



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

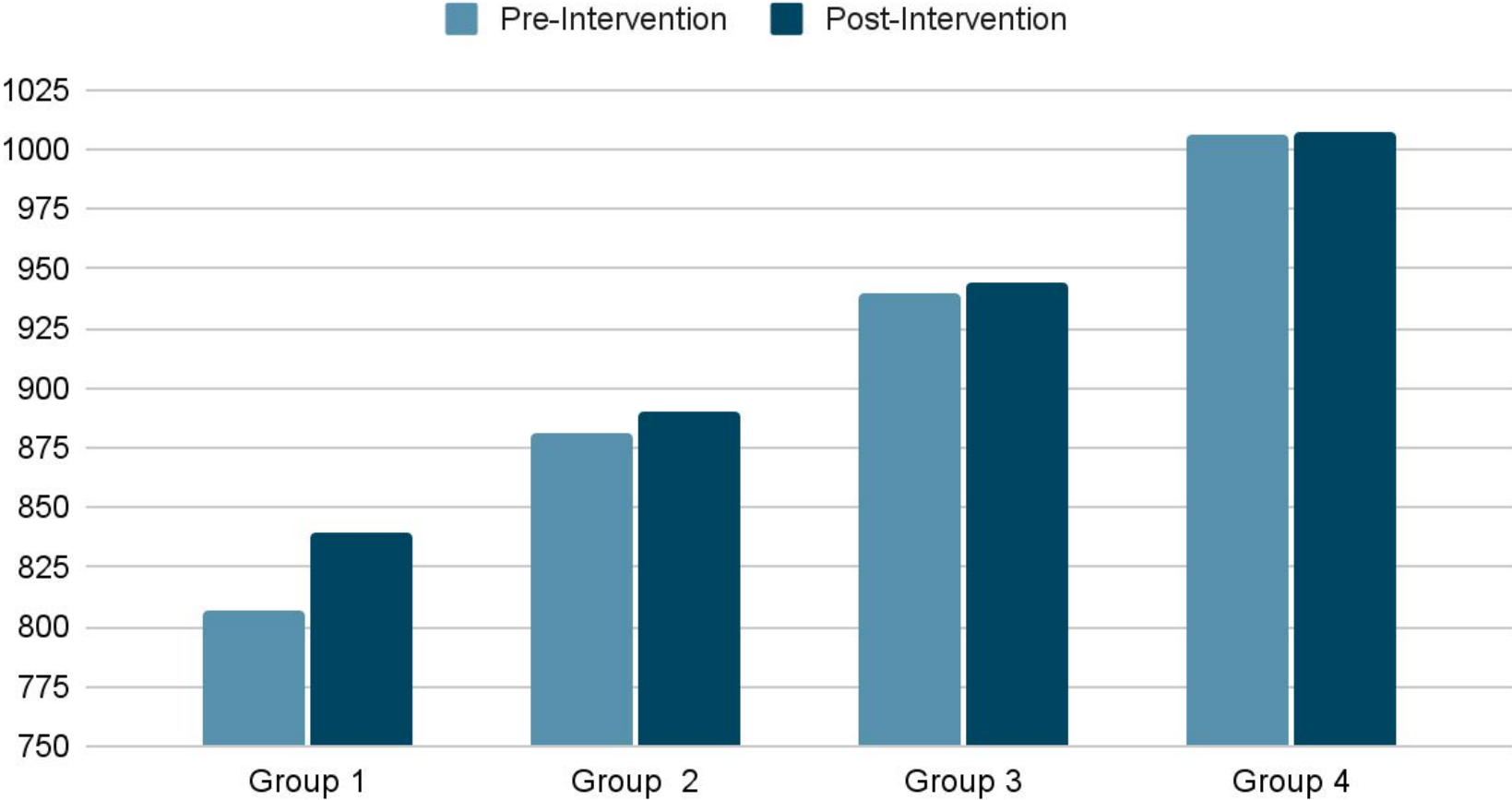
## Superintendent's Enrollment Report

DATE OF MEETING: WEDNESDAY, MAY 3, 2023

	August	September	October	November	December	January	February	March	April	May
Transitional Kinder	17	19	20	20	20	20	20	20	19	19
Kinder	54	53	53	53	53	53	53	53	53	53
First	55	52	51	51	52	51	50	50	49	49
Second	81	79	78	78	78	77	77	77	77	77
Third	54	52	53	53	53	54	54	54	54	53
Fourth	72	71	70	70	70	70	70	70	69	69
Fifth	69	67	65	65	65	65	65	65	65	65
Sixth	62	63	60	60	62	62	63	63	63	63
<b>TOTAL</b>	<b>464</b>	<b>456</b>	<b>450</b>	<b>450</b>	<b>453</b>	<b>452</b>	<b>452</b>	<b>452</b>	<b>449</b>	<b>448</b>

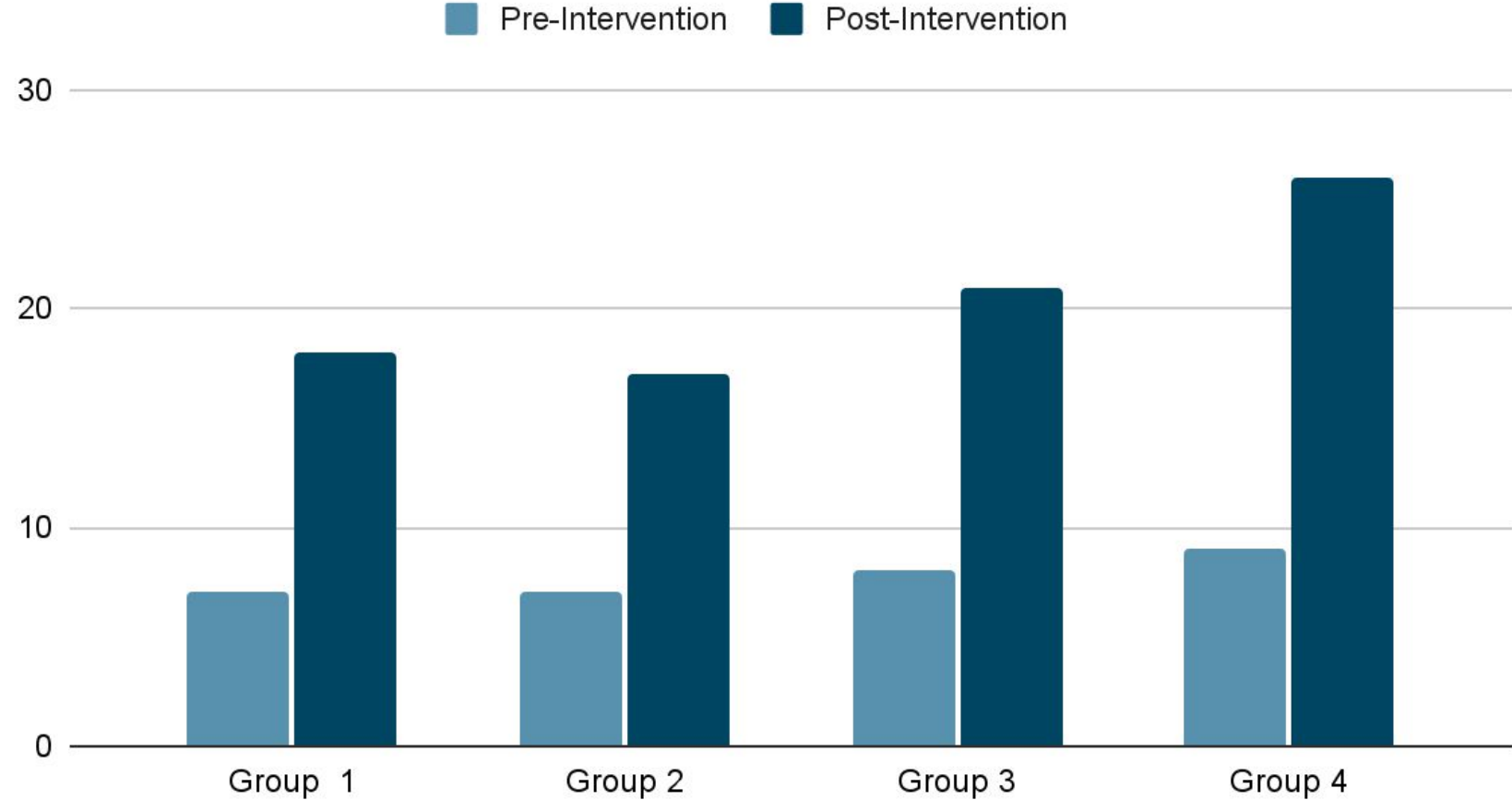
# Math Extended Day Data - Average STAR Scores

Attachment B



# Math Extended Day Data - Average Fluency

Attachment B



# Manzanita Governance Board

# Unadopted Minutes

APRIL 5, 2023

<b>Regular Board Meeting</b>
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## Governance Board Members

Chairman	Arleen Pelster
Vice Chairman	Krishna Flores
Secretary	Eli Villanueva
Treasurer	Monique Mangino
Member	Eric Wilhelm
Member	Beth Chi

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The regular board meeting of the Governance Board of Manzanita Public Charter School will be held at Manzanita Public Charter School Staff Lounge, 991 Mountain View Blvd, VAFB, CA on April 5, 2023 at 3:30 pm and will also be held via teleconference pursuant to Executive Orders N-25-20 and N-29-20.

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

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

### A) Call to Order

Time: 3:33 PM

Pledge of Allegiance

Establish Quorum

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

Opening Comments/Introductions/Welcome Guests

1. Mrs. Madden (4<sup>th</sup>/5<sup>th</sup> Grade Teacher)
2. Ms. Crystal Adams (Vandenberg Space Force Base School Liaison)

### C) Communications

Instructions for Presentations to the Board by Parents and Citizens

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

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

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

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

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

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

### C) Reports

#### 1. Superintendent's Report

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

#### 2. Principal's Report

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

### D) Consent Agenda Items

Motion: Eli Villanueva

Second: Monique Mangino

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

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

### E) Items Scheduled for Action/Consideration

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

Motion: Eli Villanueva

Second: Krishna Flores

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

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

Motion: Monique Mangino

Second: Eli Villanueva

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

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

Motion: Krishna Flores

Second: Eli Villanueva

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

4. ~~Discussion and Approval of CKH1 (Summer 2023) Contract Agreement (Attachment H)~~  
~~(Suzanne Nicastro)~~ *The board tabled the CKH1 Contract agreement until the May regular board meeting.*

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

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

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

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

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

**G) Future Agenda Items**

None.

