



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

Superintendent's Enrollment Report

DATE OF MEETING: WEDNESDAY, DECEMBER 7, 2022

	August	September	October	November	December	January	February	March	April	May
Transitional Kinder	17	19	20	20	20					
Kinder	54	53	53	53	53					
First	55	52	51	51	52					
Second	81	79	78	78	78					
Third	54	52	53	53	53					
Fourth	72	71	70	70	70					
Fifth	69	67	65	65	65					
Sixth	62	63	60	60	62					
TOTAL	464	456	450	450	453					

Manzanita Governance Board

Unadopted Minutes

NOVEMBER 2, 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
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 November 2, 2022 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: 3:32 PM

Pledge of Allegiance

Establish Quorum

5/7 (Eli Villanueva and Harvey Green – 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.

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. Interim Superintendent's Report

- a. Enrollment Report (Attachment A)
- b. Prop 51 PSMI Update
- c. COVID Update
- d. NARCAN Training

2. Principal's Report

- a. Pumpkin Patch
- b. Turkey Trot
- c. Red Ribbon Week

D) Consent Agenda Items

Motion: Monique Mangino Second: Eric Wilhelm Vote: 5/7 (Eli Villanueva and Harvey Green – Absent)

1. Approval of Meeting Minutes for the Regular Board Meeting on October 5, 2022. (Attachment B)
2. Approval of Check Detail, Deposit Detail and Unpaid Bills. (Attachment C)

E) Items Scheduled for Action/Consideration

1. Discussion and Approval of the Acceptance of Resignation of Harvey Green as Member of the Board.

Motion: Krishna Flores Second: Eric Wilhelm Vote: 5/7 (Eli Villanueva and Harvey Green – Absent)

F) Items Scheduled for Information and Discussion

1. Delta Management Solutions (DMS) Monthly Update to the Board (Attachment D)
2. First Interim Look

G) Future Agenda Items

1. Manzanita Public Charter School Cyber Security

H) Next Meeting

The next scheduled meeting of the Governance Board will be held on Wednesday, December 7, 2022 at 3:30 PM in the Manzanita Public Charter School Staff Lounge.

I) Adjournment

Time: 3:32 PM

Manzanita Public Charter School: Warrant Report - 10/01/22-10/31/2022

Check Number	Check Date	Vendor Name	Invoice Number	Invoice/remit description	Check Amount
2163	10/7/2022	Amazon Capital Services	11HD-PPMP-DPR7	Invoice for PO# 23-74 Amazon	122.72
2163	10/7/2022	Amazon Capital Services	1DFP-LDRX-Q6YY	Invoice for PO# 23-60 Amazon	45.84
2163	10/7/2022	Amazon Capital Services	1F47-F1DG-GC7G	Invoice for PO# 23-15 Amazon	40.02
2163	10/7/2022	Amazon Capital Services	1NVJ-KHDV-9QYC	Invoice for PO# 23-76 Amazon	19.38
2163	10/7/2022	Amazon Capital Services	1TLX-X1KJ-7RMK	Invoice for PO# 23-72 Amazon	148.26
2163	10/7/2022	Amazon Capital Services	1TLX-X1KJ-HJ3H	Invoice for PO# 23-75 Amazon	539.91
2163	10/7/2022	Amazon Capital Services	1VHR-KHV7-9WQK	Invoice for PO# 23-73 Amazon	229.88
2164	10/7/2022	Aramark	5020109055	Reusable Masks/Lndry bags/service charge	61.00
2165	10/7/2022	Benchmark Education Co. LLC	472266	Invoice for PO# 23-50 Benchmark Education	549.53
2166	10/7/2022	Bill Gaines Audio Inc	INV-03329	Invoice for PO# 23-65 BGA	656.25
2167	10/7/2022	Brown & Brown Insurance Services of CA, Inc.	10036850	070122-070123	1,154.00
2168	10/7/2022	Delta Managed Solutions	MPCS 10-22	DMS October 2022 Business Services	8,386.06
2169	10/7/2022	Diverse Pest Management Inc.	27584	Invoice for PO# 23-78 Diverse Pest	1,500.00
2170	10/7/2022	Eide Bailly	E101384138	Invoice for PO# 23-77 EideBailly	4,000.00
2171	10/7/2022	Gopher Sports	IN221845	Invoice for REQ# 23-31 Gopher sports	3,877.46
2172	10/7/2022	ODP Business Solutions, LLC	266489997001	Invoice for PO# 23-58 Office Depot	255.89
2173	10/7/2022	Staples	8067618130	Invoice for PO# 23-57 Staples	129.43
2177	10/13/2022	Advanced Computer Experts	719	Invoice for PO# 23-86 Advanced Computer Experts	900.00
2178	10/13/2022	Aramark	5020068546	Invoice for PO# 23-69 Aramark	61.00
2179	10/13/2022	Big Green Cleaning Company	578742	Invoice for PO# 23-91 Big Green	1,899.00
2179	10/13/2022	Big Green Cleaning Company	600425	Invoice for PO# 23-92 Big Green	900.00
2179	10/13/2022	Big Green Cleaning Company	609341	Invoice for PO# 23-87 Big Green	2,483.00
2179	10/13/2022	Big Green Cleaning Company	611266	Invoice for PO# 23-90 Big Green	2,483.00
2180	10/13/2022	Frontier Communications	062408-092822	Invoice for PO# 23-98 Frontier	54.54
2181	10/13/2022	Herc Rentals	82086782001	Invoice for PO# 23-93 Herc Rentals	3,936.82
2182	10/13/2022	Innovative School Solutions, Inc.	MPS173	Invoice for PO# 23-94 Oasis	1,700.00
2183	10/13/2022	Lanspeed	54840	Monthly Billing October 2022	2,500.00
2183	10/13/2022	Lanspeed	54885	Invoice for PO# 23-84 Lanspeed	77.00
2184	10/13/2022	STA West Region	5202097	Invoice for PO# 23-96 STA	69,431.80
2185	10/13/2022	Wells Fargo Vendor Financial Leasing	5021964638	Canon copier monthly charge	1,293.66
2186	10/20/2022	Amazon Capital Services	1RFH-PK7J-YCQV	Amazon Basics 300 Pack AA Industrial Alkaline Batteries, 5-Y	127.80
2186	10/20/2022	Amazon Capital Services	1XKC-WWPT-CLNN	Invoice for PO# 23-26 Ryan Prieto-Once for the Murphys	290.70

