID Center	SIN002666_00083553	Digital Experience registration	3,425.00
2558	6/16/2023	Box Shop	8838	Fingerprints for science camp	30.00
2558	6/16/2023	Box Shop	8844	Fingerprints for science camp	30.00
2558	6/16/2023	Box Shop	8852	Fingerprints for science camp	30.00
2558	6/16/2023	Box Shop	8859	Fingerprints for science camp	30.00
2559	6/16/2023	Fransiscos County Kitchens	060223-Fran	Invoice for PO#-368 Field day food	2,241.11
2560	6/16/2023	Frontier Communications	062408-052823	Invoice for PO# 23-304 Frontier	63.49
2561	6/16/2023	Jacob Lopez	060623-Reimb JL	Invoice for PO# 23-23 Jacob Lopez	39.00
2562	6/16/2023	Kate Busarow	060523-Reimb KB	Invoice for PO# 23-16 Kate Busarow	61.00
2563	6/16/2023	Lanspeed	56313	Invoice for PO#-370 Lanspeed	2,500.00
2563	6/16/2023	Lanspeed	56314	Invoice for PO#-369 Lanspeed	77.00
2564	6/16/2023	Larry Kaml	060223-Reimb LK	Reimbursement-Drama	760.67
2565	6/16/2023	Punchout Office Depot	310592727001	Invoice for PO#-324 Vendor Punchout Order	179.95
2565	6/16/2023	Punchout Office Depot	310592741001	Invoice for PO#-324 Vendor Punchout Order	40.93
2566	6/16/2023	Raptor Technologies, LLC	INV78322	Invoice for PO#-367 Raptor Technologies	6,850.03
2567	6/16/2023	Robin Madden	060723-Reimb RM	Reimbursement- reward	455.00
2568	6/16/2023	SBCEO Santa Barbara County Education Office Communications	19C23-00132	Invoice for PO#-371 SBCEO Print Shop	452.97
2569	6/16/2023	VISA	1313-052823	Acct #1313 Suzannne N. Supplies	100.43
2570	6/16/2023	VISA	4121-052823	Acct #4121 Anthony S. supplies	2,507.72
2571	6/16/2023	VISA	7179-052823	Acct #7179 Joanne J. supplies	2,101.76
2576	6/23/2023	ACECO Equipment Rentals, Inc.	181247	Generator	33.60



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

Item Scheduled for Action/Consideration Attachment

Item Title: Discussion and Approval of Certificated Teacher Salary Schedule

Background: Effective July 1, 2023, the MPCS teacher salary schedule was amended to reflect the board approved 4% pay increase for the 2023-24 school year.

Recommendation: Approval

Fiscal impact: Salary increase included in 2023-24 annual school budget.

Resource Person: Suzanne Nicastro



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

Attachment D

CERTIFICATED TEACHER SALARY SCHEDULE (185 DAYS)

2023/2024

Board Approved:

	COLUMN I BA/BA+15	COLUMN II BA+30	COLUMN III BA+45	COLUMN IV BA+60	COLUMN V BA+75
STEP 1 & 2	57,946.04	61,824.01	65,703.21	69,579.97	73,456.74
STEP 3 & 4	60,571.06	64,447.81	68,325.79	72,202.56	76,081.75
STEP 5 & 6	65,817.45	69,694.21	73,572.18	77,448.95	81,326.93
STEP 7 & 8	71,061.41	74,938.16	78,817.36	82,694.12	86,573.31
STEP 9 & 10			84,061.32	87,939.30	91,819.70
STEP 11 & 12				93,186.90	97,067.30
STEP 13 & 14				95,809.48	99,687.46
STEP 15, 16 & 17				97,402.73	101,279.48
STEP 18, 19 & 20				98,991.10	102,869.08
STEP 21, 22 & 23				100,583.13	104,461.10
STEP 24, 25 & 26				102,175.15	109,249.33
STEP 27, 28 & 29				103,765.96	110,875.17
STEP 30				107,467.72	112,512.37

STIPENDS - An additional \$1,500 shall be added for any one of the following: Master's Degree, Doctoral Degree, Bilingual Cross-cultural Language, Academic Development (BCLAD), Bilingual Certificate of Competence (BCC), Reading/Language Arts Specialist Credential, National Board Certified, and Gifted/Talented (GATE) certification.

CERTIFICATED TEACHER TUTOR SALARY SCHEDULE

STEP 1	\$38.33/PER HOUR
STEP 2	\$41.58/PER HOUR

CERTIFICATED SUBSTITUTE SALARY SCHEDULE

DAILY RATE	PAY
DAILY (FULL DAY)	\$170 Day
LONG TERM (FULL DAY) (10 or more consecutive days in the same classroom)	\$200.00 per Day
HALF DAY (4 HOURS)	\$28.33 per Hour

CERTIFICATED SCHOOL NURSE SALARY SCHEDULE

PAY	\$64.11/per hour
-----	------------------

CERTIFICATED SPECIAL EDUCATIONALIST SALARY SCHEDULE

PSYCHOLOGIST

\$75.95/ per hour



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

Item Scheduled for Action/Consideration Attachment

Item Title: Discussion and Approval of 2023-2024 Certificated Non-Classroom Staff Salary Schedule

Background: Effective July 1, 2023, the MPCS certificated non-classroom salary schedule was amended to reflect the board approved 4% pay increase for the 2023-24 school year.

Recommendation: Approval

Fiscal impact: Salary increase included in 2023-24 annual school budget.

Resource Person: Suzanne Nicaastro

CERTIFICATED NON CLASSROOM STAFF - Salary Schedule for 2023/2024								
	23/24	23/24	23/24	23/24	23/24	23/24	23/24	23/24
	CertificatedTeacher Tutors	Certificated Nurse	SPED Psychologist Hourly	SPED Director - Part Time	SPED Specialist P/T Salary	SPED Specialist P/T Salary	Certificated Hourly Rate	Certificated Summer School
	Hourly	Hourly	Hourly	Annual	Annual	Annual	Hourly	Hourly
Step 1	\$38.33	\$64.11	\$75.95	\$50,655	\$50,655	\$50,655	\$48.46	\$55.12
Step 2	\$41.58		\$0.00					

	23/24	
	Substitute Teachers	
hourly	\$28.33	*if increase it will be \$29.46
daily	\$170.00	
Long Term	\$200.00	



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

Item Scheduled for Action/Consideration Attachment

Item Title: Discussion and Approval of Classified Salary Schedules

Background: Effective July 1, 2023, the classified salary schedule was amended to reflect California's minimum wage law which is \$15.50 per hour.

Recommendation: Approval

Fiscal impact: Salary increase included in 2023-24 annual school budget.