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

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

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

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

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

No action taken.

**K) Next Meeting**

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

**L) Adjournment Time: 6:22 PM**

## Manzanita Public Charter School: Warrant Report - 03/01/23-03/31/2023

Check Number	Check Date	Vendor Name	Invoice Number	Invoice/remit description	Check Amount
2406	3/2/2023	Punchout Amazon	1HY6-76MX-7VKQ	Invoice for PO# 23-225 Vendor Punchout Order	117.50
2406	3/2/2023	Punchout Amazon	1PJK-KYYT-6VVY	Invoice for PO# 23-225 Vendor Punchout Order	(82.25)
2407	3/2/2023	Delta Managed Solutions	MPCS 03-23	DMS March 2023 Business services	18,399.08
2408	3/2/2023	Diverse Pest Management Inc.	27627	Invoice for PO# 23-208 Diverse Pest	1,500.00
2409	3/2/2023	Punchout Office Depot	292270719001	Invoice for PO# 23-218 Vendor Punchout Order	62.31
2410	3/2/2023	Ray Morgan Company	4026030	Invoice for PO# 23-236 Ray Morgan	63.57
2411	3/2/2023	Punchout Staples	3531016056	Invoice for PO# 23-227 Vendor Punchout Order	147.71
2411	3/2/2023	Punchout Staples	3531016057	Invoice for PO# 23-228 Vendor Punchout Order	36.38
2411	3/2/2023	Punchout Staples	3531313550	Invoice for PO# 23-228 Vendor Punchout Order	140.97
2411	3/2/2023	Punchout Staples	3531313551	Invoice for PO# 23-242 Vendor Punchout Order	533.13
2412	3/2/2023	STA West Region	70191732	Invoice for PO# 23-240 STA	216.24
2412	3/2/2023	STA West Region	70191734	Invoice for PO# 23-239 STA	216.24
2412	3/2/2023	STA West Region	70191735	Invoice for PO# 23-238 STA	216.24
2412	3/2/2023	STA West Region	70191736	Invoice for PO# 23-237 STA	216.24
2412	3/2/2023	STA West Region	70192116	Transport 01/24/2023	433.34
2414	3/9/2023	Advanced Computer Experts	747	Invoice for PO# 23-247 Advanced Computer Experts	900.00
2415	3/9/2023	Punchout Amazon	1746-RH1C-7DV1	Invoice for PO# 23-241 Vendor Punchout Order	87.57
2416	3/9/2023	Channon Mitchell	030323-Reimb CM	Reimb-Breakfast/lunch staff,extended days snacks	444.93
2417	3/9/2023	Ferguson Facilities Supply	6526138	Invoice for PO# 23-244 Ferguson	839.20
2418	3/9/2023	Gopher Sports	IN263808	Invoice for PO# 23-248 Gopher	1,298.00
2419	3/9/2023	Lanspeed	55404	Invoice for REQ# 23-250 Lanspeed	2,500.00
2419	3/9/2023	Lanspeed	55405	Invoice for PO# 23-184 Lanspeed	76.00
2420	3/9/2023	Punchout Staples	8069470854	Invoice for PO# 23-250 Vendor Punchout Order	346.24
2421	3/9/2023	Wells Fargo Financial Leasing Inc.	5024032548	Invoice for PO# 23-196 Wells Fargo	1,293.66
2422	3/9/2023	YM&C	3361	Invoice for PO# 23-252 YM&C	1,370.00
2426	3/17/2023	Aramark	5020229891	Invoice for PO# 23-253 Aramark	61.90
2427	3/17/2023	Big Green Cleaning Company	620323	Invoice for PO# 23-254 Big Green	2,632.00
2428	3/17/2023	Conservation Ambassadors, Inc.	2327	Invoice for PO# 23-270 ZooToYou	1,100.00
2429	3/17/2023	EdFiles	906000	Invoice for PO# 23-258 EdFiles	1,048.00
2430	3/17/2023	Frontier Communications	062408-022823	Invoice for PO# 23-267 Frontier	55.07
2431	3/17/2023	LUSD	INV23-00134	Invoice for PO# 23-264 LUSD	2,264.98
2431	3/17/2023	LUSD	INV23-00135	Invoice for PO# 23-265 LUSD	3,122.07
2431	3/17/2023	LUSD	INV23-00136	Invoice for PO# 23-266 LUSD	2,373.75
2432	3/17/2023	NCS Pearson, Inc.	21474840	Invoice for PO# 23-259 Pearson	60.00
2433	3/17/2023	Punchout Office Depot	288066828001	Invoice for PO# 23-216 Vendor Punchout Order	1,777.86
2433	3/17/2023	Punchout Office Depot	294207627001	Invoice for PO# 23-235 Office Depot	13.96
2434	3/17/2023	STA West Region	5202102	Invoice for PO# 23-269 STA	59,864.00
2434	3/17/2023	STA West Region	70198641	Invoice for PO# 23-260 STA	216.24
2434	3/17/2023	STA West Region	70198642	Invoice for PO# 23-261 STA	468.52
2434	3/17/2023	STA West Region	70198643	Invoice for PO# 23-262 STA	216.24
2435	3/17/2023	UBEO West, LLC dba UBEO Business Services	4026030	Invoice for PO# 23-271 UBEO	63.57
2436	3/17/2023	VISA	4121-022623	Acct #4121 Anthony S. supplies	117.19
2437	3/17/2023	VISA	7179-022623	Acct #7179 Joanne J. supplies	2,238.46
2439	3/23/2023	A & J Refrigeration	SVC18298	Invoice for PO# 23-273 A&J Refrigeration	1,657.69
2440	3/23/2023	Punchout Amazon	114W-KWJV-3433	Invoice for PO# 23-251 Vendor Punchout Order	108.71
2440	3/23/2023	Punchout Amazon	1FRV-TPYM-LPLL	Invoice for PO# 23-251 Vendor Punchout Order	139.19
2440	3/23/2023	Punchout Amazon	1KTR-CR94-3716	Invoice for PO# 23-257 Vendor Punchout Order	21.64
2441	3/23/2023	Andrea Wulfestieg	031723-Reimb AW	Invoice for PO# 23-33 Andrea Wulfestieg	300.00
2442	3/23/2023	Aramark	5020240314	Invoice for PO# 23-281 Aramark	61.90
2443	3/23/2023	Beth Baldacchino	031523-Reimb BB	Reimb. for professional development	172.99
2444	3/23/2023	Ferguson Facilities Supply	6640454	Invoice for PO# 23-255 Ferguson	1,734.77
2445	3/23/2023	Halli Pedersen	031323-Reimb HP	Reimbursement-supplies	74.07

**Manzanita Public Charter School: Warrant Report - 03/01/23-03/31/2023**

<b>Check Number</b>	<b>Check Date</b>	<b>Vendor Name</b>	<b>Invoice Number</b>	<b>Invoice/remit description</b>	<b>Check Amount</b>
2446	3/23/2023	Innovative School Solutions, Inc.	MPS178	Invoice for PO# 23-272 Oasis	700.00
2447	3/23/2023	Jason Larsh	031423-Reimb JL	Reimbursement for classroom supplies	300.00
2448	3/23/2023	Punchout Office Depot	294207253001	Invoice for PO# 23-235 Office Depot	40.74
2449	3/23/2023	Punchout Staples	8069622701	Invoice for PO# 23-275 Vendor Punchout Order	169.49
2452	3/29/2023	Punchout Amazon	14XF-PLL4-6XCX	Invoice for PO# 23-277 Vendor Punchout Order	143.38
2452	3/29/2023	Punchout Amazon	16H4-GVV6-77NR	Invoice for PO# 23-282 Vendor Punchout Order	76.11
2452	3/29/2023	Punchout Amazon	17CT-F1W7-KNHH	Invoice for PO# 23-274 Vendor Punchout Order	73.30
2453	3/29/2023	BDJtech	4228	Invoice for PO# 23-245 BDJ TEch	48,145.00
2454	3/29/2023	Big Green Cleaning Company	616961	Invoice for PO# 23-168 Big Green	2,632.00
2454	3/29/2023	Big Green Cleaning Company	621339	Invoice for PO# 23-286 Big Green	520.00
2454	3/29/2023	Big Green Cleaning Company	621341	Invoice for PO# 23-287 Big Green	325.00
2455	3/29/2023	Diverse Pest Management Inc.	27647	Invoice for PO# 23-243 Diverse Pest	1,500.00
2456	3/29/2023	NCS Pearson, Inc.	21480187	Invoice for PO# 23-256 Pearson	600.00
2457	3/29/2023	Riverside Insights	INV159255	Invoice for PO# 23-283 Riverside Insights	2,234.66
2458	3/29/2023	SBCEO Santa Barbara County Education Office Communications	19C23-00093	Invoice for PO# 23-280 SBCEO Print Shop	588.40
2459	3/29/2023	Punchout Staples	8069677954	Invoice for PO# 23-279 Vendor Punchout Order	39.11
2460	3/30/2023	Mollys Chic Boutique	032923	Glow in the dark T-Shirts	306.00
Report Total					171,730.26



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## Item Scheduled for Action/Consideration Attachment

*Item Title: Delta Managed Solutions (DMS) renewal contract*

**Background:** On July 1, 2022, Delta Managed Solutions (DMS) began its business support contract with Manzanita Public Charter School. DMS provides payroll, purchasing, auditing, and accounting services for the LEA.

This renewal contract has no language changes and offers a 3 year term at the same percentage of service fee currently offered. Manzanita remains at the low end of the recommended pricing at 2.10% -2.25% of total revenue. California charter advocacy organizations, such as CCSA (CA Charter Schools Association) and CSDC (Charter School Development Center), recommend the cost of back office business services to be in the range of 2-5% of revenues with smaller schools usually being at the top of the range.

Manzanita's hard-working site business team (including 1 certificated and 4 classified employees) have successfully partnered with DMS to ensure that MPC's business range percentage remains on the low end to ensure a renewal contract term of 3 years with no fiscal increase.