Manzanita Public Charter School: Warrant Report - 10/01/22-10/31/2022

Check Number	Check Date	Vendor Name	Invoice Number	Invoice/remit description	Check Amount
2187	10/20/2022	Aramark	5020118754	Invoice for PO# 23-79 Reusable Masks/Lndry bags-service	61.00
2188	10/20/2022	Robin Madden	101422-Reimb RM	Invoice for PO# 23-24 Robin Madden	208.81
2189	10/20/2022	Tony Slade	101122-Mileage TS	Tony S. Mileage Reimbursement 07/25/22-07/27/22	54.71
2190	10/20/2022	Visa 1313	1313-092722 SN	Suzannne N. Supplies	293.30
2191	10/20/2022	Visa 4121	4121-092722 AS	Anthony S. supplies	410.37
2192	10/20/2022	Visa 7179	7179-092722 JJ	Joanne J. supplies	2,097.15
2193	10/20/2022	Zoom Video Communications, Inc.	INV165877760	Annual Proration	3,240.00
2198	10/28/2022	Punchout Amazon	1GHL-KYFT-KQDJ	Invoice for PO# 23-101 Vendor Punchout Order	169.96
2198	10/28/2022	Punchout Amazon	1V9J-V7G6-4RC6	Invoice for PO# 23-113 Vendor Punchout Order	138.37
2199	10/28/2022	Charter Schools Development Center	788246	Invoice for PO# 23-89 CSDC Conference	1,318.00
2200	10/28/2022	Delta Managed Solutions	MPCS 11-22	DMS November 2022 Business Services	8,386.06
2201	10/28/2022	Lanspeed	54900	Invoice for PO# 23-114 Lanspeed	4,392.14
2202	10/31/2022	STA West Region	70177109	Invoice for PO# 23-128 STA	507.15
Report Total					<u>131,130.97</u>



Manzanita Public Charter School

2022-23 First Interim Budget



Manzanita Public Charter School

2022-23 First Interim Budget - Summary Analysis



SUMMARY OF RESULTS

This 2022-23 First Interim Budget update projects a budget surplus of \$1,010,135.

This is an increase of \$835,230 from the prior 2022-23 July Budget projected surplus of \$174,905.

This will allow Manzanita Public Charter School to end this fiscal year with a balance of \$3,120,816, which is 49.6% of annual expenditures.

CASH FLOW

Operating cash flow is projected to remain positive throughout the next two fiscal years, as shown in the attached monthly cash flow schedule.

The lowest projected ending cash balance this coming fiscal year is \$2,009,725, which represents 117 days of operating costs on average.

The June 30 ending cash balance this coming fiscal year is projected to be \$3,676,090, which represents 213 days of average operating costs.

This cash flow takes into account all currently projected impacts on cash flow at the time of this budget approval.

SIGNIFICANT CHANGES IN REVENUE (Total Change from Prior = increase of \$1,154,350, or 18.8% of prior revenues)

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

LCFF Entitlement projected revenues are \$242,878 higher than in the prior cycle due to changes in LCFF Calculator.

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

Other State Revenues are projected at \$945,798 higher than in the prior due estimated one-time fundings.

There are three additional one-time fundings has become available since the July Budget:

The Universal Pre-K Planning, Art, Music, Instructional, and the Learning Recovery Emergency Block Grants. Although these grants allow the expenditures over multi-years, from 2 to 6 years, the revenues have to be recognized in the year it was granted. As a result, the gross revenues in this budget include all of these new grants which then effects the net revenues for the current year.

The net results are broken down in the Budget Summary to notate the source of revenues.

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

Other Local Revenues are projected at (\$40,000) lower than in the prior.

SIGNIFICANT CHANGES IN EXPENSES (Total Change from Prior = increase of \$319,120, or 5.3% 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 \$154,484 higher 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 \$0 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.

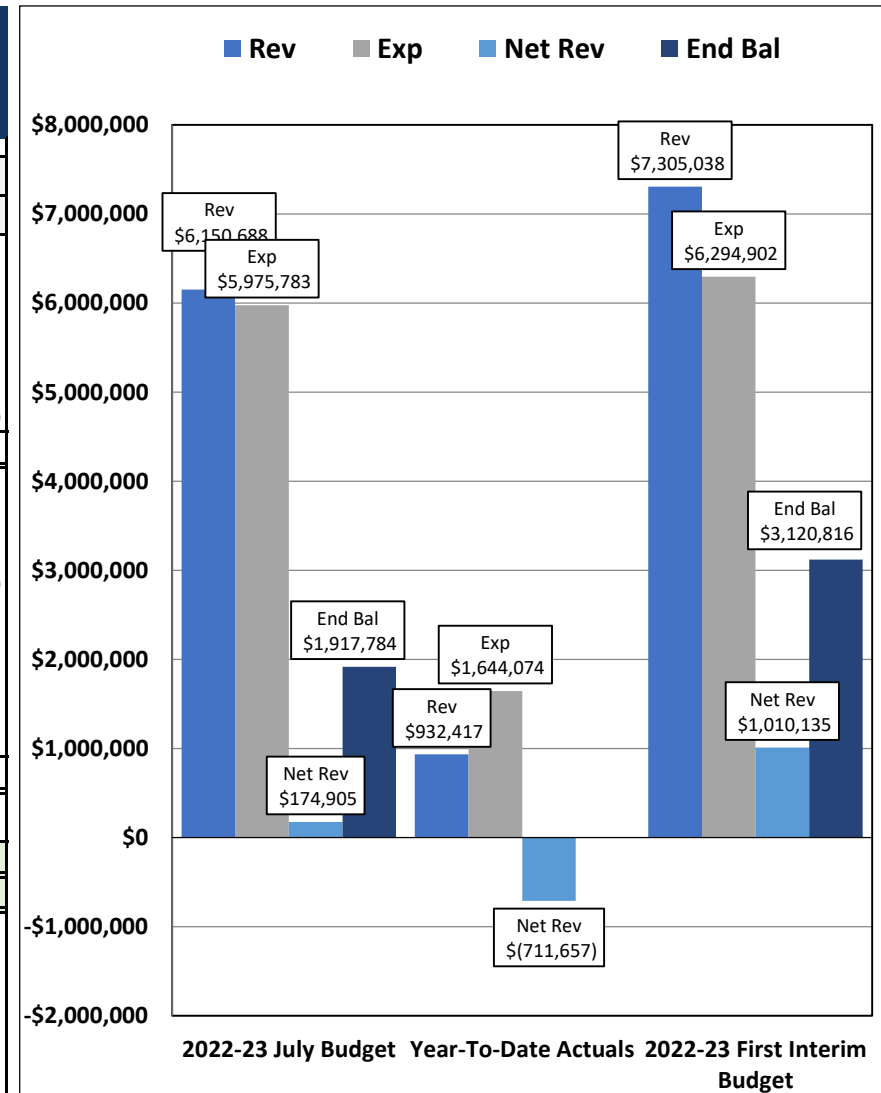
Services & Operating costs are projected to be \$164,636 higher than in the prior to reflect the addition of one more bus.

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

These costs are projected at \$0 reflecting than in the prior reflecting no change to depreciation and interest expense projections.