Resource Person: Suzanne Nicastro

Manzanita Charter School
Classified Salary Schedule 2023/2024

Classified Hourly Salary Schedules - Effective July 1, 2023										Board Approved:	6/15/22
Hourly											
	23/24	23/24	23/24	23/24	23/24	23/24	23/24	23/24	23/24	23/24	23/24
Position	Custodian Night/PT	Classified Substitute Rates	Front Office Assistant Clerk I	Yard Supervision	Front Clerical Assistant Clerk II	Accounting Clerk	SPED/Gen Ed Instructional Aid/Behaviorial Aid	SPED Admin Assist Hourly	Admin Asst II	Health Assistant	Director of Fiscal Services Part Time
Years	Hourly	Hourly	Hourly	Hourly	Hourly	Hourly	Hourly	Hourly	Hourly	Hourly	Hourly
1	\$15.50	\$15.50	\$15.73	\$16.85	\$16.85	\$28.09	\$18.15	\$21.83	\$28.76	\$21.87	\$75.09
2	\$15.82	\$15.50	\$16.85	\$16.85	\$18.50	\$28.09	\$19.06	\$22.91	\$30.63	\$22.91	
3	\$16.41	\$15.50	\$17.70	\$16.85	\$19.78	\$28.09	\$19.99	\$24.07	\$31.58	\$24.07	
4	\$16.99	\$15.50	\$18.57	\$16.85	\$21.60	\$28.09	\$21.00	\$25.27	\$32.66	\$25.27	
5	\$17.57	\$15.50	\$19.50	\$16.85	\$22.89	\$28.09	\$22.07	\$26.54	\$33.50	\$26.54	
6	\$17.57	\$15.50	\$20.59	\$16.85	\$24.17	\$28.09	\$22.07	\$26.54	\$34.26	\$26.54	
7	\$17.57	\$15.50	\$21.80	\$16.85	\$25.46	\$28.09	\$22.07	\$26.54	\$35.58	\$26.54	
	23/24	23/24	23/24	23/24							
Position	Food Service Assistant	Custodian	Counselor	Lead Grounds/Maint							
Years	Hourly	Hourly	Hourly	Hourly							
1	\$17.06	\$22.71	\$67.42	\$22.93							
2	\$17.90	\$23.91		\$24.15							
3	\$18.78	\$25.10		\$25.35							
4	\$19.74	\$26.30		\$26.56							
5	\$20.72	\$26.83		\$27.10							
6	\$20.72	\$28.68		\$28.97							
7	\$20.72	\$29.89		\$30.19							

Changes effective date : 07/01/2022

Extra monthly salary of \$100 paid to staff members who perform extra duties (Banking, Post Office, Student Health Services)

For SY 2023-24 - no increases were applied



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

Item Scheduled for Action/Consideration Attachment

Item Title: Discussion and Approval of School Principal Job Description

Background: The Principal job description was amended to reflect the elimination of the annual salary range to allow for rate adjustments when salary increases occur.

Recommendation: Approval

Fiscal impact: None

Resource Person: Suzanne Nicastro



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

JOB TITLE:

Principal

SALARY RANGE:

~~\$111,462~~ - ~~\$128,587~~ See Attached Salary Schedule

PURPOSE OF POSITION:

To serve as the educational leader of Manzanita Public Charter School, responsible for implementing and managing the policies, regulations and procedures of the Governing Board to ensure that all students are supervised in a safe, child-centered learning environment that meets and exceeds the Common Core State standards. Achieving academic excellence requires that the principal work collaboratively to lead and nurture all members of the school staff and to communicate routinely and effectively with parents, members of the community, the executive director and the Governing Board. Inherent in the position are the responsibilities for planning and developing curriculum, emergency procedures, human resource management scheduling and facilities operation.

ESSENTIAL FUNCTIONS:

- Serve as the administrator for the instructional program of the school under the California Education Code, the Administrative Code of California and the Manzanita Charter
- Embody, advocate for, and execute on the mission, vision, and strategic direction of MPCS
- Extensive knowledge of and experience with curriculum development
- Monitor, analyze and present student performance data
- Monitor the instructional processes to ensure that program activities are related to program outcomes and use data to make decisions about programs and progress
- Foster teacher/staff leadership and shared decision-making
- Assume responsibility during school hours for the health, safety and welfare of all personnel (scholars and employees) at the school
- Facilitate teacher/staff leadership for professional development, staff/teacher meetings, and instructional planning meetings
- Work closely with scholars, parents and staff to establish and maintain the orderly operation of the school
- Provide professional learning for staff to improve instructional practices.

- Monitor and maintain the physical facility and grounds for safety of staff and scholars.
- Provide appropriate parent involvement including School Site Council and any other advisory committees. Regularly consult school stakeholders about planning, operation, supervision, and evaluation of Manzanita's instructional program.
- Take leadership in establishing and prioritizing school goals and objectives in conjunction with staff, parents and the community.
- Develop and implement discipline policies, including bus transportation policies
- Build common vision for school improvement with staff. Direct planning activities and put programs in place to ensure attainment of school's vision
- Successfully employ the principals of student learning, instructional procedures and RT
- Other duties as assigned.

OPERATIONS MANAGEMENT/SUPERVISION:

- Ensure a safe school environment
- Supervise day-to-day operation of the school, including managing staff
- Manage recruitment and selection of staff, supervise all staff, via classroom observation and/or sit-down meeting with an annual or bi-annual written evaluation, where evaluations are designed to review the individual's performance around mutually determined goals and objectives
- Foster positive, collaborative working relationships with and amongst all staff

COMMUNICATIONS MANAGEMENT

- Establish and maintain professional and cooperative working relationships with all stakeholders: parents, students, staff, community partners
- Maintain a visible and accessible presence to the school community
- Maintain frequent and regular communications with families through a monthly newsletter, school website, school app, social media, Coffee with the Principal, etc.
- Communicate issues, concerns, and needs to Governance Board
- Represent MPCS at district and county administrative meetings (and other meetings) as needed
- Advocate for MPCS in the greater community and in the media

QUALIFICATIONS

EDUCATION AND EXPERIENCE

- Master's degree or higher
- Valid California Administrative Credential

- Minimum of 5 years K-12 teaching experience
- Experience working with Inquiry based or strength based instructional models
- Experience coaching and developing staff
- Experience with working with a culturally, socio-economically, and linguistically diverse student body

KNOWLEDGE OF:

- Local, state, and federal laws applying to public schools
- Laws and regulations specific to charter schools
- Special education needs and issues
- English learner needs and issues
- Inquiry and strength based educational programs
- Social/Emotional Learning programs
- Budget preparation and control procedures

ABILITY TO:

- Plan, coordinate, and direct work and activities of teaching professionals
- Promote and market the educational program and services of MPCS
- Articulate and generate a sense of urgency around student learning
- Demonstrate impressive and persuasive public speaking and communication skills

EMBODIES STRONG PERSONAL CHARACTERISTICS:

- A deep and personal commitment to quality education for all public school children
- An unwavering belief in the transformative power of quality charter schools
- The personality, work ethic, and personal integrity to inspire others to perform at a high level and to embrace change

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



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

Item Scheduled for Action/Consideration Attachment

Item Title: Discussion and Approval of Certificated Principal and Vice Principal Salary Schedule

Background: Effective July 1, 2023, the MPCS Administrative salary schedule was amended to reflect the board approved 4% pay increase for the 2023-24 school year.