**Recommendation:** Approval

**Fiscal impact:** 2.10% of total annual revenues

**Resource Person:** Suzanne Nicastro

**AGREEMENT FOR**  
**CHARTER SCHOOL BUSINESS & ADMINISTRATIVE SERVICES**  
**DATED AS OF MARCH 30, 2023**

**THIS IS AN AGREEMENT FOR SERVICES** between **Manzanita Public Charter School**, to which reference is made herein as the “School”, and **DELTA MANAGED SOLUTIONS, INC.**, to which reference is made herein as “DMS,” in connection with charter school business and administrative services to be provided by DMS to the School, as described in the Scope of Services attached hereto.

1. **Employment.** The School hereby employs DMS to perform, as requested by the School, services set forth in the Scope of Services, attached hereto.
2. **Representations of DMS.** DMS hereby represents the following:
  - A. DMS shall not receive a fee from any source other than the School for the services in the Scope of Services attached to this Agreement, except as may be disclosed in writing and has no arrangement with respect thereto with any party other than the School regarding the services in the Scope of Services attached.
  - B. DMS is an independent private business and is not acting in any other professional capacity than as represented in this Agreement and the Scope of Services attached hereto.
3. **Agreements of DMS.** DMS hereby agrees as follows:
  - A. DMS will provide, as requested by the School, services that reasonably conform to the Scope of Services attached hereto.
  - B. In providing such services, DMS will make available the experience of its organization so as to represent the School.
4. **Term of the Agreement.** The term of this Agreement shall be thirty-six (36) months, for the period beginning on July 1, 2023 and ending on June 30, 2026.
5. **Compensation.**
  - A. **Services Fee.**

The School shall pay to DMS a services fee based on a percentage of total annual School revenues for each fiscal year during the Term of this Agreement according to the following scale, paid in equal monthly installments for each month during the Term of this Agreement beginning with the first month of this Agreement Term and payable on the 1<sup>st</sup> of each month. Monthly payments shall be pro-rated based on the most recent approved budget available and include any adjustments needed for changes in projected revenues throughout that fiscal year. Final payment for each July-June fiscal year shall be based on final Unaudited Actuals using P-2 Average Daily Attendance (ADA) as originally reported. Services fees are calculated based on originally reported P-2 ADA and subsequent reductions to revenues due to ADA reductions shall not result in a modification of services fees.

- i. Under 390 ADA = 2.25% of total revenues

- ii. 391-415 ADA = 2.20% of total revenues
- iii. 416-440 ADA = 2.15% of total revenues
- iv. Over 441 ADA = 2.10% of total revenues

DMS's services fee covers all services set forth in the Scope of Services attached hereto including all travel costs. All other out-of-pocket expenses are inclusive in DMS's standard fee. Additional services (including but not limited to: financing/cash flow loan services, private grant application, STRS/PERS back reporting, and management services) are available at an additional cost, to be negotiated between DMS and the School via separate agreement prior to the incurrence of such additional services.

6. **Contract Renewal.** This Agreement shall be renewable for consecutive single or multiple fiscal year terms, if pursuant to DMS's discretion the School qualifies for a multiple fiscal year agreement, each such term beginning at the end of the prior period's agreement. Pricing for future years will be negotiated at the time of renewal.
7. **Entire Agreement; Amendments.** All discussions, negotiations and prior agreements between the School and DMS regarding the services to be provided during the Term of this Agreement and pursuant to the Scope of Services attached hereto are merged into this Agreement. This Agreement is the entire agreement between the parties respecting the subject matter hereof. This Agreement may be amended only in writing. This Agreement is renewable by Amendment, subject to all terms and conditions herein unless otherwise agreed by the parties.
8. **Assignment.** This Agreement may not be assigned by either party hereto without the written consent of the other party.
9. **Notice.** During the term of this Agreement, the School shall not seek alternative services, as described in the Scope of Services attached hereto, without the prior written consent of DMS, which shall not be unreasonably withheld.
10. **Termination.** Either party hereto may terminate this Agreement for cause, determined as a material breach prohibiting the accomplishment of the parties' objectives upon entering into this Agreement, upon thirty (30) days written notice to the other party. Upon termination by either party, DMS shall be paid compensation as described under Paragraph 5, Compensation, above incurred through the date of termination.
11. **Information.**
  - A. **Ownership and Accuracy.** The School, its officials, staff, and board will be providing DMS various data, records, studies, computer print-outs and other information and representations as to the facts relating to the School and its operations. DMS will be using and relying upon such data, records, studies, computer print-outs and other information in the preparation of DMS's work products. All such data, records, studies, computer print-outs and other information, and compilations created therefrom, are considered as and shall remain the property of the School. DMS shall not be obligated to establish or verify the accuracy or completeness of the information

furnished to DMS by the School, its officials, staff, or board, and DMS bears no liability in the event any such information is deemed to be false, misleading or inaccurate or otherwise violates any law, regulation or order. In the event of any such determination, the School shall defend, indemnify and hold DMS harmless from and against any claim, suit, proceeding or loss, damages, or liability of any kind related to the information provided by the School, its officials, staff, and board to DMS.

- B. **Confidentiality.** The School and DMS agree that each will ensure no use, dissemination, or disclosure of any confidential information of the other party to any person, firm or business, except as necessary to perform obligations or exercise rights or privileges set forth in this Agreement and the Scope of Services, attached hereto, and then only as agreed by the parties. Each party agrees it will receive all confidential information in trust and confidence and it will treat all confidential information with the same degree of care as it accords to its own confidential information of like sensitivity, but in no event less than a reasonable level of care.
12. **Standards.** DMS shall perform its services pursuant hereto in accordance with competent professional standards. DMS shall not be liable for mistakes of judgement or other actions taken in good faith unless such error results from an intentionally wrongful or grossly negligent act of DMS. The liability of DMS to the School for any breach of these standards arising out of or related to this Agreement or the services performed hereunder shall not exceed the fees paid or payable under this Agreement.
13. **Severability.** If any provision of this Agreement is unenforceable or invalid under any applicable law or is so held by applicable court decision(s), such unenforceability or invalidity shall not render this Agreement unenforceable or invalid as a whole. In such event, such provision shall be changed and interpreted so as to best accomplish the objectives of such unenforceable or invalid provision within the limits of applicable law or court decision(s).
14. **Waiver.** The failure of either party to require performance by the other party of any provision hereof shall not affect the full right to require such performance at any time thereafter unless otherwise agreed by the parties in writing; nor shall the waiver by either party of a breach of any provision hereof be taken or held to be a waiver of the provision itself unless otherwise agreed by the parties in writing.
15. **Counterparts; Scan/Facsimile.** This Agreement may be signed in counterparts and shall be effective against signatures by scan/facsimile (in an email, PDF or otherwise). Each counterpart when so executed shall constitute an original and all of which together shall constitute one and the same instrument.
16. **Governing Law.** This Agreement shall be construed in accordance with the laws of the State of California. DMS and the School agree that no legal action may be brought against the other more than two (2) years after the date the claim giving rise to such action became known by the party asserting the claim or exercising reasonable diligence should have been known to that party.
17. **Independent Contractor.** DMS's relationship to the School is that of an independent contractor. Nothing in this Agreement or in the activities contemplated by the School and DMS shall be deemed to create an agency, partnership, employment, or joint venture relationship between the School and DMS. The School acknowledges that DMS is not an accounting or law firm, and no services or written or oral communications made by DMS during the course of providing services are or should be construed as tax or legal advice. DMS neither assumes nor underwrites any liability of the School and

acts only as a provider of the services in the Scope of Services attached hereto, which are ministerial in nature. In the event the School hires an employee of DMS within six (6) calendar months of that employee working for DMS, the School shall pay to DMS a finder's fee of twenty-five percent (25%) of the employee's salary at time of hire as paid by the School or of the employee's most recent salary at DMS, whichever is greater and which shall be due and payable immediately upon hire and which obligation survives the termination of this Agreement.

18. **Government Code.** DMS and its representatives are not public officials or participating in governmental decisions, as those terms are used in Section 87100 of the California Government Code or otherwise. No actions or opinions necessary for the performance of DMS's duties under this Agreement will cause DMS to be a public official or to be participating in governmental decisions, as those terms are used in Section 87100 of the California Government Code or otherwise.


**IN WITNESS WHEREOF**, this Agreement has been executed and delivered for and in the names and on behalf of the School and DMS as of the date set forth above.

**MANZANITA PUBLIC CHARTER SCHOOL**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**DELTA MANAGED SOLUTIONS, INC.**By:  \_\_\_\_\_

Name: Joanne Fountain

Title: Chief Executive Officer

**MANZANITA PUBLIC CHARTER SCHOOL / DELTA MANAGED SOLUTIONS, INC.**

**SCOPE OF SERVICES**

In performing under this Agreement, DMS shall perform services that reasonably conform to those as described below:

**FISCAL SERVICES:**

- ❖ DMS shall provide and administer a comprehensive web-based accounting system, including all requisite fund accounting and general ledger and accounts payable/receivable modules (the “accounting system”). The system will be fully SACS-compliant and capable of producing standardized SACS reports for financial reporting to the School’s authorizer and other public agencies as required. The system will be accessible by authorized School staff, state and local entities for review and audit reconciliation. School shall be responsible for the cost and maintenance of the hardware and/or software and any other costs, if any, to establish any local internet connections to access the web-based accounting system from the school site.
- ❖ DMS shall provide ongoing regular reporting of fiscal status to the School’s board and staff. This shall include attendance at select board meetings requiring DMS participation. Such attendance may be by electronic means. Board meeting attendance, whether electronic or in-person, is limited to events requiring DMS participation, and a DMS representative will not generally attend every board meeting. The School shall be responsible for timely notifying DMS of scheduled board meetings at which DMS attendance is requested. The School must specifically request actual attendance in writing, and absent circumstances warranting special/emergency board meetings, timely notification shall be one (1) week in advance absent prior scheduling conflicts. DMS must be provided the board agenda for review of DMS-related items prior to public posting. DMS may elect to attend any board meeting.
- ❖ DMS shall coordinate and assist with the School’s budgeting process, including preparation of the original budget and all interim budgets, revising and discussing with School staff and/or Finance Committee members (if applicable), providing professional advice on actual and projected line-item revenues and expenditures, attending budget approval board meetings if needed, and preparation and filing of authorizer-required and State-required budget forms.
- ❖ DMS shall provide advisory services in relation to the School’s monthly cash flow needs, including computation of expected monthly revenues based on current and projected Average Daily Attendance (ADA) (as provided by the School), coordination of expenditure timing to match revenue flow (see Scope of Services - Purchasing/Procurement below) and other similar services as required.
- ❖ DMS shall assist the School in developing a satisfactory system of financial controls to ensure financial stability, including working with the School to develop a Fiscal Procedures & Policies Manual, if requested. School staff is responsible for implementing the accounting and fiscal controls and procedures as outlined in the School’s approved policies and procedures.
- ❖ DMS shall assist the School in establishing and maintaining an external bank account(s) outside of the County Treasury and will administer and reconcile all banking transactions through this external bank account(s) and the School’s County Treasury account(s). Accounts will be held in the School’s name; DMS will hold no School bank account(s), nor be a signatory on School account(s).
- ❖ DMS shall work directly with the School’s chosen independent auditor regarding the School’s annual audit to ensure all necessary financial information is provided in a full and timely manner. DMS shall not be involved in the attendance portion of the audit except to prepare reports using attendance data provided

by the School (see Scope of Services - Compliance/Reporting below) and to provide copies of the School's P-1, P-2, and Annual ADA reports to the auditor as needed.