Manzanita Public Charter School
2022-23 First Interim Budget
BUDGET SUMMARY

	2022-23 July Budget	Year-To- Date Actuals	2022-23 First Interim Budget	Change
Projected Enrollment:	440	-	440	-
Projected P-2 ADA:	410.00	-	410.00	-
Revenues:				
General Purpose Entitlement	\$ 4,220,680	\$ 826,445	\$ 4,463,558	\$ 242,878
Federal Revenue	931,279	47,596	936,953	5,674
Other State Revenue	940,729	43,482	1,886,527	945,798
Other Local Revenue	58,000	14,894	18,000	(40,000)
TTL Revenues	\$ 6,150,688	\$ 932,417	\$ 7,305,038	\$ 1,154,350
Expenditures:				
Certificated Salaries	\$ 2,542,928	\$ 789,848	\$ 2,846,278	\$ 303,350
Non-Certificated Salaries	949,261	210,545	658,577	(290,685)
Benefits	910,839	238,836	1,052,658	141,819
Books/Supplies/Materials	242,329	127,004	242,329	-
Services/Operations	1,003,805	278,237	1,168,440	164,636
Capital Outlay	-	-	-	-
Other Outgo	326,620	(396)	326,620	-
TTL Expenditures	\$ 5,975,783	\$ 1,644,074	\$ 6,294,902	\$ 319,120
<i>(assuming 1 year of grants included in FIB)</i>				
Net Revenues w/o New Grants	\$ 174,905		\$ 321,696	\$ 146,791
Net Revenues	\$ 174,905	\$ (711,657)	\$ 1,010,135	\$ 835,230
Beginning Balance July 1	\$ 1,742,879		\$ 2,110,681	
Ending Balance June 30	\$ 1,917,784		\$ 3,120,816	
Ending Balance as % of Exp:	32.1%		49.6%	



Manzanita Public Charter School
2022-23 First Interim Budget
BUDGET DETAIL & PRIOR YEAR COMPARISON

Description	2022-23 July Budget	Year-To-Date Actuals	2022-23 First Interim Budget	Change From Prior Cycle	Notes/Comments
Enrollment (CALPADS)	440		440	-	
Average Daily Attendance (P-2)	410.00		410.00	-	
REVENUES					
General Purpose Entitlement					
8011 General Purpose Block Grant	2,162,813	353,315	2,310,250	147,437	LCFF, Includes Supplemental and Concentration
8012 Education Protection Account	1,036,089	272,412	1,096,386	60,297	
8096 Funding in Lieu of Property Taxes	1,021,778	200,718	1,056,922	35,144	
TTL General Purpose Entitlement	4,220,680	826,445	4,463,558	242,878	
Federal Revenue					
8181 Federal IDEA SpEd Revenue	70,950	-	71,987	1,037	
8290 Other Federal Revenue	726,892	47,596	731,410	4,518	
8295 Prior Year Federal Revenue	133,437	-	133,556	119	
TTL Federal Revenue	931,279	47,596	936,953	5,674	
Other State Revenue					
8311 AB602 State SpEd Revenue	328,889	40,367	324,414	(4,475)	
8550 Mandated Cost Reimbursements	5,743	-	5,743	-	
8560 State Lottery Revenue	76,000	-	76,000	-	
8590 Other State Revenue	530,097	3,115	1,480,370	950,273	
TTL Other State Revenue	940,729	43,482	1,886,527	945,798	
Other Local Revenue					
8634 Student Lunch Fees	40,000	-	-	(40,000)	
8660 Interest Income	12,000	3,873	12,000	-	
8699 Other Revenue	6,000	11,021	6,000	-	
TTL Other Local Revenue	58,000	14,894	18,000	(40,000)	
TTL REVENUES	6,150,688	932,417	7,305,038	1,154,350	
EXPENDITURES					
1000 - Certificated Salaries					
1100 Teacher Compensation	2,315,952	581,831	2,132,110	(183,842)	
1140 Substitute Teacher Compensation	-	7,715	47,815	47,815	
1150 Teacher Stipends/Extra Duty	-	16,612	47,900	47,900	
1200 Student Support	-	55,427	224,113	224,113	
1300 Certificated Administrators	226,976	126,929	392,340	165,364	
1350 Administrator Stipends/Extra Duty	-	1,333	2,000	2,000	
TTL Certificated Salaries	2,542,928	789,848	2,846,278	303,350	

Manzanita Public Charter School
2022-23 First Interim Budget
BUDGET DETAIL & PRIOR YEAR COMPARISON

Description	2022-23 July Budget	Year-To-Date Actuals	2022-23 First Interim Budget	Change From Prior Cycle	Notes/Comments
2000 - Non - Certificated Salaries					
2100 Instructional Aides	-	53,224	215,819	215,819	
2200 Pupil Support Administration	135,357	5,677	20,516	(114,841)	
2300 Classified Administrators	157,029	70,265	79,977	(77,052)	
2400 Clerical & Technical Staff	656,875	77,502	333,365	(323,510)	
2450 Clerical & Technical Stipends	-	1,937	8,900	8,900	
TTL Non - Certificated Salaries	949,261	210,545	658,577	(290,685)	
3000 - Employee Benefits					
3101 STRS Certificated	455,347	135,760	543,639	88,292	
3202 PERS Classified	50,972	-	49,474	(1,498)	
3301 OASDI/Medicare	103,001	27,107	41,271	(61,730)	
3302 OASDI/Medicare	-	-	50,381	50,381	
3401 Health Care Certificated	188,545	39,959	250,003	61,458	
3402 Health Care Classified	84,962	9,105	64,616	(20,346)	
3501 Unemployment Insurance	17,657	4,898	14,231	(3,426)	
3502 Unemployment Insurance	-	-	3,293	3,293	
3601 Workers' Comp Certificated	32,278	8,053	29,032	(3,246)	
3602 Workers' Comp Classified	(21,922)	2,133	6,717	28,640	
TTL Employee Benefits	910,839	238,836	1,052,658	141,819	
4000 - Books/Supplies/Materials					
4310 Materials & Supplies	203,329	-	203,329	-	
4400 Non - Capitalized Equipment	39,000	6,276	39,000	-	
TTL Books/Supplies/Materials	242,329	127,004	242,329	-	
5000 - Services & Operations					
5200 Travel & Conferences	59,000	-	59,000	-	
5500 Operations & Housekeeping	55,000	-	55,000	-	
5610 Facility Rents & Leases	36,500	6,000	36,500	-	
5800 Professional Services - Non - instructional	155,000	-	155,000	-	
5813 Transportation	557,332	115,731	657,332	100,000	
5820 Audit & CPA	-	-	20,000	20,000	
5825 DMS Business Services	127,473	50,316	127,473	-	
5850 Oversight Fees	-	-	44,636	44,636	
5900 Communications	8,500	478	8,500	-	
TTL Services & Operations	1,003,805	278,237	1,168,440	164,636	

Manzanita Public Charter School
2022-23 First Interim Budget
BUDGET DETAIL & PRIOR YEAR COMPARISON