Recommendation: Approval

Fiscal impact: Salary increase included in 2023-24 annual school budget.

Resource Person: Suzanne Nicastro

	Certificated Principal and VP Salary Schedule for 2023/2024	
	23/24	23/24
	Principal	Vice Principal
Calendar Days	209	209
	Salary	Salary
Step 1	\$130,248.56	\$114,664.69
Step 2	\$132,620.92	\$119,573.02
Step 3	\$134,989.98	\$119,969.55
Step 4	\$137,374.47	\$122,601.75
Step 5	\$139,734.71	\$125,257.56
Step 6	\$142,118.10	\$127,902.11
Step 7	\$146,141.86	\$131,559.31
Step 8	\$150,259.32	\$135,090.64



Manzanita Public Charter School

DMS Monthly Update
Actuals through: June 30, 2023





SUMMARY NARRATIVE

This report is intended to provide a financial update comparing the Second Interim Budgets with actuals through June 30th. Along with an update on the financial health of the organization, these updates are a means to review and detect coding and budgeting issues and to make corrections throughout the year. Reviewing and collaborating together on a regular basis to thoughtfully address these issues, especially early in the year, are the key to successful financial reporting.

It is important to note that this report does not represent final, Unaudited Actuals, as year-end closing activities are currently taking place. A separate report will be prepared for FY2022-23 Unaudited Actuals in September 2023.

Expenditures appear to be closely aligned to Second Interim budget projections. At this point with 100% of the year (12 months) completed, Certified compensation is lower than budgeted while Certificated compensation is higher than anticipated. Overall, benefits are under budget. Supplies & Materials and Services & Operations are slightly higher than budgeted though overall, all expenses are under anticipated Second Interim Budget expenditures.

MPCS remains in a healthy cash position, and is expected to end the year with 182 days of cash on hand.

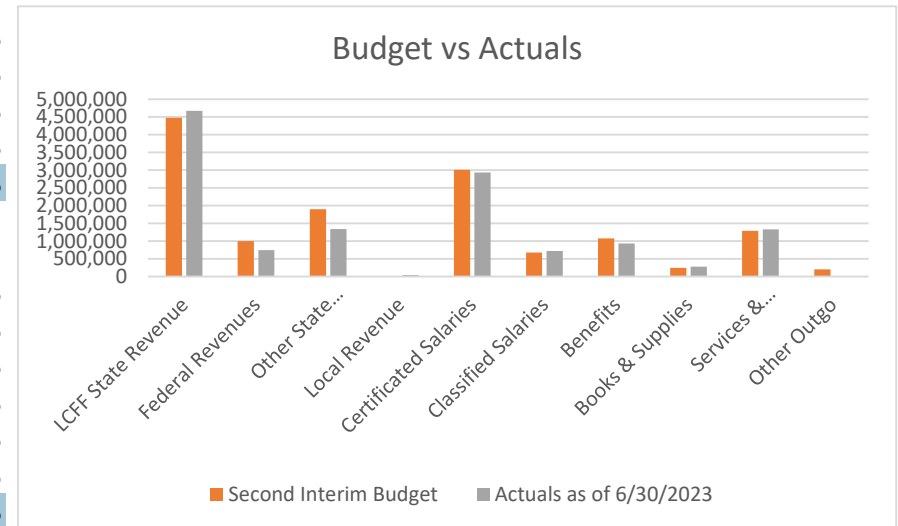
Also important to note this month is the passing of the FY2023-24 State budget and its impact on previous budget assumptions. In his proposals, the Governor had sought to cut the one-time funds of Arts, Music, and Instructional Materials Grant (AMIM) by 50% and the Learning Recovery Emergency Block Grant (LREBG) by 32%. The budget ultimately passed contains a 5.618% cut to AMIM and 14.4304% cut to LREBG.

MPCS continues to demonstrate fiscal stability and is projected to meet all obligations as scheduled. DMS will continue to monitor the political and economic landscape to anticipate potential fiscal impacts.

**Manzanita Public Charter School
2022-23 DMS Monthly Update
Summary**

Attachment I

Budget vs Actuals	Second Interim Budget	Actuals as of 6/30/2023	% of Budget
Revenues			
LCFF State Revenue	4,479,792	4,673,490	104.32%
Federal Revenues	999,814	742,950	74.31%
Other State Revenues	1,899,721	1,336,872	70.37%
Local Revenue	18,000	40,927	227.37%
TTL Revenues	7,397,327	6,794,239	91.85%
Expenditures			
Certificated Salaries	3,011,690	2,932,651	97.38%
Classified Salaries	680,323	719,433	105.75%
Benefits	1,074,747	932,688	86.78%
Books & Supplies	242,329	280,124	115.60%
Services & Operations	1,286,199	1,333,813	103.70%
Other Outgo	200,000	3,386	1.69%
Total Expenditures	6,495,288	6,202,095	95.49%
Operating Income/(Loss)			
	902,039	592,144	100%



**Manzanita Public Charter School
2022-23 DMS Monthly Update
Detailed**

Attachment I

Budget vs Actuals	Code	Description	Second Interim Budget	Actuals as of 6/30/2023	% of Budget
Revenue					
LCFF Revenue					
	8011	LCFF General Entitlement	2,319,948	2,526,423	108.90%
	8012	EPA Entitlement	1,096,386	937,461	85.50%
	8096	In-Lieu-Of Property Taxes	1,063,458	1,089,420	102.44%
	8097	SPED Property Tax	-	120,186	0.00%
Total LCFF Revenue			4,479,792	4,673,490	104.32%
Federal Revenue					
	8181	Federal IDEA SpEd Revenue	74,914	50,193	67.00%
	8290	Other Federal Revenue	791,344	692,757	87.54%
	8295	PY Federal - Restricted Revenue	133,556	-	0.00%
Total Federal Revenue			999,814	742,950	74.31%
Other State Revenue					
	8311	AB602 State SpEd Revenue	337,267	228,339	67.70%
	8550	Mandated Cost Reimbursements	5,743	7,473	130.12%
	8560	State Lottery Revenue	76,000	102,657	135.07%
	8565	PY State Lottery Revenue	-	12,988	0.00%
	8590	Other State Revenue	1,480,711	985,415	66.55%
Total Other State Revenue			1,899,721	1,336,871	70.37%
Local Revenue					
	8634	Student Lunch Fees	-	-	0.00%
	8660	Interest Income	12,000	28,589	238.24%
	8699	Other Revenue	6,000	12,339	205.65%
Total Local Revenue			18,000	40,928	227.38%
Total Revenue			7,397,327	6,794,239	91.85%