- ❖ DMS shall coordinate the School's SB740 funding determination compliance in conjunction with the School's director or business officer, including tracking expenditures, preparing SB740 funding determination requests, attending Advisory Commission on Charter Schools (ACCS) meetings, and optimizing budgets to maximize SB740 compliance.

#### **PURCHASING/PROCUREMENT:**

- ❖ The School shall be responsible for initial creation and approval of all purchases. Use of purchase orders ("POs") is optional, but POs may be entered into the accounting system when order is generated, at the option of the School. The School is solely responsible for ensuring that all items ordered are suitable for public educational purposes (e.g. non-religious materials). School is responsible for placing all orders with vendors – all orders should list DMS as the billing address and the School location (which may include School staff addresses if authorized by School) as the shipping/physical location address.
- ❖ While generally invoices will be sent directly to DMS, School agrees to forward all invoices received at the School to DMS via upload to DMS SHARE within five (5) business days of receipt of the invoice. For invoices not matched to existing POs in the accounting system, DMS staff shall enter these as direct invoices. DMS staff shall use dollar purchase orders where applicable to pre-authorize future recurring expenses, such as utilities, rent and office supplies.
- ❖ Assuming the School has adequate cash flow, at least every ten (10) business days, DMS shall prepare a payment voucher containing all invoices entered to date and shall deliver the payment voucher to School staff for review and approval. School staff is responsible for approving each payment or providing alternate instructions (partial payment, cancel, hold payment, etc.) to DMS staff within three (3) business days of voucher receipt.
- ❖ Following receipt of completed and approved payment voucher back from the School, DMS shall print all checks (using a pre-set electronic signature image from an authorized signer on the School's main operating bank account built into the blank check stock), and deliver all payments to vendors, integrating accounts payable with Fiscal Services as described in this Scope of Services for payment timing optimization and coordination of purchasing activities to coincide with timing of revenue limit receipts. Delivery shall generally be via standard U.S. mail, and items shall qualify as meeting DMS's delivery requirement under this Agreement when mailed or otherwise sent from DMS.
- ❖ DMS shall make all received invoices sent directly to DMS by the vendor available in PDF format to the School via password-protected access to DMS SHARE, so that authorized School staff may review all current and prior invoices online (dating back to the first non-implementation month of DMS-provided services to the School). Scanning and uploading of such invoices shall generally occur within no more than twenty (20) business days of receipt of invoice by DMS absent extenuating circumstances.
- ❖ Throughout the purchasing and accounts payable process, all account activity will be visible to School staff on the accounting system, showing the amount paid from each account code, including from individual student accounts if any. The point at which transactions become visible in the accounting system depends on the purchasing method chosen by the School.
- ❖ On a monthly basis, DMS shall prepare and deliver a summary and detail warrant report to the School's Board for review and approval on the Board's consent agenda, showing all non-payroll-related payments made in the prior month. Payroll registers and evidence of payroll payments are available at any time for authorized School staff review and a payroll register detail is provided to the School staff with each pay

run, but these are not part of the monthly summary and detail warrant register sent to the Board for review and approval.

- ❖ School is responsible for aligning all purchases with Board-approved purchasing policies and obtaining all required board approval or ratification for purchased items. All employee reimbursements must be accompanied by School approval for payment. Employee reimbursements will be processed in the same manner as vendor invoices but prioritized for payment at the earliest available payment batch.
- ❖ DMS shall reconcile purchasing activities with the School's external banking account(s). Accounts will be held in the School's name; DMS will hold no School bank account(s), nor be a signatory on School account(s).
- ❖ School shall minimize the use of on-site checks to critical time-sensitive payments only. In the event the School must use an on-site check, School shall immediately provide DMS with a scanned copy of the check and documentation of the item paid, at the time of the on-site check writing. School agrees to provide DMS with view-only online access to all School bank accounts (including credit card accounts). If online access is unavailable, School shall provide any banking or credit card statements to DMS immediately upon receipt.
- ❖ DMS shall assist School in obtaining a business credit card for use by School staff, if requested and subject to the School's qualification. School shall not use debit cards linked to the School's main operating account unless no credit card accounts can be obtained. For credit card purchases, DMS shall consider the credit card statement as the invoice for recordkeeping and audit purposes and shall consider receipt of the statement as authorization for payment of the credit card balance in full. All underlying receipts and documentation for individual credit card purchases shall be retained by School staff on-site.
- ❖ At the School's request, DMS shall assist the School in developing and approving a fixed asset capitalization policy, clarifying what items constitute fixed assets for accounting purposes. The School shall implement and maintain an updated on-site physical inventory of fixed and non-capitalized assets based on the approved policy and shall provide appropriate reporting to DMS of such inventory in order to coordinate with Fiscal Services as described in this Scope of Services. DMS shall be responsible for maintaining the fixed asset register in the accounting system, computing depreciation and average life, and coordinating such fixed asset register with auditors during the School's annual audit.
- ❖ DMS shall assist in coordinating any competitive bidding activities, when applicable and if requested.

#### **PAYROLL SERVICES/RISK MANAGEMENT:**

- ❖ DMS shall provide the School with a comprehensive payroll system, including calculation and payment of all federal and state payroll tax liabilities, California State Teachers' Retirement System (STRS) and Public Employees' Retirement System (PERS) contribution calculations and payments (if applicable), and other benefits calculations and payments directly related to payroll processing. The payroll system supports 401a/403b/457 plan payment processing if the School offers such plans as a benefit to employees, and DMS processes all such contributions in coordination with the School's 401a/403b/457 third party administrator (TPA). DMS services do not include 401a/403b/457 TPA duties, which should be performed by a TPA specializing in this area to ensure continuing qualification of such plans under the Internal Revenue Code. DMS services do not include back reporting or correcting California State Teachers' Retirement System (STRS) and Public Employees' Retirement System (PERS) outside of this contracted term unless the back reporting falls within a prior contracted term.
- ❖ DMS shall assist the School in obtaining any necessary accounts for payroll tax payment and reporting and shall coordinate payment of federal and state payroll taxes and filing of federal and state payroll tax reporting as the School's Reporting Agent. Legally, the School is still obligated to ensure timely filing of



returns and payment of any taxes due, even if it uses a Reporting Agent. DMS shall not generally be responsible for reporting pursuant to the Affordable Care Act (ACA) to the extent such reporting is based on information for which the School's healthcare broker is responsible. DMS can print ACA reporting if all such data required for the reporting is available in the accounting system referenced in this Scope of Services, based on DMS discretion, or based on data provided by the School's healthcare broker if the data is provided in an acceptable uploadable format for the accounting system.

- ❖ DMS shall assist the School in obtaining any necessary accounts for STRS/PERS reporting, which DMS shall file pursuant to required procedures for such reports in the School's county(ies).
- ❖ DMS shall work with the School's bank to establish direct deposit of employee pay if the School's bank allows such electronic transactions via upload. The School's bank must allow for upload, rather than manual entry, of direct deposit files.
- ❖ DMS shall provide advice at the School's request regarding employee hiring, leave, and termination practices as related to payroll services, including recommending federal and state employment documents if requested, assisting the School in establishing a California Department of Justice account for LiveScan fingerprinting if not already established, and responding to basic credentialing questions, and shall advise the School to seek legal or other professional counsel regarding such matters when appropriate. These services do not include performing credential or human resources audits and do not include COBRA, 401a/403b/457, or ACA third party administration duties.
- ❖ DMS shall assist the School in researching and obtaining appropriate employee benefits and insurance packages, including coordinating between staff and insurance plan providers, and will assist in soliciting alternative providers for better rates and/or services at the School's request. DMS functions only as a facilitator/advocate on behalf of the School, is not an insurance provider or broker, and receives no commissions or referral fees from third party providers for this assistance to the School.
- ❖ DMS shall assist the School in researching and obtaining appropriate insurance policies for liability, property, workers' compensation, and other insurance necessary for operation of the School and shall assist in soliciting alternative providers for better rates and/or services at the School's request. DMS functions only as a facilitator/advocate on behalf of the School, is not an insurance provider or broker, and receives no commissions or referral fees from third party providers for this assistance to the School.

#### **COMPLIANCE/REPORTING:**

- ❖ At the School's request, DMS shall assist the School in preparing and submitting all state-required attendance reports, including but not limited to 20-day, P-1, P-2, and Annual ADA reports, from raw attendance data provided by the School. DMS shall have no responsibility for verifying the accuracy of raw attendance data as provided or for preparing weekly or monthly attendance summaries from the School's student information system.
- ❖ DMS shall assist the School as needed with submitting the Consolidated Application and Reporting System (CARS) reporting, federal Cash Management quarterly reporting, SB740 funding determination forms and/or Facility Grant applications, special education maintenance of effort (MOE) reporting, Quarterly Benchmark Reporting under the Public Charter Schools Grant Program, ESSA per-pupil expenditure (PPE) reporting, and related state and federal program compliance and budget reporting. School shall be responsible for all CALPADS reporting, LCAP creation (except for minimum proportionality percentage calculations and goal/service expenditure estimates or equivalent LCAP financially-related reporting, which DMS shall provide), SARC preparation (except for per-student expenses and teacher salary

information which DMS shall provide), and all State-mandated testing. School shall be responsible for forwarding any requests for information or submittals received from the California Department of Education (CDE) (or other agencies to which the School is required to provide a response), for which the School requests DMS's assistance in providing response for any financially related portions, to DMS's offices immediately upon receipt.