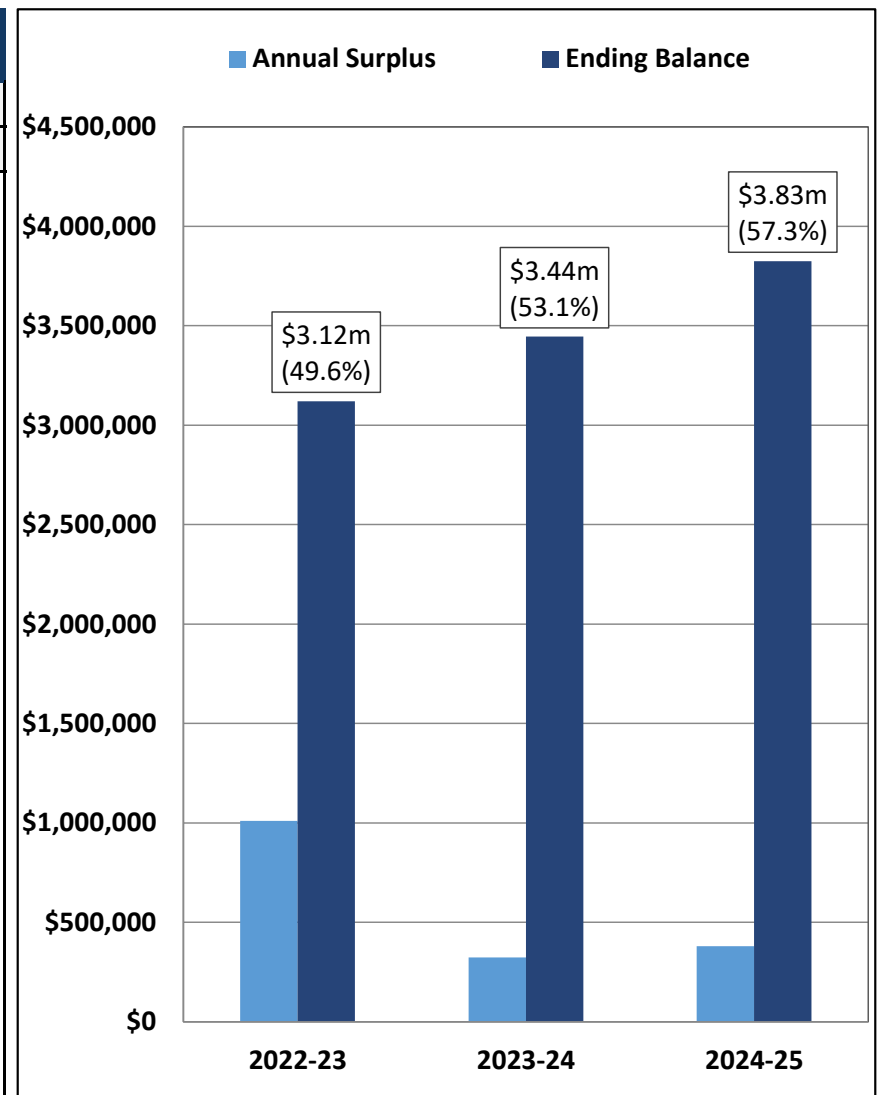
Description	2022-23 July Budget	Year-To-Date Actuals	2022-23 First Interim Budget	Change From Prior Cycle	Notes/Comments
6000 - Capital Outlay					
6900 Depreciation	-	-	-	-	
TTL Capital Outlay	-	-	-	-	
7000 - Other Outgo					
7141 Other Payments to Districts	126,620	-	126,620	-	
7221 Apportionment Transfer	200,000	-	200,000	-	
TTL Other Outgo	326,620	(396)	326,620	-	
TTL EXPENDITURES	5,975,783	1,644,074	6,294,902	319,120	
Revenues less Expenditures	174,905	(711,657)	1,010,135	835,230	
Beginning Fund Balance	1,742,879		2,110,681		
Net Revenues	174,905		1,010,135		
ENDING BALANCE	1,917,784		3,120,816		
ENDING BALANCE AS % OF OUTGO	32.1%		49.6%		

Manzanita Public Charter School 2022-23 First Interim Budget ENROLLMENT AND A.D.A. ASSUMPTIONS						
	2022-23		2023-24		2024-25	
	ENROLL	ADA	ENROLL	ADA	ENROLL	ADA
Total K-3	257	239.48	257	239.48	257	239.48
Total 4-6	183	170.52	183	170.52	183	170.52
Total 7-8	-	-	-	-	-	-
Total 9-12	-	-	-	-	-	-
TTL Enrollment/ADA	440	410.00	440	410.00	440	410.00
ADA Ratio (average):		93.18%		93.18%		93.18%
Transitional Kinder	15	13.98	22	20.50	22	20.50
Kinder	54	50.32	48	44.73	48	44.73
Grade 1	71	66.16	70	65.23	70	65.23
Grade 2	52	48.45	52	48.45	52	48.45
Grade 3	65	60.57	65	60.57	65	60.57
Grade 4	65	60.57	65	60.57	65	60.57
Grade 5	58	54.04	58	54.04	58	54.04
Grade 6	60	55.91	60	55.91	60	55.91
Grade 7	-	-	-	-	-	-
Grade 8	-	-	-	-	-	-
Grade 9	-	-	-	-	-	-
Grade 10	-	-	-	-	-	-
Grade 11	-	-	-	-	-	-
Grade 12	-	-	-	-	-	-
TOTAL:	440	410.00	440	410.00	440	410.00

LCFF Unduplicated Calc:			
CALPADS Enrollment	440	440	440
Unduplicated Count	247	247	247
Unduplicated % (1-Year):	56.14%	56.14%	56.14%

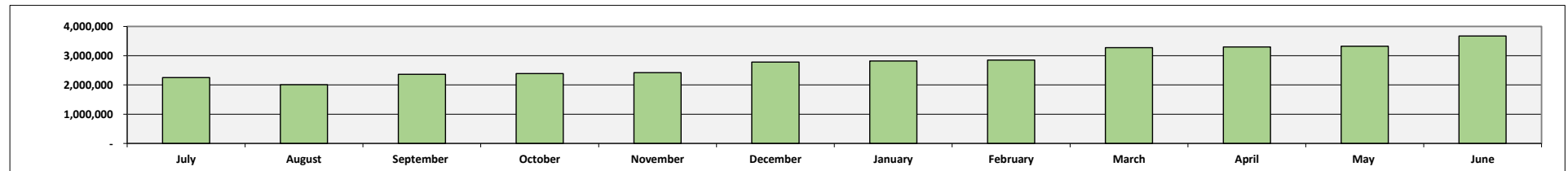
Manzanita Public Charter School
2022-23 First Interim Budget
MULTI-YEAR PROJECTION SUMMARY

	2022-23	2023-24	2024-25
Projected Enrollment:	440	440	440
Projected P-2 ADA:	410.00	410.00	410.00
Revenues:			
General Purpose Entitlement	\$ 4,463,558	\$ 4,702,815	\$ 4,890,322
Federal Revenue	936,953	965,062	994,013
Other State Revenue	1,886,527	1,121,394	1,155,035
Other Local Revenue	18,000	18,540	19,096
TTL Revenues	\$ 7,305,038	\$ 6,807,810	\$ 7,058,467
Expenditures:			
Certificated Salaries	\$ 2,846,278	\$ 2,931,666	\$ 3,019,616
Non-Certificated Salaries	658,577	678,334	698,684
Benefits	1,052,658	1,084,238	1,116,765
Books/Supplies/Materials	242,329	249,599	257,087
Services/Operations	1,168,440	1,203,494	1,239,598
Capital Outlay	-	-	-
Other Outgo	326,620	336,419	346,511
TTL Expenditures	\$ 6,294,902	\$ 6,483,750	\$ 6,678,262
Net Revenues	\$ 1,010,135	\$ 324,061	\$ 380,205
Beginning Balance July 1	\$ 2,110,681	\$ 3,120,816	\$ 3,444,877
Ending Balance June 30	\$ 3,120,816	\$ 3,444,877	\$ 3,825,082
Ending Balance as % of Exp.:	49.6%	53.1%	57.3%