Manzanita Public Charter School
2022-23 DMS Monthly Update
Detailed

Attachment I

Budget vs Actuals	Code	Description	Second Interim Budget	Actuals as of 6/30/2023	% of Budget
Expenditures					
Certificated Compensation					
	1100	Certificated Teachers' Salaries	2,243,394	2,236,334	99.69%
	1130	Substitute Teacher Compensation	-	-	0.00%
	1140	Certificated Substitutes	56,015	22,280	39.78%
	1150	Cert Stipend	47,900	48,189	100.60%
	1200	Certificated Pupil Support Salaries	258,946	232,936	89.96%
	1300	Certificated Supervisors' and Administrators' Salaries	403,436	389,832	96.63%
	1350	Administrator Stipends	2,000	3,080	154.00%
Total Certificated Compensation			3,011,691	2,932,651	97.38%
Classified Compensation					
	2100	Classified Instructional Salaries	233,625	239,613	102.56%
	2140	Classified Substitutes	-	5,937	0.00%
	2200	Classified Support Salaries	153,193	53,684	35.04%
	2250	Pupil Support Stipends	3,000	-	0.00%
	2300	Classified Supervisors' and Administrators' Salaries	36,656	155,344	423.79%
	2350	Classified Administrator Stipends	-	3,000	0.00%
	2400	Clerical, Technical, and Office Staff Salaries	247,949	254,755	102.74%
	2450	Clerical & Technical Stipends	5,900	7,100	120.34%
Total Classified Compensation			680,323	719,433	105.75%
Employee Benefits					
	3101	STRS Certificated	607,790	487,379	80.19%
	3301	OASDI/Medicare	95,715	95,491	99.77%
	3401	Health Care Certificated	259,244	211,030	81.40%
	3402	Health Care Classified	55,879	46,397	83.03%
	3501	Unemployment Insurance	18,460	17,436	94.45%
	3601	Workers' Comp Certificated	30,719	29,840	97.14%
	3602	Workers' Comp Classified	6,939	7,367	106.17%
	3902	Other Benefits, classified positions	-	37,748	0.00%
Total Employee Benefits			1,074,746	932,688	86.78%
Books, Materials, & Supplies					

Manzanita Public Charter School
2022-23 DMS Monthly Update
Detailed

Attachment I

Budget vs Actuals	Code	Description	Second Interim Budget	Actuals as of 6/30/2023	% of Budget
	4100	Textbooks and Core Curricula Materials	-	16,215	0.00%
	4200	Books and Other Reference Materials	-	2,541	0.00%
	4301	Classroom Materials	-	56,677	0.00%
	4302	Janitorial Supplies	-	33,064	0.00%
	4303	Specialist Supplies	-	10,069	0.00%
	4304	Medical Supplies	-	1,898	0.00%
	4305	Classroom Software Programs	-	22,112	0.00%
	4306	Office Supplies	-	16,266	0.00%
	4310	Materials & Supplies	203,329	-	0.00%
	4400	Non-Capitalized Equipment	39,000	78,623	201.60%
	4405	Technology - Software	-	33,899	0.00%
	4410	Non-Capitalized Equipment	-	3,200	0.00%
	4415	Classroom Furniture	-	5,560	0.00%
Total Books, Materials, & Supplies			242,329	280,124	115.60%
Outside Services & Other Operating Costs					
	5101	Nursing	-	234	0.00%
	5105	Security	-	17,407	0.00%
	5200	Travel & Conferences	59,000	-	0.00%
	5201	Auto and Travel Expense	-	18,459	0.00%
	5202	Conference Fees	-	1,223	0.00%
	5203	Business Meals	-	2,148	0.00%
	5300	Dues & Memberships	-	1,784	0.00%
	5400	Insurance	5,000	35,671	713.43%
	5500	Operations & Housekeeping	75,000	-	0.00%
	5501	Operations and Housekeeping Services	-	62,655	0.00%
	5502	Janitorial/Trash Removal	-	6,357	0.00%
	5511	Postage and Shipping	-	853	0.00%
	5512	Printing	-	8,630	0.00%
	5514	Bank Charges	-	647	0.00%
	5540	Field Trip Expenses	-	22,058	0.00%
	5601	Rent, Leases, Repairs and Non Capitalized Improvements	-	6,377	0.00%
	5603	Equipment Leases	-	15,525	0.00%
	5530	Fundraising Expenses	-	-	0.00%

**Manzanita Public Charter School
2022-23 DMS Monthly Update
Detailed**

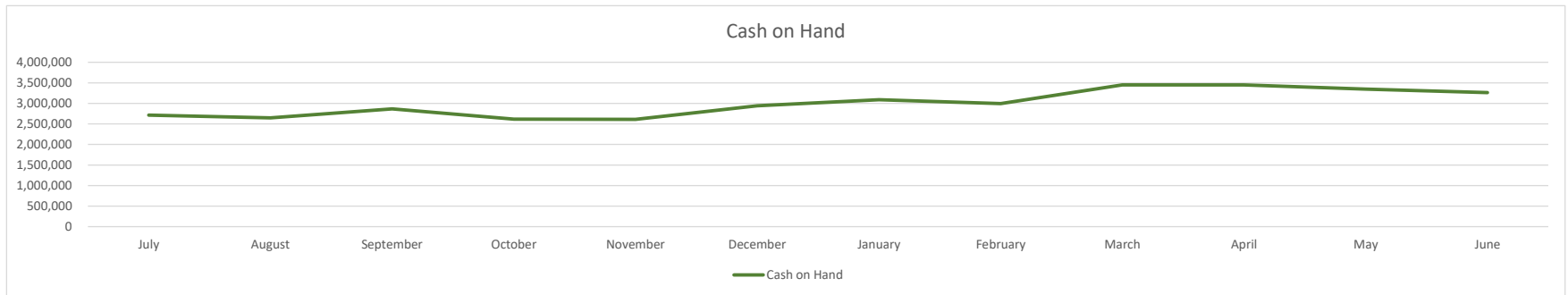
Attachment I

Budget vs Actuals	Code	Description	Second Interim Budget	Actuals as of 6/30/2023	% of Budget
	5610	Facility Rents & Leases	36,500	21,782	59.68%
	5800	Professional Services - Non-Instructional	163,000	(285)	-0.17%
	5801	IT	-	35,200	0.00%
	5802	Accounting	-	22,250	0.00%
	5803	Legal	-	9,933	0.00%
	5804	Professional Development	-	67,874	0.00%
	5805	General Consulting	-	9,210	0.00%
	5806	Custodial Contract	-	31,135	0.00%
	5811	Attendance Software	-	16,650	0.00%
	5813	Transportaion	657,332	590,040	89.76%
	5819	Student Assemblies and Events	-	-	0.00%
	5820	Audit & CPA	20,000	-	0.00%
	5825	DMS Business Services	127,473	169,097	132.65%
	5850	Oversight Fees	134,394	139,232	103.60%
	5860	Services Fees	-	1,781	0.00%
	5900	Communications	8,500	19,886	233.96%
Total Outside Services & Other Operating Costs			1,286,199	1,333,814	103.70%
Total Capital Expenditures			-	-	0.00%
Other Outgo					
	7141	Other Payments to District	-	3,386	0.00%
	7350	Transfer Interfund (SPED)	200,000	-	0.00%
Total Other Outgo			200,000	3,386	1.69%
Total Expenditures			6,495,288	6,202,095	95.49%
					% of Year
Operating Income/Loss			902,039	592,143	100%