- ❖ DMS is not responsible for preparation or submittal of federal and state income tax forms relating to the School's tax-exempt status, including but not limited to IRS Form 1023, IRS Form 990, FTB Form 3500, and FTB Form 199. These forms are generally handled by the School's attorney or independent auditor, respectively. DMS shall timely provide all financial information requested by the School, attorney, or independent auditor to timely complete these filings.

DMS and the School shall be jointly responsible for training of the School, its officials, and staff regarding the use of any software or ministerial coordination required between DMS and the School. The School, its officials, staff, and parents agree to comply with and adhere to any licensing requirements of any and all software acquired and implemented by DMS according to all terms and conditions of use for such software.



# Manzanita Public Charter School

**DMS Monthly Update**  
**Actuals through: March 31, 2023**





## SUMMARY NARRATIVE

This report is intended to provide a financial update comparing the Second Interim Budgets with actuals through March 31, 2023. 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.

Expenditures appear to be closely aligned to Second Interim budget projections. At this point with 75% of the year (9 months) completed, compensation and benefits are on track with where we would expect them to be. Supplies and materials are over budget but may stabilize by the end of the year. All other expenses are lower than budget projections.

Revenues received continue to trail behind what would be expected on a monthly basis. This is typical for school revenues and aligns with our expectations of cash in-flows. It is important to keep in mind that state and federal revenues do not flow evenly throughout the year and for this reason YTD results are not a valuable measure of the financial performance. Current year revenues are subject to change next month.

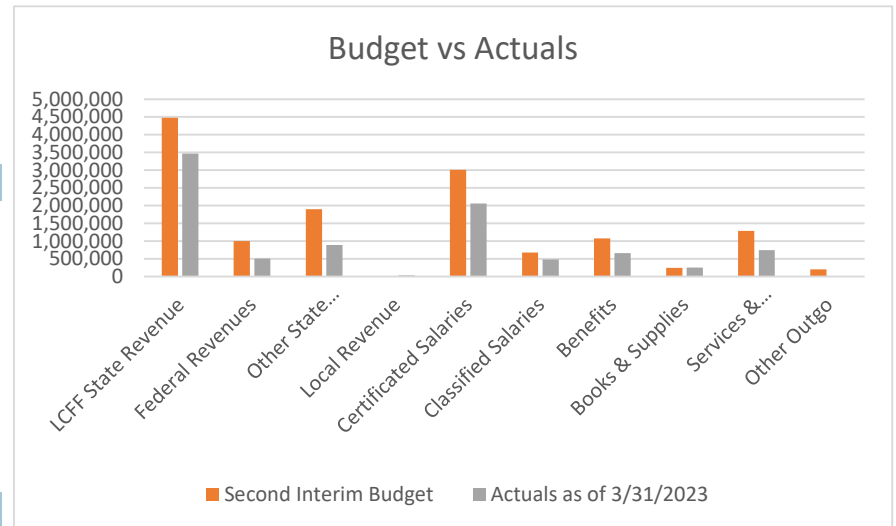
MPCS remains in a very healthy cash position, and is expected to end the year with 211 days of cash on hand representing 58% of annual expenditures.

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 F

Budget vs Actuals	Second Interim Budget	Actuals as of 3/31/2023	% of Budget
<b>Revenues</b>			
LCFF State Revenue	4,479,792	3,466,681	77.38%
Federal Revenues	999,814	504,200	50.43%
Other State Revenues	1,899,721	891,215	46.91%
Local Revenue	18,000	27,967	155.37%
<b>TTL Revenues</b>	<b>7,397,327</b>	<b>4,890,063</b>	<b>66.11%</b>
<b>Expenditures</b>			
Certificated Salaries	3,011,690	2,063,964	68.53%
Classified Salaries	680,323	483,381	71.05%
Benefits	1,074,747	664,038	61.79%
Books & Supplies	242,329	253,190	104.48%
Services & Operations	1,286,199	744,620	57.89%
Other Outgo	200,000	2,471	1.24%
<b>Total Expenditures</b>	<b>6,495,288</b>	<b>4,211,665</b>	<b>64.84%</b>
<b>Operating Income/(Loss)</b>			
	<b>902,039</b>	<b>678,398</b>	<b>75%</b>



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

Attachment F

Budget vs Actuals	Code	Description	Second Interim Budget	Actuals as of 3/31/2023	% of Budget
Revenue					
LCFF Revenue					
	8011	LCFF General Entitlement	2,319,948	1,632,683	70.38%
	8012	EPA Entitlement	1,096,386	937,461	85.50%
	8096	In-Lieu-Of Property Taxes	1,063,458	836,658	78.67%
	8097	SPED Property Tax	-	59,879	0.00%
Total LCFF Revenue			<b>4,479,792</b>	<b>3,466,681</b>	<b>77.38%</b>
Federal Revenue					
	8181	Federal IDEA SpEd Revenue	74,914	50,193	67.00%
	8290	Other Federal Revenue	791,344	454,007	57.37%
	8295	PY Federal - Restricted Revenue	133,556	-	0.00%
Total Federal Revenue			<b>999,814</b>	<b>504,200</b>	<b>50.43%</b>
Other State Revenue					
	8311	AB602 State SpEd Revenue	337,267	154,742	45.88%
	8550	Mandated Cost Reimbursements	5,743	7,473	130.12%
	8560	State Lottery Revenue	76,000	68,596	90.26%
	8565	PY State Lottery Revenue	-	12,988	0.00%
	8590	Other State Revenue	1,480,711	647,416	43.72%
Total Other State Revenue			<b>1,899,721</b>	<b>891,215</b>	<b>46.91%</b>
Local Revenue					
	8634	Student Lunch Fees	-	-	0.00%
	8660	Interest Income	12,000	16,354	136.28%
	8699	Other Revenue	6,000	11,613	193.55%
Total Local Revenue			<b>18,000</b>	<b>27,967</b>	<b>155.37%</b>
<b>Total Revenue</b>			<b>7,397,327</b>	<b>4,890,063</b>	<b>66.11%</b>

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

Attachment F

Budget vs Actuals			Second Interim Budget	Actuals as of 3/31/2023	% of Budget
Code					
Description					
<b>Expenditures</b>					
Certificated Compensation					
	1100	Certificated Teachers' Salaries	2,243,394	1,562,704	69.66%
	1130	Substitute Teacher Compensation	-	-	0.00%
	1140	Certificated Substitutes	56,015	17,945	32.04%
	1150	Cert Stipend	47,900	38,009	79.35%
	1200	Certificated Pupil Support Salaries	258,946	151,523	58.52%
	1300	Certificated Supervisors' and Administrators' Salaries	403,436	291,244	72.19%
	1350	Administrator Stipends	2,000	2,540	127.00%
Total Certificated Compensation			<b>3,011,691</b>	<b>2,063,964</b>	<b>68.53%</b>
Classified Compensation					
	2100	Classified Instructional Salaries	233,625	153,644	65.77%
	2140	Classified Substitutes	-	3,093	0.00%
	2200	Classified Support Salaries	153,193	18,754	12.24%
	2250	Pupil Support Stipends	3,000	-	0.00%
	2300	Classified Supervisors' and Administrators' Salaries	36,656	129,862	354.27%
	2350	Classified Administrator Stipends	-	2,125	0.00%
	2400	Clerical, Technical, and Office Staff Salaries	247,949	170,859	68.91%
	2450	Clerical & Technical Stipends	5,900	5,044	85.49%
Total Classified Compensation			<b>680,323</b>	<b>483,381</b>	<b>71.05%</b>
Employee Benefits					
	3101	STRS Certificated	554,250	354,835	64.02%
	3202	PERS Classified	53,540	-	0.00%
	3301	OASDI/Medicare	43,670	65,445	149.86%
	3302	OASDI/Medicare	52,045	-	0.00%
	3401	Health Care Certificated	259,244	146,232	56.41%

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

Attachment F

Budget vs Actuals	Code	Description	Second Interim Budget	Actuals as of 3/31/2023	% of Budget
	3402	Health Care Classified	55,879	32,531	58.22%
	3501	Unemployment Insurance	15,058	12,260	81.42%
	3502	Unemployment Insurance	3,402	-	0.00%
	3601	Workers' Comp Certificated	30,719	21,050	68.52%
	3602	Workers' Comp Classified	6,939	4,919	70.89%
	3902	Other Benefits, classified positions	-	26,766	0.00%
Total Employee Benefits			<b>1,074,746</b>	<b>664,038</b>	<b>61.79%</b>
Books, Materials, & Supplies					
	4100	Textbooks and Core Curricula Materials	-	16,215	0.00%
	4200	Books and Other Reference Materials	-	2,541	0.00%
	4301	Classroom Materials	-	48,591	0.00%
	4302	Janitorial Supplies	-	25,798	0.00%
	4303	Specialist Supplies	-	4,575	0.00%
	4304	Medical Supplies	-	1,589	0.00%
	4305	Classroom Software Programs	-	22,112	0.00%
	4306	Office Supplies	-	16,066	0.00%
	4310	Materials & Supplies	203,329	-	0.00%
	4400	Non-Capitalized Equipment	39,000	78,493	201.27%
	4405	Technology - Software	-	31,694	0.00%
	4415	Classroom Furniture	-	5,516	0.00%
Total Books, Materials, & Supplies			<b>242,329</b>	<b>253,190</b>	<b>104.48%</b>
Outside Services & Other Operating Costs					
	5105	Security	-	17,407	0.00%
	5200	Travel & Conferences	59,000	-	0.00%
	5201	Auto and Travel Expense	-	9,906	0.00%
	5202	Conference Fees	-	1,223	0.00%
	5203	Business Meals	-	1,482	0.00%
	5300	Dues & Memberships	-	1,784	0.00%
	5400	Insurance	5,000	30,615	612.30%
	5500	Operations & Housekeeping	75,000	-	0.00%