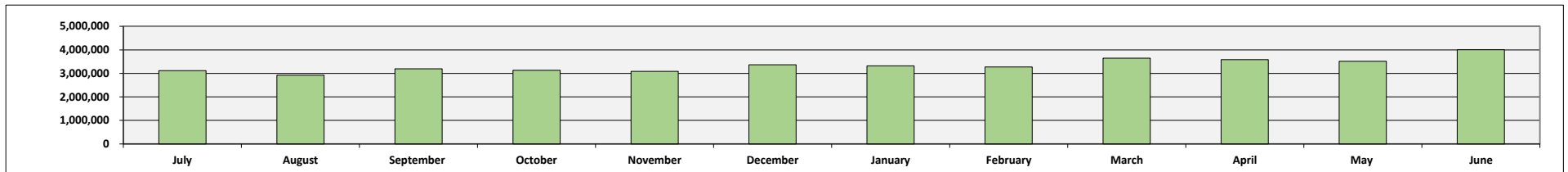
Manzanita Public Charter School
2022-23 First Interim Budget
2022-23 Projected Monthly Cash Flow Statement

Description	2022-23 First Interim Budget	July	August	September	October	November	December	January	February	March	April	May	June	Accruals	Total For Year
BEGINNING CASH		2,384,676	2,250,777	2,009,725	2,365,212	2,390,057	2,419,952	2,782,729	2,816,754	2,850,778	3,276,971	3,300,426	3,323,882	3,676,090	2,384,676
CASH INFLOWS															
REVENUES															
LCFF State Aid	2,310,250	115,513	115,513	207,923	207,923	207,923	207,923	207,923	207,923	207,923	207,923	207,923	207,923	-	2,310,250
Education Protection Account	1,096,386	-	-	274,097	-	-	274,097	-	-	274,097	-	-	274,097	-	1,096,386
In-Lieu-Of Property Taxes	1,056,922	-	63,415	126,831	84,554	84,554	84,554	84,554	84,554	147,969	73,985	73,985	73,985	73,985	1,056,922
Federal Revenues	936,953	-	-	117,119	62,464	62,464	117,119	62,464	62,464	117,119	62,464	62,464	117,119	93,695	936,953
Other State Revenues	1,886,527	94,326	94,326	169,787	169,787	169,787	169,787	169,787	169,787	169,787	169,787	169,787	169,787	-	1,886,527
Other Local Revenues	18,000	1,385	1,385	1,385	1,385	1,385	1,385	1,385	1,385	1,385	1,385	1,385	1,385	1,385	18,000
TTL CASH INFLOWS	7,305,038	211,223	274,639	897,141	526,112	526,112	854,864	526,112	526,112	918,279	515,543	515,543	844,295	169,064	7,305,038
EXPENDITURES															
All Certificated Salaries	2,846,278	113,851	231,405	231,405	231,405	231,405	231,405	231,405	231,405	231,405	231,405	231,405	231,405	186,975	2,846,278
All Classified Salaries	658,577	41,161	51,451	51,451	51,451	51,451	51,451	51,451	51,451	51,451	51,451	51,451	51,451	51,451	658,577
All Benefits	1,052,658	46,557	84,954	84,954	84,954	84,954	84,954	84,954	84,954	84,954	84,954	84,954	84,954	71,610	1,052,658
All Materials & Supplies	242,329	30,291	34,618	60,582	20,194	15,146	11,015	11,015	11,015	11,015	11,015	11,015	11,015	4,393	242,329
All Services and Operations	1,168,440	88,518	88,518	88,518	88,518	88,518	88,518	88,518	88,518	88,518	88,518	88,518	88,518	106,222	1,168,440
All Capital Outlay/Depreciation	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
All Other Outgo	326,620	24,744	24,744	24,744	24,744	24,744	24,744	24,744	24,744	24,744	24,744	24,744	24,744	29,693	326,620
TTL CASH OUTFLOWS	6,294,902	345,122	515,690	541,654	501,266	496,218	492,087	492,087	492,087	492,087	492,087	492,087	492,087	450,343	6,294,902
NET REVENUES	1,010,135														1,010,135
Accounts Receivable (net change)															-
Accounts Payable (net change)															-
Fixed Asset Acquisitions															-
Other Cash Inflows/Outflows															-
NET INFLOWS/OUTFLOWS		-	-	-	-	-	-	-	-	-	-	-	-	-	-
ENDING CASH BALANCE		2,250,777	2,009,725	2,365,212	2,390,057	2,419,952	2,782,729	2,816,754	2,850,778	3,276,971	3,300,426	3,323,882	3,676,090		
Days Cash On Hand		131	117	137	139	140	161	163	165	190	191	193	213		



Manzanita Public Charter School
2022-23 First Interim Budget
2023-24 Projected Monthly Cash Flow Statement