**Manzanita Public Charter School
2022-23 DMS Monthly Update
Cash Flow**

Attachment I

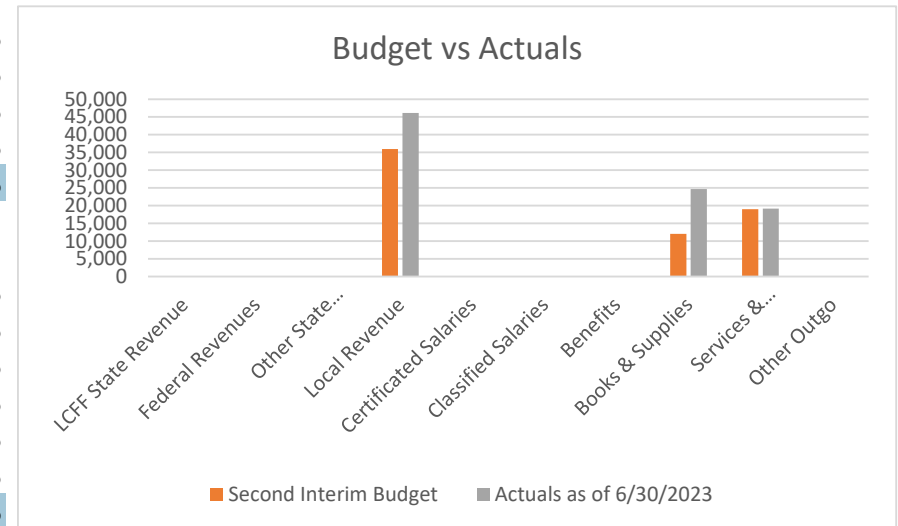
	Second Interim Budget	July	August	September	October	November	December	January	February	March	April	May	June	Accruals	Total
Starting Cash		2,340,723	2,714,969	2,646,034	2,864,064	2,616,227	2,610,853	2,941,907	3,090,348	2,994,625	3,447,903	3,448,579	3,346,907		
Revenues															
LCFF State Revenue	2,319,948	0	126,184	227,131	209,524	209,524	209,524	209,524	220,636	220,636	220,636	220,636	452,468	(206,475)	2,319,948
EPA	1,096,386	0	0	272,412	0	0	272,412	0	0	392,637	0	0	0	158,925	1,096,386
In-Lieu Property Taxes	1,063,458	0	66,906	133,812	0	0	178,416	193,354	96,677	167,493	84,254	0	168,508	(25,962)	1,063,458
Prior Year Corrections	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Federal Revenues	999,814	0	50,641	51,119	41,591	0	0	8,264	146,573	206,012	41,201	55,049	142,500	256,864	999,814
Other State Revenues	1,899,721	2,285	22,066	44,604	76,583	343,357	312,454	102,212	(12,606)	60,138	346,064	23,076	136,824	442,664	1,899,721
Other Local Revenue	54,000	3,152	8,507	2,944	9,108	2,872	15,417	7,724	2,612	13,292	13,524	2,894	4,998	(33,044)	54,000
Total Revenues	7,433,327	5,437	274,304	732,022	336,806	555,753	988,223	521,078	453,892	1,060,208	705,679	301,655	905,298	592,972	7,433,327
Expenditures															
Certificated Salaries	3,011,690	28,861	232,086	263,703	265,198	258,395	254,107	236,280	259,152	266,182	353,744	260,751	254,191	79,040	3,011,690
Classified Salaries	680,323	23,331	44,048	72,942	70,224	66,500	57,818	23,570	64,972	59,976	99,819	65,699	70,534	0	719,433
Benefits	1,074,747	8,223	54,484	88,244	87,885	87,215	84,892	77,669	88,045	87,381	92,743	87,938	87,969	0	932,688
Books & Supplies	254,329	51,935	22,736	26,290	26,891	34,077	18,384	7,274	12,133	65,390	11,709	9,362	18,636	0	304,817
Services & Operations	1,305,199	48,865	35,091	75,615	123,176	90,578	82,530	118,704	93,008	90,825	161,138	97,933	335,522	0	1,352,985
Other Outgo	200,000	0	0	0	0	0	0	0	2,166	305	305	305	305	196,614	200,000
Total Expenditures	6,526,288	161,216	388,445	526,793	573,375	536,766	497,730	463,496	519,476	570,059	719,458	521,987	767,158	275,654	6,521,613
Other Cash Inflows/Outflows															
Accounts Receivable/Other Current Assets	0	523,429	48,504	22,789	20,050	0	1,189	1,142	0	0	0	75,157	(507,675)		184,585
Accounts Payable (net change)	0	6,595	(3,299)	(9,986)	(31,319)	(24,362)	(160,628)	89,718	(30,139)	(36,871)	14,455	43,504	283,068		140,736
Other Liabilities	0	0	0	0	0	0	0	0	0	0	0	0	0		0
Net Inflows/Outflows	0	530,024	45,205	12,802	(11,269)	(24,362)	(159,438)	90,860	(30,139)	(36,871)	14,455	118,660	(224,607)		325,321
ENDING CASH BALANCE		2,714,969	2,646,034	2,864,064	2,616,227	2,610,853	2,941,907	3,090,348	2,994,625	3,447,903	3,448,579	3,346,907	3,260,441		
Days Cash on Hand		151.95	148.09	160.30	146.42	146.12	164.65	172.96	167.60	192.97	193.01	187.32	182.48		