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

Attachment F

Budget vs Actuals	Code	Description	Second Interim Budget	Actuals as of 3/31/2023	% of Budget
	5501	Operations and Housekeeping Services	-	28,812	0.00%
	5502	Janitorial/Trash Removal	-	5,729	0.00%
	5511	Postage and Shipping	-	576	0.00%
	5512	Printing	-	6,520	0.00%
	5514	Bank Charges	-	497	0.00%
	5540	Field Trip Expenses	-	183	0.00%
	5601	Rent, Leases, Repairs and Non Capitalized Improvements	-	6,319	0.00%
	5603	Equipment Leases	-	12,515	0.00%
	5530	Fundraising Expenses	-	-	0.00%
	5610	Facility Rents & Leases	36,500	17,282	47.35%
	5800	Professional Services - Non-Instructional	163,000	(285)	-0.17%
	5801	IT	-	27,200	0.00%
	5802	Accounting	-	4,000	0.00%
	5803	Legal	-	3,263	0.00%
	5804	Professional Development	-	19,981	0.00%
	5805	General Consulting	-	5,014	0.00%
	5806	Custodial Contract	-	21,998	0.00%
	5811	Attendance Software	-	12,600	0.00%
	5813	Transportaion	657,332	374,866	57.03%
	5819	Student Assemblies and Events	-	-	0.00%
	5820	Audit & CPA	20,000	-	0.00%
	5825	DMS Business Services	127,473	113,900	89.35%
	5850	Oversight Fees	134,394	-	0.00%
	5860	Services Fees	-	1,631	0.00%
	5900	Communications	8,500	19,604	230.64%
Total Outside Services & Other Operating Costs			<b>1,286,199</b>	<b>744,620</b>	<b>57.89%</b>

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

Attachment F

Budget vs Actuals			Code	Description	Second Interim Budget	Actuals as of 3/31/2023	% of Budget
Total Capital Expenditures					-	-	0.00%
Other Outgo							
			7141	Other Payments to District	-	2,471	0.00%
			7350	Transfer Interfund (SPED)	200,000	-	0.00%
Total Other Outgo					<b>200,000</b>	<b>2,471</b>	<b>1.24%</b>
<b>Total Expenditures</b>					<b>6,495,288</b>	<b>4,211,665</b>	<b>64.84%</b>
							% of Year
<b>Operating Income/Loss</b>					<b>902,039</b>	<b>678,398</b>	<b>75%</b>

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

Attachment F

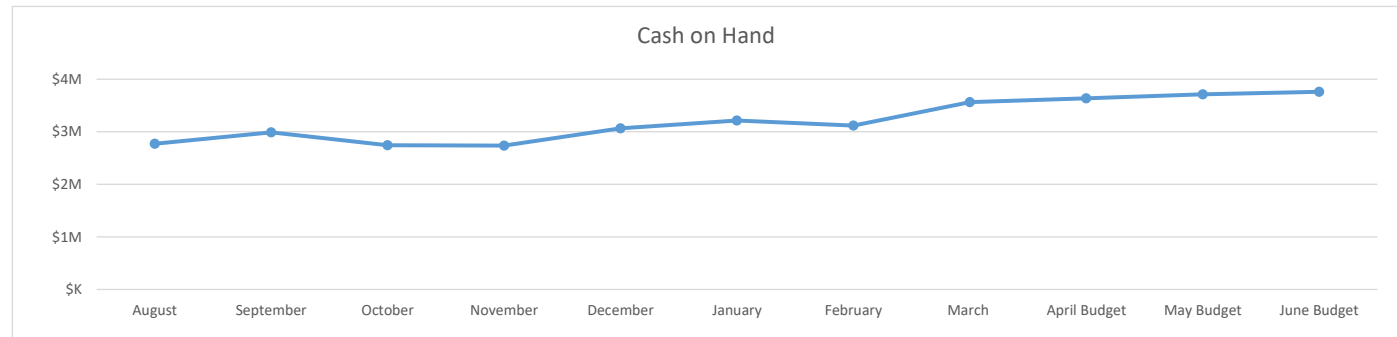
	BEG BAL	Budget	July	August	September	October	November	December	January	February	March	April Budget	May Budget	June Budget	Accruals	Total
<b>Starting Cash</b>			<b>2,340,723</b>	<b>2,842,416</b>	<b>2,773,481</b>	<b>2,989,125</b>	<b>2,742,563</b>	<b>2,737,810</b>	<b>3,065,427</b>	<b>3,216,374</b>	<b>3,118,238</b>	<b>3,563,380</b>	<b>3,637,152</b>	<b>3,711,267</b>		
<b>Revenues</b>																
LCFF State Revenue	-	2,319,948	0	126,184	227,131	209,524	209,524	209,524	209,524	220,636	220,636	228,374	228,374	228,374	2,142	2,319,948
EPA	-	1,096,386	0	0	272,412	0	0	272,412	0	0	392,637	0	0	158,925	0	1,096,386
In-Lieu Property Taxes	-	1,063,458	0	66,906	133,812	6,679	0	231,616	193,354	96,677	167,493	55,107	55,107	55,107	1,600	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	164,374	164,374	164,374	2,491	999,814
Other State Revenues	-	1,899,721	2,285	22,066	44,604	69,904	343,357	259,254	102,212	(12,606)	60,138	332,708	332,708	332,708	10,384	1,899,721
Other Local Revenue	-	18,000	3,152	8,507	557	6,914	857	319	7,660	0	0	0	0	(9,967)	(0)	18,000
<b>Total Revenues</b>	-	<b>7,397,327</b>	<b>5,437</b>	<b>274,304</b>	<b>729,636</b>	<b>334,612</b>	<b>553,738</b>	<b>973,125</b>	<b>521,014</b>	<b>451,280</b>	<b>1,046,916</b>	<b>780,563</b>	<b>780,563</b>	<b>929,521</b>	<b>16,617</b>	<b>7,397,327</b>
<b>Expenditures</b>																
Certificated Salaries	-	3,011,690	28,861	232,086	263,703	265,198	258,395	254,107	236,280	259,152	266,182	315,041	315,041	315,041	2,603	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	65,041	65,041	65,041	1,818	680,323
Benefits	-	1,074,747	8,223	54,484	88,244	87,885	87,215	84,892	77,669	88,045	87,381	121,626	121,626	121,626	45,831	1,074,747
Books & Supplies	-	242,329	51,935	22,736	26,290	26,429	32,705	10,814	6,009	12,133	64,139	5,123	4,789	(20,773)	(0)	242,329
Services & Operations	-	1,286,199	48,865	35,091	75,615	120,169	89,314	78,440	117,399	92,159	87,569	179,374	179,374	179,374	3,456	1,286,199
Capital Outlay	-	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Outgo	-	200,000	0	0	0	0	0	0	0	2,166	305	0	0	193,751	3,778	200,000
<b>Total Expenditures</b>	-	<b>6,495,288</b>	<b>161,216</b>	<b>388,445</b>	<b>526,793</b>	<b>569,906</b>	<b>534,130</b>	<b>486,070</b>	<b>460,926</b>	<b>518,627</b>	<b>565,552</b>	<b>686,206</b>	<b>685,872</b>	<b>854,061</b>	<b>57,486</b>	<b>6,495,288</b>
<b>Other Cash Inflows/Outflows</b>																
Accounts Receivable/Other Current Assets	(833,749)	-	650,756	48,504	22,788	20,050	0	1,190	1,142	(0)	(0)					
Fixed Assets	0	-														
Accounts Payable (net change)	513,079	-	6,715	(3,299)	(9,986)	(31,319)	(24,362)	(160,628)	89,718	(30,789)	(36,221)	(20,586)	(20,576)	(25,622)		
Other Cash Inflows/Outflows	404,494	-														
<b>Net Inflows/Outflows</b>	<b>83,824</b>	-	<b>657,471</b>	<b>45,205</b>	<b>12,802</b>	<b>(11,268)</b>	<b>(24,361)</b>	<b>(159,438)</b>	<b>90,860</b>	<b>(30,789)</b>	<b>(36,221)</b>	<b>(20,586)</b>	<b>(20,576)</b>	<b>(25,622)</b>		

**ENDING CASH BALANCE**

**2,842,416   2,773,481   2,989,125   2,742,563   2,737,810   3,065,427   3,216,374   3,118,238   3,563,380   3,637,152   3,711,267   3,761,106**

**Days Cash on Hand**

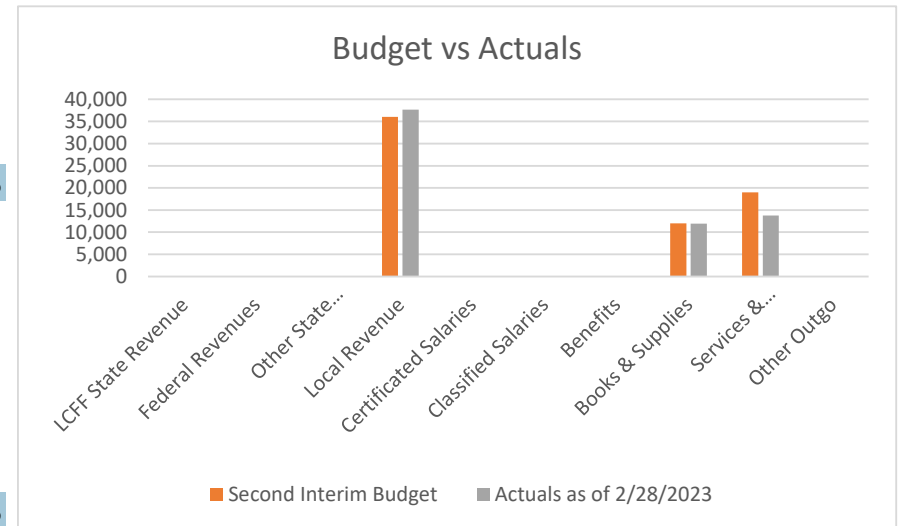
**159.73   155.85   167.97   154.12   153.85   172.26   180.74   175.23   200.24   204.39   208.55   211.35**