Description	2023-24 Budget	July	August	September	October	November	December	January	February	March	April	May	June	Accruals	Total For Year
BEGINNING CASH		3,676,090	3,118,648	2,917,606	3,191,536	3,134,397	3,082,458	3,365,166	3,317,481	3,269,797	3,647,371	3,581,742	3,516,114	4,001,366	3,676,090
CASH INFLOWS															
REVENUES															
LCFF State Aid	2,434,085	115,513	115,513	207,923	207,923	207,923	207,923	207,923	207,923	191,105	191,105	191,105	382,210	-	2,434,085
Education Protection Account	1,155,155	-	-	274,097	-	-	274,097	-	-	303,481	-	-	303,481	-	1,155,155
In-Lieu-Of Property Taxes	1,113,575	-	63,415	126,831	84,554	84,554	84,554	84,554	84,554	166,854	83,427	83,427	83,427	83,427	1,113,575
Federal Revenues	965,062	-	-	120,633	64,337	64,337	120,633	64,337	64,337	120,633	64,337	64,337	120,633	96,506	965,062
Other State Revenues	1,121,394	56,070	56,070	100,925	100,925	100,925	100,925	100,925	100,925	100,925	100,925	100,925	100,925	-	1,121,394
Other Local Revenues	18,540	1,426	1,426	1,426	1,426	1,426	1,426	1,426	1,426	1,426	1,426	1,426	1,426	1,426	18,540
TTL CASH INFLOWS	6,807,810	173,008	236,424	831,834	459,165	459,165	789,557	459,165	459,165	884,424	441,221	441,221	992,102	181,359	6,807,810
EXPENDITURES															
All Certificated Salaries	2,931,666	117,267	238,347	238,347	238,347	238,347	238,347	238,347	238,347	238,347	238,347	238,347	238,347	192,584	2,931,666
All Classified Salaries	678,334	42,396	52,995	52,995	52,995	52,995	52,995	52,995	52,995	52,995	52,995	52,995	52,995	52,995	678,334
All Benefits	1,084,238	47,954	87,502	87,502	87,502	87,502	87,502	87,502	87,502	87,502	87,502	87,502	87,502	73,758	1,084,238
All Materials & Supplies	249,599	31,200	35,657	62,400	20,800	15,600	11,345	11,345	11,345	11,345	11,345	11,345	11,345	4,525	249,599
All Services and Operations	1,203,494	91,174	91,174	91,174	91,174	91,174	91,174	91,174	91,174	91,174	91,174	91,174	91,174	109,409	1,203,494
All Capital Outlay/Depreciation	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
All Other Outgo	336,419	25,486	25,486	25,486	25,486	25,486	25,486	25,486	25,486	25,486	25,486	25,486	25,486	30,584	336,419
TTL CASH OUTFLOWS	6,483,750	355,476	531,161	557,904	516,304	511,104	506,850	506,850	506,850	506,850	506,850	506,850	506,850	463,854	6,483,750
	324,061														324,061
Accounts Receivable (net change)		75,369	93,695	-											169,064
Accounts Payable (net change)		(450,343)													(450,343)
Fixed Asset Acquisitions		-													-
Other Cash Inflows/Outflows															-
NET INFLOWS/OUTFLOWS		(374,974)	93,695	-	-	-	-	-	-	-	-	-	-		(281,279)
ENDING CASH BALANCE		3,118,648	2,917,606	3,191,536	3,134,397	3,082,458	3,365,166	3,317,481	3,269,797	3,647,371	3,581,742	3,516,114	4,001,366		
Days Cash On Hand		176	164	180	176	174	189	187	184	205	202	198	225		



Substitute Teacher Daily Rate Increase

The recommendation to increase Manzanita's substitute teacher daily pay rate from \$125.00 to \$170.00 effective January 1, 2023 is made in response to a severe shortage of substitute teachers in the area. Additionally, the increase is aligned with surrounding district rates. Manzanita hopes that extending the pay rate will continue to attract more people to the role and reduce the need for utilization of onsite personnel to cover classes when there is no substitute availability. The increase to the annual budget is estimated to be \$11,000.



CHARTER
GOVERNING BOARD MEMBER ORGANIZATION

CHARTER: _____

Name: _____ Title: **Board President**
Address: _____ Zip: _____
Phone No.: _____ Year term expires: _____ Trustee area # (if applicable) _____

Name: _____ Title: **Clerk**
Address: _____ Zip: _____
Phone No.: _____ Year term expires: _____ Trustee area # (if applicable) _____

Name: _____ Title: **Board Member**
Address: _____ Zip: _____
Phone No.: _____ Year term expires: _____ Trustee area # (if applicable) _____

Name: _____ Title: **Board Member**
Address: _____ Zip: _____
Phone No.: _____ Year term expires: _____ Trustee area # (if applicable) _____

Name: _____ Title: **Board Member**
Address: _____ Zip: _____
Phone No.: _____ Year term expires: _____ Trustee area # (if applicable) _____

Name: _____ Title: **Board Member**
Address: _____ Zip: _____
Phone No.: _____ Year term expires: _____ Trustee area # (if applicable) _____

Name: _____ Title: **Board Member**
Address: _____ Zip: _____
Phone No.: _____ Year term expires: _____ Trustee area # (if applicable) _____

The below named individual is the Secretary to the Board.

Name: _____ Title: **Secretary**
Address: _____ Zip: _____
Phone No.: _____

I certify that all the information provided herein is true and correct.

Board President's Signature: _____ Date: ____/____/____

REFERENCE:
EC§ 1010, 35025, 35250, 35143, 72000(B)(5)(C)(2)A,B,C
CSBA BOARD BYLAWS 9100, 9121, 9122

ATTACHMENT A



**CHARTER
GOVERNING BOARD AUTHORIZED
SIGNATURE FORM**

Today's date: ____/____/____ Number of Board Members: ____

District: _____

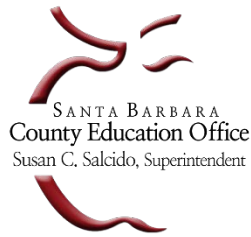
Completed by: _____

Title: _____

Board Member Signature	Typed Name

REFERENCE:
EC§ 17604; 35161; 42632; 42633;
70902; 85232; 85233; & 81655

ATTACHMENT B



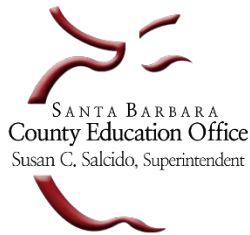
AUTHORIZED SIGNATURES
CHARTER PERSONNEL APPROVED BY THE BOARD
FOR RELEASE OF COMMERCIAL AND PAYROLL WARRANTS

CHARTER: _____

Signature _____ Typed Name/Title _____	<input type="checkbox"/> Commercial <input type="checkbox"/> Payroll
Signature _____ Typed Name/Title _____	<input type="checkbox"/> Commercial <input type="checkbox"/> Payroll
Signature _____ Typed Name/Title _____	<input type="checkbox"/> Commercial <input type="checkbox"/> Payroll
Signature _____ Typed Name/Title _____	<input type="checkbox"/> Commercial <input type="checkbox"/> Payroll
Signature _____ Typed Name/Title _____	<input type="checkbox"/> Commercial <input type="checkbox"/> Payroll
Signature _____ Typed Name/Title _____	<input type="checkbox"/> Commercial <input type="checkbox"/> Payroll
Signature _____ Typed Name/Title _____	<input type="checkbox"/> Commercial <input type="checkbox"/> Payroll

I certify that the names and signatures above are authorized district personnel who may receive warrants on behalf of our district.

Board President's Signature: _____ **Date:** ____/____/____



CHARTER
CHANGES TO AUTHORIZED SIGNATURES
PERSONNEL APPROVED BY THE BOARD
FOR RELEASE OF COMMERCIAL AND PAYROLL WARRANTS

CHARTER: _____

ADDITIONS:

Signature _____ Typed Name/Title _____	<input type="checkbox"/> Commercial <input type="checkbox"/> Payroll
Signature _____ Typed Name/Title _____	<input type="checkbox"/> Commercial <input type="checkbox"/> Payroll
Signature _____ Typed Name/Title _____	<input type="checkbox"/> Commercial <input type="checkbox"/> Payroll

DELETIONS:

Typed Name/Title _____	<input type="checkbox"/> Commercial <input type="checkbox"/> Payroll
Typed Name/Title _____	<input type="checkbox"/> Commercial <input type="checkbox"/> Payroll
Typed Name/Title _____	<input type="checkbox"/> Commercial <input type="checkbox"/> Payroll

I certify that the above changes to authorized district personnel who may receive warrants on behalf of our district.