**Fundraising
2022-23 DMS Monthly Update**

Attachment I

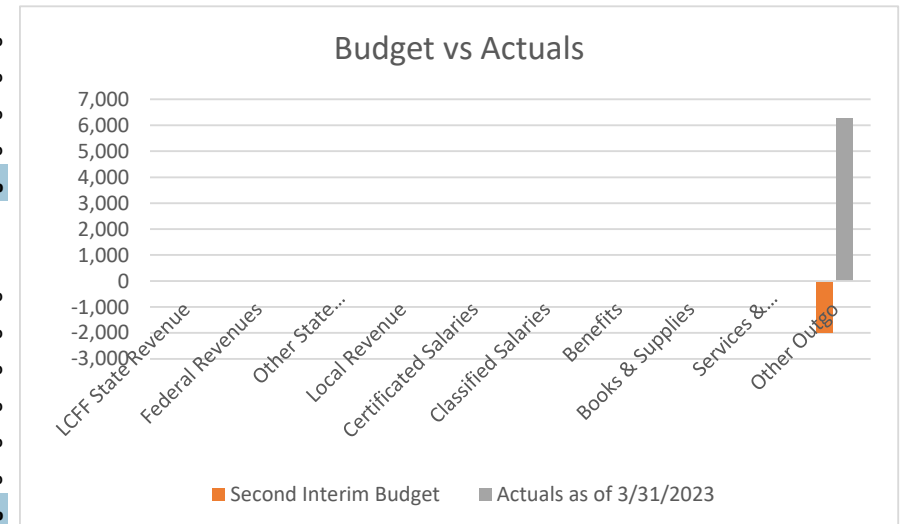
Budget vs Actuals	Second Interim Budget	Actuals as of 6/30/2023	% of Budget
Revenues			
LCFF State Revenue	-	-	0.00%
Federal Revenues	-	-	0.00%
Other State Revenues	-	-	0.00%
Local Revenue	36,000	46,117	128.10%
TTL Revenues	36,000	46,117	128.10%
Expenditures			
Certificated Salaries	-	-	0.00%
Classified Salaries	-	-	0.00%
Benefits	-	-	0.00%
Books & Supplies	12,000	24,693	205.78%
Services & Operations	19,000	19,172	100.91%
Other Outgo	-	-	0.00%
Total Expenditures	31,000	43,865	141.50%
Operating Income/(Loss)	5,000	2,252	100%



**Facilities Prop 51
2022-23 DMS Monthly Update**

Attachment I

Budget vs Actuals	Second Interim Budget	Actuals as of 3/31/2023	% of Budget
Revenues			
LCFF State Revenue	-	-	0.00%
Federal Revenues	-	-	0.00%
Other State Revenues	-	-	0.00%
Local Revenue	-	-	0.00%
TTL Revenues	-	-	0.00%
Expenditures			
Certificated Salaries	-	-	0.00%
Classified Salaries	-	-	0.00%
Benefits	-	-	0.00%
Books & Supplies	-	-	0.00%
Services & Operations	-	-	0.00%
Other Outgo	(1,995)	6,249	-313.24%
Total Expenditures	(1,995)	6,249	-313.24%
Operating Income/(Loss)	1,995	(6,249)	100%



MANZANITA PUBLIC CHARTER SCHOOL MATERIAL REVISION PROPOSAL

CREATING A UPK-8 SCHOOL MODEL TO SERVE THE NEEDS OF
MANZANITA CHILDREN AND THEIR FAMILIES

December 2023

TK-8 SCHOOL VISION

Establish a small and intimate junior high academy, in the Lompoc area, that would meet the needs of students and families desiring a more personalized, academic model.



Manzana Junior High Academy

TK-8 NEEDS ARGUMENT Attachment J

Harvard, Columbia, and Stanford studies

Key points to consider

- ◆ Studies show, on average, that students perform better when they attend K-8 school models- whether in rural, suburban, or urban areas of living
- ◆ Model allows for ongoing collaboration between teachers and support staff for a continuum of services
- ◆ Model encourages and allows for individualized middle school student leadership-and encourages ongoing relationship building and mentorship with younger children
- ◆ Among student subgroups, studies show that grade configuration impacts school success and this impact is particularly stronger with traditionally disadvantaged subgroups
- ◆ Research shows that American children often experience sharp “drops” in academic achievement when entering a traditional middle school vs. attending a TK-8 model.
- ◆ Students, overall, report feeling ‘safer’ in a TK-8 model of learning.

https://www.youtube.com/watch?v=NeF8JaP_1tM

Reasoning for today's timing of Material Revision Request

1. Expanding to a TK-8 model has been a Manzanita LCAP community action request for the past 5 years. It has been the number one survey request, year after year, from families and Manzanita scholars.
2. Manzanita Public Charter School is its own LEA. As such, the CDE requires MPCS to adhere to all LCAP guidelines which state that educational priorities/actions must reflect community input. This material revision request reflects ongoing Manzanita community input.
3. Manzanita's new facilities project allows for the expanded population to be housed on its campus. The new gym, cafeteria, library and track permits grade 7 and 8 programs to run comfortably on its campus.
4. Current MPCS Superintendent has extensive secondary background. This will ensure, while still in a leadership role, that the Manzana Junior High Academy is properly structured during its development.

Manzana 7th and 8th grade Academy Arguments

Meets Manzanita family needs
Creates only TK-8 public school model in the
Lompoc Valley
Offers advanced and personalized academic,
athletic, and counseling services to junior high
students
Provides social-emotional stability for current
Manzanita students

How would it work?

Manzana Junior High Academy would open Fall of 2025.

7th and 8th grade population numbers would be capped at 120.

Year 1: 60 7th graders

Year 2: 60 7th graders and 60 8th graders

Current Manzanita 6th graders receive first priority for lottery selection

Highlights of Grade 7 and 8 Manzana Academy

Advanced Theatre and Visual Arts programs

Advanced Science classes

AVID study skills program for high school preparation

Advanced Math classes

PE sports physical fitness strengthening classes and sports teams on campus

Spanish elective

STEM program and competitions

WINTIME intervention (what students need)

Personalized academic and counseling services for teens

CA Charter School state minimum minutes per day for Grades 6-8 ^{Attachment J}

240 minutes per day @ 180 days = 54,000

Manzana Academy proposed schedule

Grade Level	Start	End	Total daily minute	Breakfast	Recess morning	Lunch	Total Instructional minutes	Days	Total annual minutes	Grade
Regular Schedule										
Grades 6-8	8 a.m.	3 p.m.	420	10		30	380	170	64,600	6-8
Block Schedule										
Grades 6-8	8 a.m.	3 p.m.	420	10		30	380	2	760	6-8
Minimum day block schedule										
Grades 6-8	8 a.m.	12:15 p.m.	255	10		15	245	2	490	6-8
Minimum day schedule										
Grades 6-8	8 a.m.	12:30 p.m.	270	10		15	245	6	1470	6-8

A day in the life of a Grade 6-8 Manzana Academy scholar

Attachment 1

Sample Schedule

M/W/Fri. 8-3 p.m.

8-8:10	<i>Breakfast</i>
8:10-9	<i>WINTIME</i>
9-10:30	<i>MATH Block</i>
10:30-10:45	<i>Morning break</i>
10:45-12:15	<i>Advanced STEM block/Spanish Elective.</i>
12:15-12:45	<i>Lunch</i>
12:45-2:15	<i>Advanced Visual Arts Block/AVID block</i>
2:15-3 p.m.	<i>Physical Education</i>
3-4 p.m.	<i>(OPTIONAL)</i>
After school	<i>academic tutoring/ personalized counseling services</i>

Tues/Thu 8-3 p.m.