**Fundraising  
2022-23 DMS Monthly Update**

Attachment F

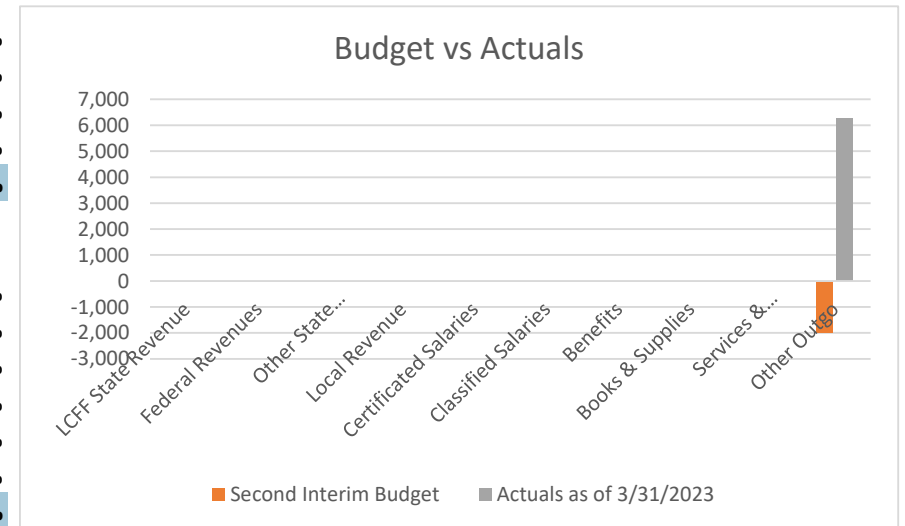
Budget vs Actuals	Second Interim Budget	Actuals as of 2/28/2023	% of Budget
Revenues			
LCFF State Revenue	-	-	0.00%
Federal Revenues	-	-	0.00%
Other State Revenues	-	-	0.00%
Local Revenue	36,000	37,661	104.61%
<b>TTL Revenues</b>	<b>36,000</b>	<b>37,661</b>	<b>104.61%</b>
Expenditures			
Certificated Salaries	-	-	0.00%
Classified Salaries	-	-	0.00%
Benefits	-	-	0.00%
Books & Supplies	12,000	11,919	99.33%
Services & Operations	19,000	13,772	72.48%
Other Outgo	-	-	0.00%
<b>Total Expenditures</b>	<b>31,000</b>	<b>25,691</b>	<b>82.88%</b>
<b>Operating Income/(Loss)</b>	<b>5,000</b>	<b>11,970</b>	<b>75%</b>



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

Attachment F

Budget vs Actuals	Second Interim Budget	Actuals as of 3/31/2023	% of Budget
<b>Revenues</b>			
LCFF State Revenue	-	-	0.00%
Federal Revenues	-	-	0.00%
Other State Revenues	-	-	0.00%
Local Revenue	-	-	0.00%
<b>TTL Revenues</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>Expenditures</b>			
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%
<b>Total Expenditures</b>	<b>(1,995)</b>	<b>6,249</b>	<b>-313.24%</b>
<b>Operating Income/(Loss)</b>			
	<b>1,995</b>	<b>(6,249)</b>	<b>75%</b>





# Capturing Kids' Hearts®

*Powered by Flippen Group*



# Driving the 5 Key Indicators of School Performance

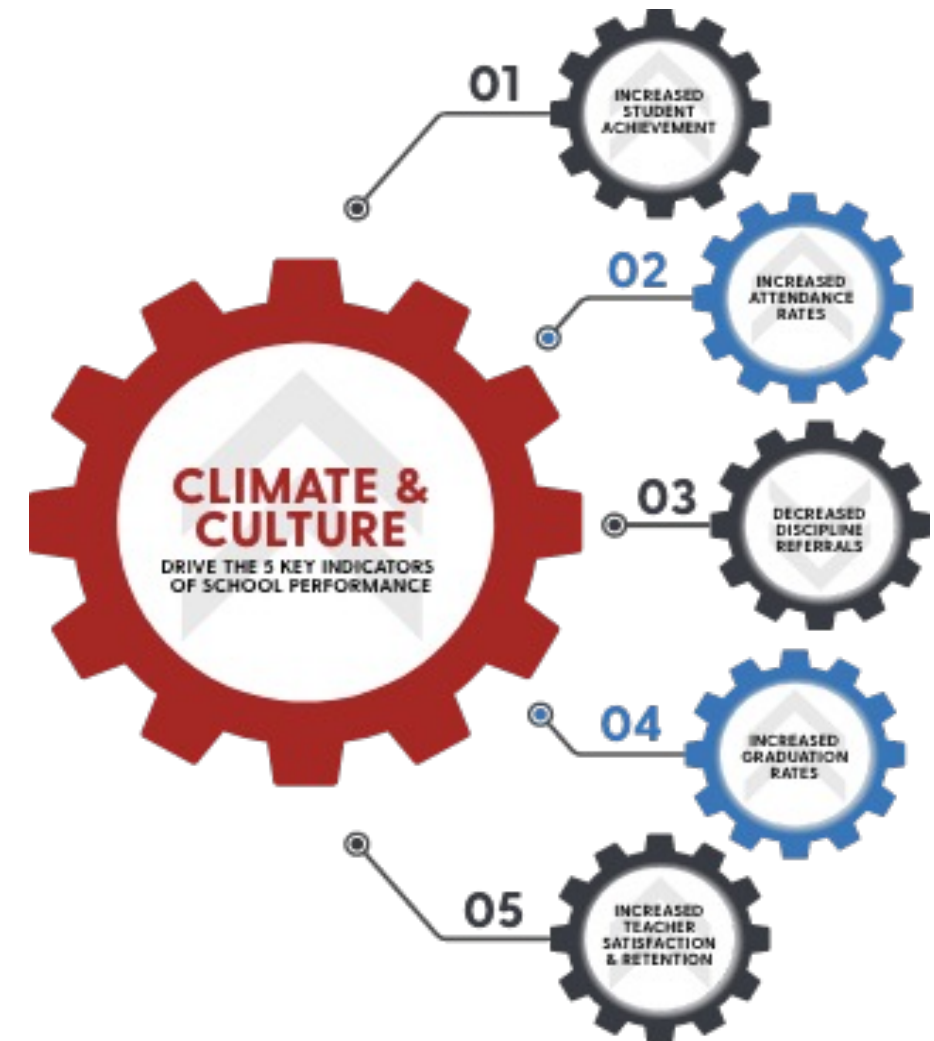
## POSITIVE IMPACT TO KEY INDICATORS IS DIRECTLY TIED TO TEACHER-STUDENT CONNECTEDNESS

Many of our students today carry unreasonable expectations, stress from home, hunger, abuse, and loneliness. We all know, and the research proves, that these items weigh heavily on students and can greatly impede their educational progress.

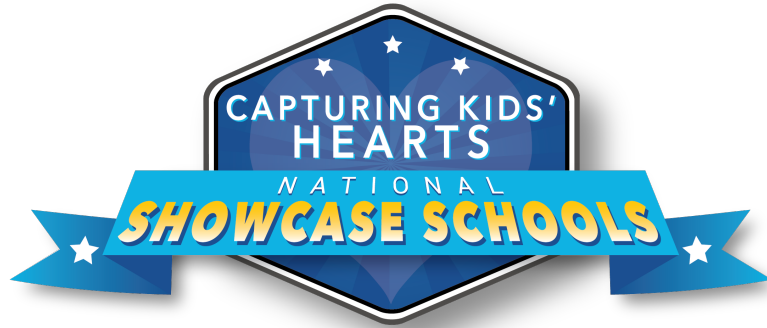
We also know that if teachers can create a relational connection to students, or in Flippen Group terms, “Capture Kids’ Hearts®,” performance goes way up, and behaviors greatly improve because kids want to be in school. Students are not the only ones carrying heavy loads. Teachers, staff, and administrators all have challenges they face as well. Some carry stress, overwhelming responsibilities, or unreasonable expectations of students and other staff members.

When the CKH Team joins with an organization to help build a school culture that is relational and tends to the social-emotional needs of students and educators, it is proven that campuses, districts, and entire communities can be transformed. Kids want to be in classrooms where teachers know how to connect with them and make them feel valued.

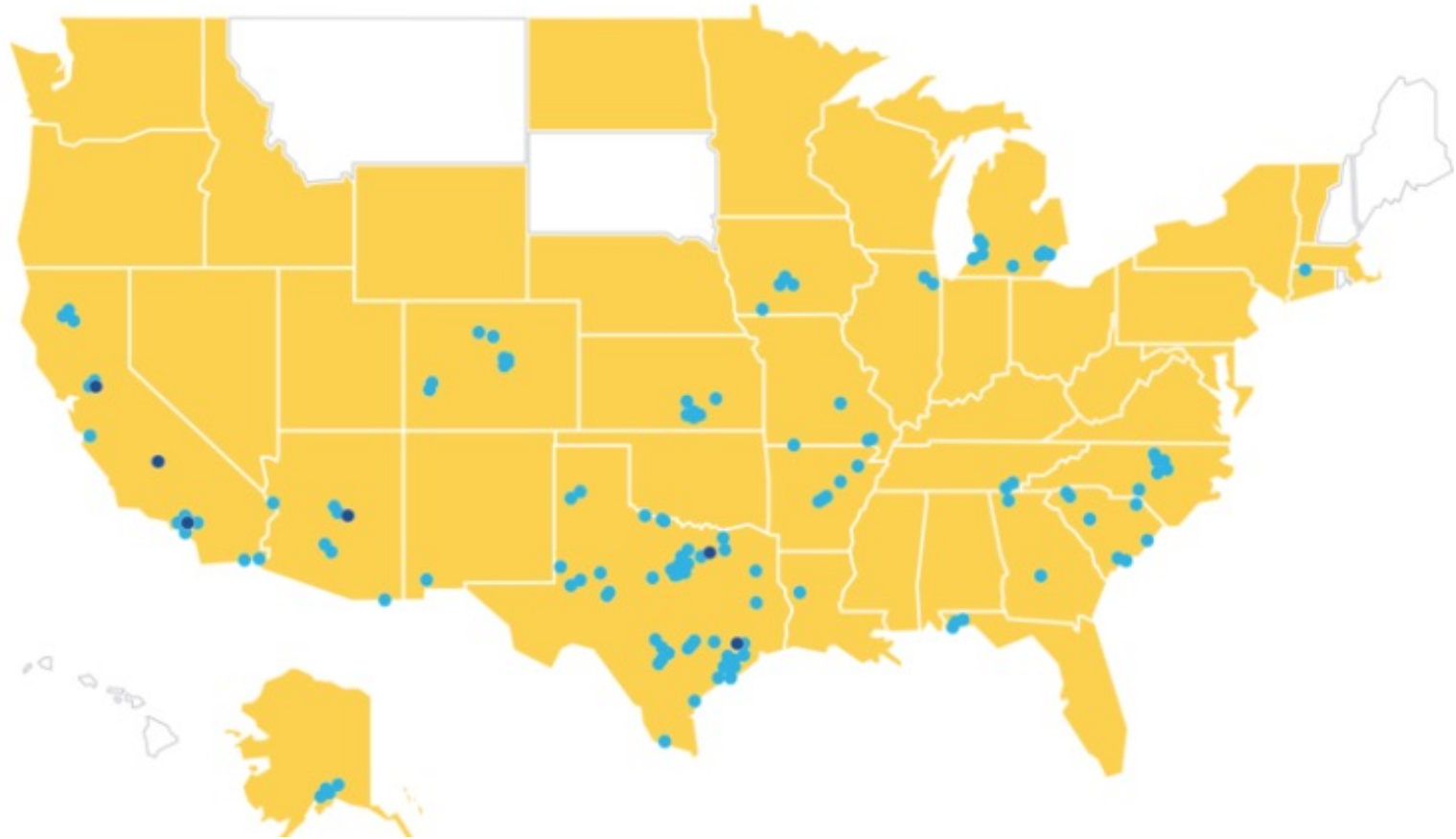
When kids and teachers are connected, there is a significant positive transformational effect on the 5 Key Indicators of School Performance.