Board President's Signature: _____ **Date:** ____/____/____

Note: Please use this form if there are changes that occur throughout the year.

ATTACHMENT C(1)



**CHARTER AUTHORIZED SIGNATURES
PERSONNEL APPROVED BY THE BOARD
TO ACT AS DISTRICT AGENTS**

CHARTER: _____

Signature _____ Typed Name/Title _____	<input type="checkbox"/> Commercial <input type="checkbox"/> Contracts <input type="checkbox"/> Payroll
Signature _____ Typed Name/Title _____	<input type="checkbox"/> Commercial <input type="checkbox"/> Contracts <input type="checkbox"/> Payroll
Signature _____ Typed Name/Title _____	<input type="checkbox"/> Commercial <input type="checkbox"/> Contracts <input type="checkbox"/> Payroll
Signature _____ Typed Name/Title _____	<input type="checkbox"/> Commercial <input type="checkbox"/> Contracts <input type="checkbox"/> Payroll
Signature _____ Typed Name/Title _____	<input type="checkbox"/> Commercial <input type="checkbox"/> Contracts <input type="checkbox"/> Payroll
Signature _____ Typed Name/Title _____	<input type="checkbox"/> Commercial <input type="checkbox"/> Contracts <input type="checkbox"/> Payroll

I certify that the above individuals are authorized to act as agents of the governing board.

Board President Signature: _____ **Date:** ____/____/____

REFERENCE:
K-12: EC§42632, 42633, 17604
COMMUNITY COLLEGE: EC§85232, 85233, 85655

Note for Escape Financial System Users: The district must have an active employee with access to Escape in order to authorize accounts payable warrants. This form is needed in order to grant activity permissions necessary to authorize payments in Escape.

ATTACHMENT D



CHANGES TO AUTHORIZED SIGNATURES **CHARTER PERSONNEL APPROVED BY THE BOARD** **TO ACT AS DISTRICT AGENTS**

CHARTER: _____

ADDITIONS:

Signature _____ Typed Name/Title _____	<input type="checkbox"/> Commercial <input type="checkbox"/> Contracts <input type="checkbox"/> Payroll
Signature _____ Typed Name/Title _____	<input type="checkbox"/> Commercial <input type="checkbox"/> Contracts <input type="checkbox"/> Payroll

DELETIONS:

Typed Name/Title _____	<input type="checkbox"/> Commercial <input type="checkbox"/> Contracts <input type="checkbox"/> Payroll
Typed Name/Title _____	<input type="checkbox"/> Commercial <input type="checkbox"/> Contracts <input type="checkbox"/> Payroll

I certify that the above changes to authorized individuals to act as agents of the governing board.

Board President's Signature: _____ **Date:** ____/____/____

Note for Escape Financial System Users: The district must have an active employee with access to Escape in order to authorize accounts payable warrants. This form is needed in order to grant activity permissions necessary to authorize payments in Escape.

REFERENCE:
 K-12: EC\$42632, 42633, 17604
 COMMUNITY COLLEGE: EC\$85232, 85233, 85655

Note: Please use this form if there are changes that occur throughout the year.

ATTACHMENT D(1)

Manzanita Public Charter School

INDEPENDENT STUDY POLICY

Manzanita Public Charter School (“Charter School”) may offer independent study to meet the short or long-term educational needs of pupils enrolled in the Charter School as approved by the superintendent or designee. No student will be permitted to participate in independent study in excessive of fourteen (14) cumulative days per school year. Independent study is an optional educational alternative in which no pupil may be required to participate and is designed to teach the knowledge and skills of the core curriculum. The Charter School shall provide appropriate existing services and resources to enable pupils to complete their independent study successfully. The following written policies have been adopted by the Charter School Board of Education for implementation at Charter School:

1. For pupils in all grade levels and programs offered by the Charter School, the maximum length of time that may elapse between the time an assignment is made and the date by which the pupil must complete the assigned work shall be 5 school days.
2. The Superintendent or designee shall conduct an evaluation to determine whether it is in the best interests of the pupil to remain in independent study upon the following triggers:
 - a. When any pupil fails to complete assignments during any period of independent school days.
 - b. In the event a student’s educational progress falls below satisfactory levels as determined by ALL of the following indicators:
 - i. The pupil’s achievement and engagement in the independent study program, as indicated by the pupil’s performance on applicable pupil-level measures of pupil achievement and pupil engagement set forth in Education Code Section 52060(d) paragraphs (4) and (5).
 - ii. The completion of assignments, assessments, or other indicators that evidence that the pupil is working on assignments.
 - iii. Learning required concepts, as determined by the supervising teacher.
 - iv. Progressing toward successful completion of the course of study or individual course, as determined by the supervising teacher.

A written record of the findings of any evaluation conducted pursuant to this policy shall be treated as a mandatory interim pupil record. The record shall be maintained for a period of three years from the date of the evaluation and, if the pupil transfers to another California public school, the record shall be forwarded to that school.

3. The Charter School shall provide content aligned to grade level standards that is substantially equivalent to in-person instruction.

Board Policy #: 3001

Adopted/Ratified:

Revision Date:

4. A current written agreement shall be maintained on file for each independent study pupil, including but not limited to, all of the following:
 - a. The manner, time, frequency, and place for submitting a pupil's assignments, for reporting the pupil's academic progress, and for communicating with a pupil's parent or guardian regarding a pupil's academic progress.
 - b. The objectives and methods of study for the pupil's work, and the methods used to evaluate that work.
 - c. The specific resources, including materials and personnel, that will be made available to the pupil. These resources shall include confirming or providing access to all pupils to the connectivity and devices adequate to participate in the educational program and complete assigned work.
 - d. A statement of the policies adopted pursuant to subdivisions (a) and (b) of Education Code Section 51747 regarding the maximum length of time allowed between the assignment and the completion of a pupil's assigned work, the level of satisfactory educational progress, and the number of missed assignments allowed before an evaluation of whether or not the pupil should be allowed to continue in independent study.
 - e. The duration of the independent study agreement, including the beginning and ending dates for the pupil's participation in independent study under the agreement. No independent study agreement shall be valid for any period longer than one school year.
 - f. A statement of the number of course credits or, for the elementary grades, other measures of academic accomplishment appropriate to the agreement, to be earned by the pupil upon completion.
 - g. A statement detailing the academic and other supports that will be provided to address the needs of pupils who are not performing at grade level, or need support in other areas, such as English learners, individuals with exceptional needs in order to be consistent with the pupil's individualized education program or plan pursuant to Section 504 of the federal Rehabilitation Act of 1973 (29 U.S.C. Sec. 794), pupils in foster care or experiencing homelessness, and pupils requiring mental health supports.
 - h. The inclusion of a statement in each independent study agreement that independent study is an optional educational alternative in which no pupil may be required to participate. In the case of a pupil who is referred or assigned to any school, class, or program pursuant to Section 48915 or 48917, the agreement also shall include the statement that instruction may be provided to the pupil through independent study only if the pupil is offered the alternative of classroom instruction.
 - i. Beginning in the 2022–23 school year, for a pupil participating in an independent study program each written agreement shall be signed within 10 school days of the commencement of the first day of the pupil's enrollment in independent study, by the pupil, the pupil's parent, legal guardian, or caregiver, if the pupil is less than 18 years of age, the certificated employee who has been designated as having responsibility for the general supervision of independent study, and the certificated employee designated as having responsibility for the special education

Board Policy #: 3001

Adopted/Ratified:

Revision Date:

programming of the pupil, as applicable. For purposes of this paragraph “caregiver” means a person who has met the requirements of Part 1.5 (commencing with Section 6550) of Division 11 of the Family Code.