8-8:10.	<i>Breakfast</i>
8:15-10:30	<i>ELA Block</i>
10:30-10:45	<i>Morning break</i>
10:45-12:15	<i>Advanced Science/Advanced Performing Arts Block</i>
12:15-12:45	<i>Lunch</i>
12:45-2:15	<i>Social Science Block</i>
2-3	<i>PE block</i>
3-4 p.m.	<i>(OPTIONAL)</i>
After school	<i>Academic tutoring/personalized counseling services</i>

ADDITIONAL RESOURCES OFFERED FOR MANZANA JUNIOR HIGH ACADEMY SCHOLARS

Social-emotional services

- ▣ Financial Aid guidance
- ▣ Bussing Transportation
- ▣ Post secondary/career planning
- ▣ Continuity of education by caring staff
- ▣ State of the Art facilities
- ▣ Arts/community performances
- ▣ Competitive Sports program





Manzanita's Organizational and Financial Framework

5013C non-profit LEA with history of 15 years serving Lompoc community

Non-Union structure

Lompoc Unified School District-charter authorizer

LCFF public funding

TITLE 1, 3 and 4 Federal dollars

Stable and experienced Governance Board (5/6 members serving 5+ years)

Healthy reserves

Successful SPED program

Stable LEA Leadership with secondary background

Rural Grant-Federal

Impact Aid Grant

E-RATE grant (technology)

Free Bussing transportation for students

Stable Staffing (average employment 6+ years or more on site)



Attachment J



Manzana Junior High Academy



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

Item Scheduled for Action/Consideration Attachment

Item Title: Discussion and Approval of the 2023-2024 Interagency Food Services Agreement with Lompoc Unified School District.

Background: Each fiscal year, Manzanita renews its Interagency Food Services Agreement with Lompoc Unified School District to provide breakfast and lunch items for students and staff. There are no substantial changes to this contract for the 2023-24 school year.

Manzanita Public Charter School

Recommendation:	Approval
Fiscal impact:	Minimally impactful
Resource Person:	Suzanne Nicastro

Interagency Agreement

Return a signed copy of this form by one of the following methods:

- Upload to: CNIPS in "Checklist Items"
- Fax: 916-445-5731
- Mail: School Nutrition Programs Unit County
Analyst California Department of Education
1430 N Street, Suite 4503
Sacramento, CA 95814

Please check appropriate box:

We did not change this sample

We changed this sample and highlighted our changes

Agreement

This Interagency Agreement between the parties named below authorizes the school food authority (SFA) to claim reimbursement in the Child Nutrition Information and Payment System (CNIPS) for meals it serves to students enrolled in the recipient school or agency. Both parties agree that the recipient school or agency is listed as a site under the administering SFA's Permanent Single Agreement (PSA) with the California Department of Education (CDE) Nutrition Services Division (NSD) to operate the federal child nutrition programs.

SFA Name

CNIPS ID:

Vendor ID:

Recipient School/Agency Name

CNIPS ID (if applicable):

Vendor ID (if applicable):

If the recipient school/agency was previously operating under the Permanent Single Agreement of another SFA, identify that SFA below.

SFA Name

CNIPS ID:

Vendor ID:

Effective and Expiration Dates

This Agreement begins on _____ and ends on _____ (Note: Must not exceed one year term; no extensions [e.g., July 1, 2018, to June 30, 2019]).

This Interagency Agreement (hereinafter referred to as **Agreement**) executed in duplicate and entered into on _____ between the **School Nutrition Program Sponsor**, hereinafter referred to as the **SFA**, and the **Recipient School District or Agency**, hereinafter referred to as **Recipient**, is created for the purpose of providing (check all that apply):

Meals Provided

Lunches served under the:

National School Lunch Program
Seamless Summer Feeding Option
Child and Adult Care Food Program
Summer Food Service Program

Breakfasts served under the:

School Breakfast Program
Seamless Summer Feeding Option
Child and Adult Care Food Program
Summer Food Service Program

Snacks served under the:

National School Lunch Program
Child and Adult Care Food Program

Suppers served under the Child and Adult Care Food Program

Both parties hereby agree that:

1. If at any time the **Recipient** no longer meets the eligibility requirements to participate in the federal child nutrition programs (CNP), they will immediately notify the **SFA** and the **SFA** will drop the **Recipient** from participation under its PSA.
2. The **SFA** will represent the **Recipient** as the CNP sponsor and will claim reimbursement from the CDE for all meals served to children enrolled in the **Recipient's** meal program(s). The **SFA** will only claim reimbursement for complete meals or snacks served to students, according to each child's

eligibility category, at the rate of one breakfast, lunch, and/or snack per child per day.

3. Once approved by the CDE, **the term of this Agreement is one (1) year** as indicated on the cover page. Either party may terminate this Agreement for cause with 30 days' written notice. The **SFA** will provide a written notice of termination to the CDE NSD.
4. The **SFA** will conduct the free and reduced-price meal application process, including the distribution, review, and approval of applications for sites belonging to the **Recipient**. The **SFA** will create and update the eligibility roster and provide current lists of students and their eligibility category to the **Recipient** as soon as possible after changes occur.
5. The _____ (enter **SFA** or **Recipient**) will perform the point-of-service meal counts. The **SFA** will provide training as necessary to the **Recipient's** staff regarding point-of-service meal counts and completion of all required documents; however, the **SFA** will ultimately be responsible for meal counts and claiming accountability.
6. The **SFA** will perform the required daily and monthly meal count edit checks.
7. The **SFA** will conduct the annual Verification process, as well as perform any necessary eligibility verifications for cause, and will notify the **Recipient** of its findings and any needed changes.
8. The **SFA** will assume responsibility for any overclaims identified during a review or audit, and reimburse the CDE accordingly.
9. The **SFA** will obtain CDE approval for this Agreement and then include all participating **Recipient** sites in its PSA with the CDE.
10. The **SFA** will provide meals that comply with the nutrition standards established by the U.S. Department of Agriculture (USDA).
11. The **SFA** will prepare meals and snacks in the _____ located at 600 E. Central Avenue. This preparation site will maintain the appropriate state and local health certifications for the facility.
12. The **Recipient** will notify the **SFA** the number of breakfasts and lunches needed for each day, at least 10 business days in advance. The **SFA** is not obligated to provide any meals on days when the **SFA** is not open for business but will provide an alternate menu that meets the USDA requirements.
13. The **Recipient** will have use of the existing **SFA** equipment at their site. The **Recipient** will be responsible for any repairs and replacement of equipment that is deemed unrepairable.