- Written agreements may be signed using an electronic signature that complies with state and federal standards, as determined by the California Department of Education, that may be a marking that is either computer generated or produced by electronic means and is intended by the signatory to have the same effect as a handwritten signature. The use of an electronic signature shall have the same force and effect as the use of a manual signature if the requirements for digital signatures and their acceptable technology, as provided in Section 16.5 of the Government Code and in Chapter 10 (commencing with Section 22000) of Division 7 of Title 2 of the California Code of Regulations, are satisfied.
5. The Charter School shall comply with the Education Code sections 51745 through 51749.3 and the provisions of the Charter Schools Act of 1992 and the State Board of Education regulations adopted there under.
 6. The Superintendent or designee may establish regulations to implement these policies in accordance with the law.

Written Agreement for Independent Study

Student Name:	Agreement Duration:
Student Number:	Beginning Date:
DOB:	End Date:
Address:	Grade Level:
Phone:	Program Placement: Independent Study
School:	

- 1) **The manner, time, frequency, and place for submitting a pupil's assignments, for reporting the pupil's academic progress, and for communicating with a pupil's parent or guardian regarding a pupil's academic progress:**
 - a. **Manner of Reporting:**
 - b. **Time:** During school hours between 8:10 – 2:50
 - c. **Frequency:** Weekly
 - d. **Place:** At the schoolsite or online via virtual live connection.

1. **Objectives:** The pupil shall engage in content provided by the Charter School which is aligned to grade level standards that is substantially equivalent to in-person instruction.

- 2) **Method of Study:** The following methods of study will be utilized: Independent Reading, Textbook Activities, Problem Solving, Study Projects, Drill & Practice, Experiential Learning, Computerized Curriculum, Web/Internet Research, Library Research, Field Trips, Synchronous instruction.

- 3) **Method of Evaluation:** The following methods of evaluation will be utilized: Teacher-made Tests, Student Conferences, Progress/Report Cards, Chapter/Unit Tests, Work Samples, Observations, Portfolios, State Standards Testing, Journals, Presentations, Quizzes, Labs, Final Examinations.

- 4) **Resources:** The Charter School will provide appropriate instructional materials and personnel to enable the student to complete the assigned work. Resources must include those reasonably necessary to the achievement of the objectives and must include resources that are normally available to all students on the same terms as the terms on which they are available to all. The school will confirm or provide access to all pupils to the connectivity and devices adequate to participate in the educational program and complete assigned work.

- 5) **Board Policies Pursuant to Education Code Sections 51747(a) and (b):**

- a. For pupils in all grade levels and programs offered by the Charter School, the maximum length of time that may elapse between the time an assignment is made and the date by which the pupil must complete the assigned work shall be 5 school days.
- b. The Superintendent or designee shall conduct an evaluation to determine whether it is in the best interests of the pupil to remain in independent study upon the following triggers:
 - i. When any pupil fails to complete assignments during any period of independent school days.
 - ii. In the event Student's educational progress falls below satisfactory levels as determined by ALL of the following indicators:
 - 1. The pupil's achievement and engagement in the independent study program, as indicated by the pupil's performance on applicable pupil-level measures of pupil achievement and pupil engagement set forth in Education Code Section 52060(d) paragraphs (4) and (5).
 - 2. The completion of assignments, assessments, or other indicators that evidence that the pupil is working on assignments.
 - 3. Learning required concepts, as determined by the supervising teacher.
 - 4. Progressing toward successful completion of the course of study or individual course, as determined by the supervising teacher.

A written record of the findings of any evaluation conducted pursuant to this policy shall be treated as a mandatory interim pupil record. The record shall be maintained for a period of three years from the date of the evaluation and, if the pupil transfers to another California public school, the record shall be forwarded to that school.

6) Statement of the Measures of Academic Achievement to be Earned by the Pupil Upon Completion

Students will meet California State Standards in all courses. All students, grades K-8, take benchmark assessments at three times throughout the school year, which measure both proficiency and individualized growth.

- 7) Statement of Academic and Other Supports for Special Populations:** The Charter School shall utilize its multi-tiered systems of support ("MTSS") to address the needs of pupils who are not performing at grade level, or who need support in other areas, such as English Learners, pupils in foster care or pupils who are experiencing homelessness, and/or pupils requiring mental health

support. The Charter School complies with the Individuals with Disabilities in Education Act (“IDEA”) and is committed to meeting the needs of individuals with exceptional needs in order to be consistent with the pupil’s individualized education program (“IEP”). Policies, procedures, and guidelines are in place to ensure that pupils are identified, assessed, and provided a free appropriate public education in the least restrictive environment. The school complies with Section 504 of the federal Rehabilitation act of 1973 (29 U.S.C. Sec. 794) and is committed to providing equivalent access to and providing a free appropriate public education to all students with disabilities.

- 8) **Voluntary Statement:** It is understood that independent study is an optional educational alternative in which no pupil may be required to participate. In the case of a pupil who is referred or assigned to any school, class or program pursuant to Education Code Section 48915 or 48917, instruction may be provided to the pupil through independent study only if the pupil is offered the alternative of classroom instruction.
- 9) **Pupil-Parent-Educator Conference:** Before signing this written agreement parent or guardian of a pupil may request that the Charter School conduct a telephone, videoconference, or in-person pupil-parent-educator conference or other school meeting during which the pupil, parent or guardian, and, if requested by the pupil or parent, an education advocate, may ask questions about the educational options, including which curriculum offerings and nonacademic supports will be available to the pupil in independent study, before making the decision about enrollment or disenrollment in the various options for learning.

10) **Signatures and Dates:**

I have read and I understand the terms of this agreement, and agree to all provisions set forth.¹

Title	Signature	Date
Pupil		
Parent/Guardian/Caregiver (if pupil is under the age of 18)		
Certificated employee who has been designated as having responsibility for the		

¹ Written agreements may be signed using an electronic signature that complies with state and federal standards, as determined by the California Department of Education that may be a marking that is either computer generated or produced by electronic means and is intended by the signatory to have the same effect as a handwritten signature. The use of an electronic signature shall have the same force and effect as the use of a manual signature if the requirements for digital signatures and their acceptable technology, as provided in Section 16.5 of the Government Code and in Chapter 10 (commencing with Section 22000) of Division 7 of Title 2 of the California Code of Regulations, are satisfied.

Title	Signature	Date
general supervision of independent study		
Certificated employee designated as having responsibility for the special education programming of the pupil, as applicable		

4886-4563-6903, v. 1