14. The **SFA** will provide all equipment necessary to transport meals to the **Recipient**.
15. All meals, including those for field trips, will be (choose one):
 - a. Transported from the **SFA** to the **Recipient** ☒ X
 - b. Picked up by the **Recipient** from the **SFA**
16. Prepared meals will be available for transport or pickup no later than:

Breakfast:

Lunch:

Snacks:
17. The **SFA** will store all food, including USDA Foods.
18. Both parties will be responsible for maintaining the proper temperature of the meals/snacks until they are served.
19. The **Recipient** will return on a basis any and all equipment owned by the **SFA**.
20. The **SFA** will provide the necessary trays, dishes, utensils, straws, and napkins.
21. No later than one (1) week prior to the end of each month, the **SFA** will provide to the **Recipient** a monthly menu specifying the number of meals (breakfasts and lunches) to be served the following month.
22. The **SFA** will submit to the **Recipient** itemized invoices for meals provided by the **SFA**. The invoices will include the following: \$3.50 for each breakfast and \$5.00 for lunch that is ordered, state approved indirect rate (to cover cost of required paperwork and administrative duties), plus payments/charges from participating children and adults (\$4.00 for adult breakfast and \$5.75 for adult lunch, minus state and federal reimbursements. The **Recipient** will submit payment to the **SFA** in such form as required by the **SFA** on or before the 30th day of the following month.
23. When the **Recipient** requests meals for field trips, the **SFA** will provide sack lunches that meet the meal pattern requirements. The **Recipient** must request sack lunches for field trips at least 10 working days in advance. The **SFA** and **Recipient** shall negotiate the delivery time for field trip sack lunches on a case-by-case basis. The cost per lunch will remain the same as for the regular lunch. The **Recipient** will be responsible for maintaining the appropriate temperature of lunches until served.
24. The gifting or exchange of USDA Foods is not permitted. Until students are served a meal or snack, all USDA Foods remain the property of the **SFA**.

25. The **Recipient** will indemnify and hold the **SFA** and its officers, employees, and agents harmless from any and all liability, cost, or expense incurred as a result of negligence on the part of the **SFA**.
26. The **Recipient** will keep and maintain liability insurance, including extended coverage for product liability, in an amount no less than \$1,000,000 for each occurrence. The **Recipient** will provide the **SFA** with a certificate evidencing insurance in this amount, naming the **SFA** as an additional insured, and specifying that the coverage will not be canceled or modified without 90 days prior written notice to the **SFA**.
27. Both parties will comply with all applicable federal, state, and local statutes and regulations with regard to the preparation and service of meals under the CNPs; including, but not limited to, all applicable regulations relating to the overt identification of needy pupils, the nutritional content of meals, and nondiscrimination. All records maintained by both parties shall be open and available to inspection by federal, state, and local authorities in accordance with applicable statutes and regulations.

All business and information relating to the execution of this Agreement and the services thereof, including kitchen visitations, will be conducted with the SFA's Director of Food Services.

Signatures The undersigned hereby agrees to all terms and conditions of this Interagency Agreement.

Name and Title of SFA Official: Doug Sorum, Assistant Superintendent Business Services

Signature of SFA Official:

Date:

Email Address: sorum.douglas@lUSD.org

Name and Title of Recipient School or Agency Official:

Signature of SFA Official:

Date:

Phone Number:

Fax Number:

Email Address:

**Lompoc Unified School District**

Business Services

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

2023-2024 Child Nutrition Services Contract with Manzanita Public Charter School

This AGREEMENT is made and entered into effective, August 14, 2023, by Lompoc Unified School District (LUSD) and Manzanita Public Charter School (Manzanita) 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 (UA), 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 enrolled and attending Manzanita, and has certain obligations it must adhere to as a recipient of services from LUSD. The parties agree as follows:

LUSD Duties:

1. Provide food for school breakfast and lunch each school day from August 14, 2023, through June 6, 2024.
2. During the terms of this agreement, LUSD will be the sole food service provider for Manzanita.
3. Serve as the School Food Authority (SFA) administering NSLP and SBP in accordance with the USDA and CDE regulations.
4. Plan menus that meet all NSLP and SBP meal requirements. Meals will comply with USDA nutritional standards.
5. Pay for Manzanita to have access to Mosaic Point of Sale
6. Provide documents needed for meal pattern and nutritional quality compliance area, as required by USDA, including nutrient analysis, weekly certification worksheet, standardized recipes, production records, transport records, and menus.
7. Deliver food for breakfast and lunch, from the LUSD Central Kitchen to Manzanita every school day (except when non-school days differ from LUSD). LUSD is not obligated to follow the planned menu for meals on days when LUSD 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.
8. Provide paper and plastic supplies needed for breakfast and lunch meal service (food trays, napkins, and utensils).
9. Provide condiments in coordination with current menu.
10. Provide the use of existing milk cooler, two-door refrigerator, and food warmer.
11. Provide a monthly invoice for meals provided (Refer to item 22 of Interagency Agreement).
12. Conduct the free and reduced-price meal application process, including providing a printable copy of the application, and reviewing and processing applications provided by Manzanita. LUSD will update the eligibility of students in the point-of-sale software.
13. Provide reports, as needed, for grant opportunities.
14. Provide technical support.
15. Provide all HACCP Policies and Procedures.
16. Perform the required daily and monthly meal count edit checks and prepare the monthly claim for reimbursement.



Lompoc Unified School District

Business Services

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

17. Conduct the annual verification process, perform any necessary eligibility verifications for cause, and make any required changes in the point-of-sale software.
18. Determine percentage of free/reduced students.
19. Perform direct certification for Manzanita.
20. Maintain Buy American compliance documentation.
21. Purchase all required food items, including milk and produce.
22. Comply with CDE requirements for Universal Meals.
23. Provide monthly color menus in PDF format.
24. Provide accounting to process funds received as payment for student and adult meals.
25. Provide printed daily signs for serving line, as required.
26. Provide Civil Rights documentation and posters.

MANZANITA PUBLIC 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, collecting meal payments, managing student accounts, and maintaining Child Nutrition paperwork required to satisfy USDA National School Meal Program regulations.
3. Provide staffing for meal service.
4. Follow standard food safety procedures, including maintaining appropriate food temperatures prior to service.
5. Enter production information each day into the Mosaic Point-of-Sale software, which is provided by LUSD.
6. Provide monthly documentation of Manzanita's homeless, migrant, and foster students.
7. Maintain documentation required for counting and claiming the USDA meals.
8. Maintain paperwork required to satisfy USDA National School Meal Programs regulations.
9. Obtain a County Public Health Department permit to serve meals.
10. Pay for required biannual Santa Barbara County Environmental Health Services Food Facility Inspection Reports and provide copy to LUSD upon receipt.
11. Maintain the LUSD provided food sanitation records to satisfy the County Health Department regulations.
12. Pay LUSD the amount due for student and adult breakfast and lunch meals ordered by Manzanita. The student meal price for breakfast is \$3.50 per meal. The adult breakfast is \$4.00 per meal. The student meal price for lunch is \$5.00 per meal. The adult lunch is \$5.75 per meal. Payment is due within a timely manner.
13. 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.



Lompoc Unified School District

Business Services

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

14. Maintain current Mosaic 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.

This AGREEMENT becomes effective August 14, 2023 if signed by both parties, and will continue until June 6, 2024.

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 Public Charter School have executed this AGREEMENT as of the date written above.

Signature Date

Douglas Sorum
Assistant Superintendent, Business Services
Lompoc Unified School District

Signature Date

Michelle MacKinnon
Director, Child Nutrition Services
Lompoc Unified School District

suzanne nicastro

Signature Date

Suzanne Nicastro
Superintendent
Manzanita Public Charter School