# CKH National Showcase School Program



Recognizing outstanding school administrators, teaching staff, and faculty for producing exemplary outcomes with **Capturing Kids' Hearts** processes.

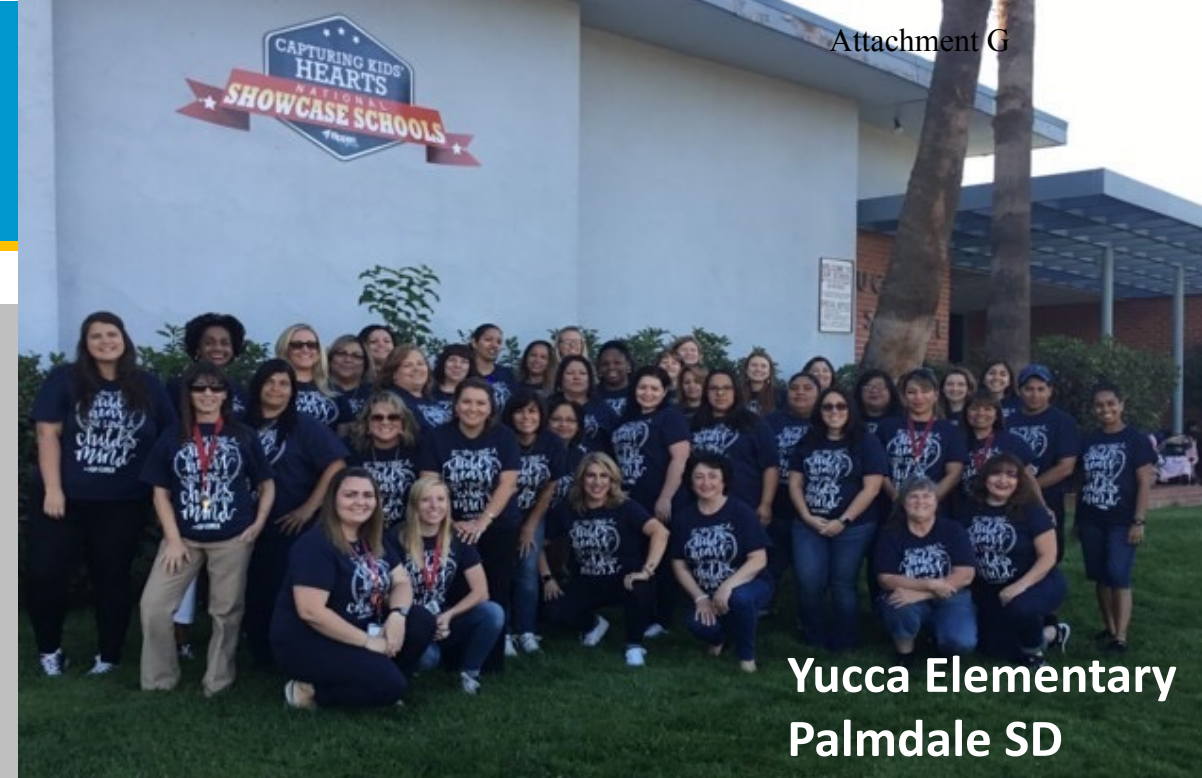




# CKH National Showcase Schools

*Recognizing over 300+ outstanding campuses and faculty teams for producing exemplary outcomes with the Capturing Kids' Hearts Processes:*

- Implementing CKH Processes with fidelity
- Promoting and Maintaining Great Cultures
- High Performing
- Based on Site Visits, Performance and Recommendations
- Surveys Completed by:
  - 1,000+ Leaders
  - 16,000+ Educators
  - 54,000+ Students



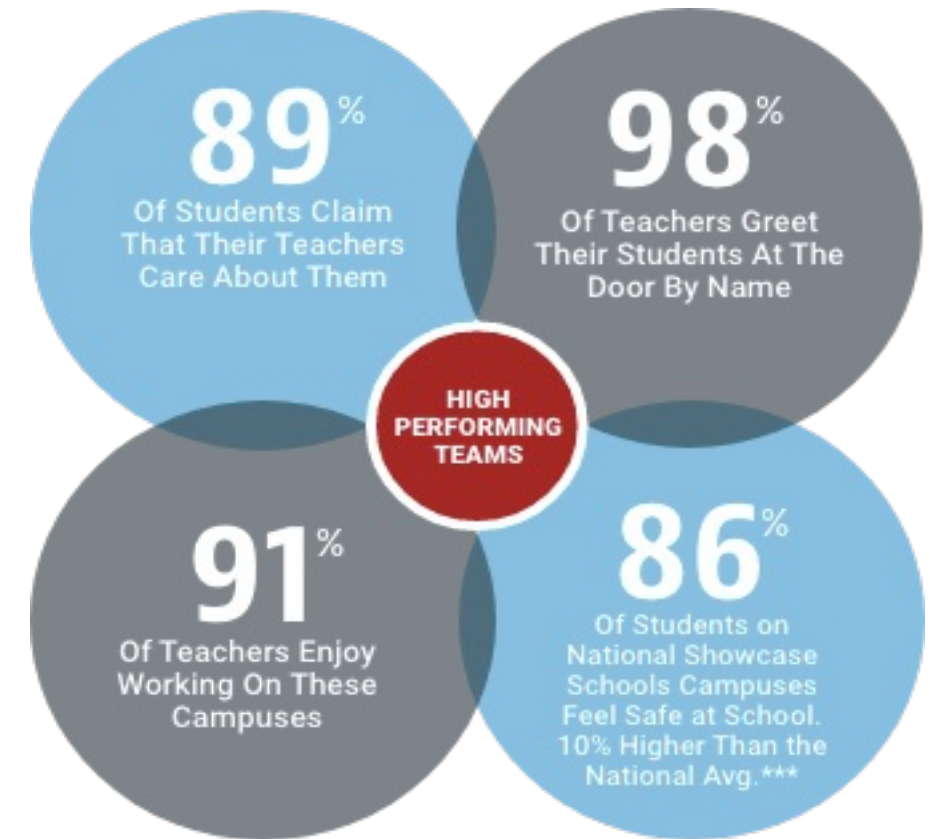
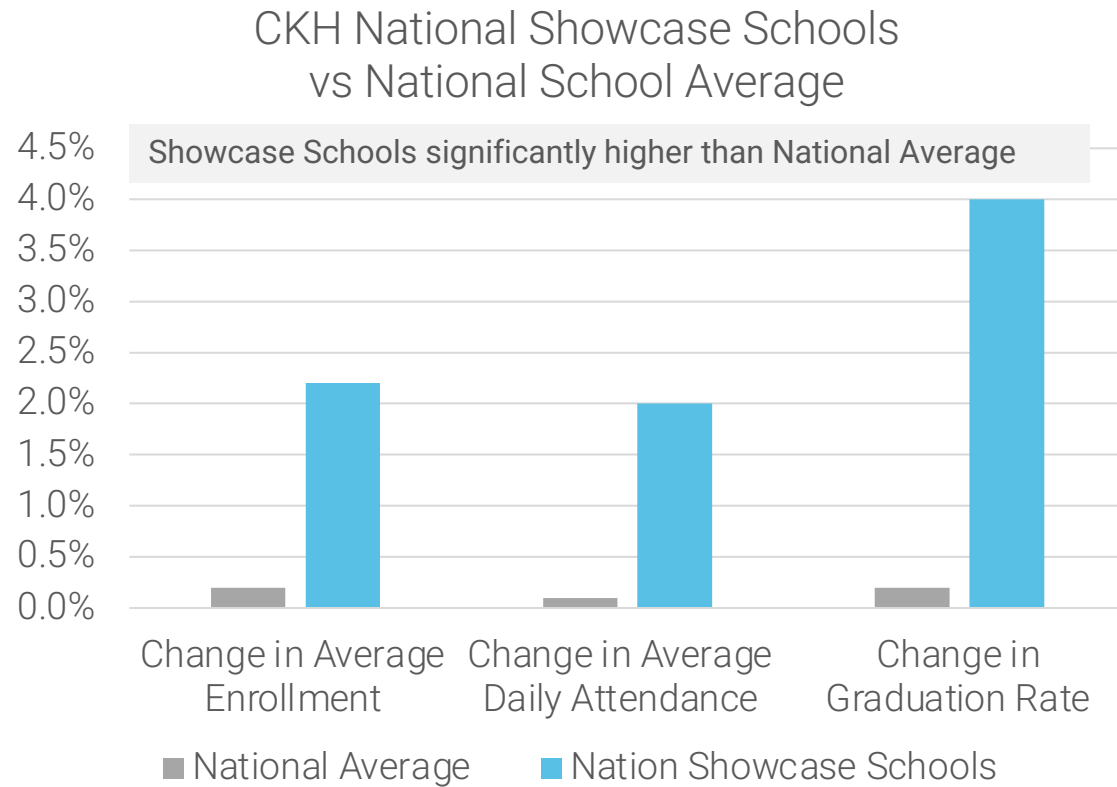
**Yucca Elementary  
Palmdale SD**



**Porterville Elementary  
Burton USD**

# Capturing Kids' Hearts In Action

## CONSIDER KEY PERFORMANCE INDICATORS FROM CKH NATIONAL SHOWCASE SCHOOL CAMPUSES



### References

\* Increases in Average Enrollment at NSS Schools were up 11X the United States Average Enrollment Change (2.2% vs. 0.2%)

\*\* Increases in Average Daily Attendance Rates at NSS Schools were up 20X the United States Average ADA Change (2% vs. 0.1%)

\*\*\* Gallup Poll of US Students (2018)

# Large District CKH Implementation Case Study

## District Snapshot:

City Population >250,000

Total Students > 37,000

Teachers > 2,000

## Campus Structure:

3 Special Campus Schools

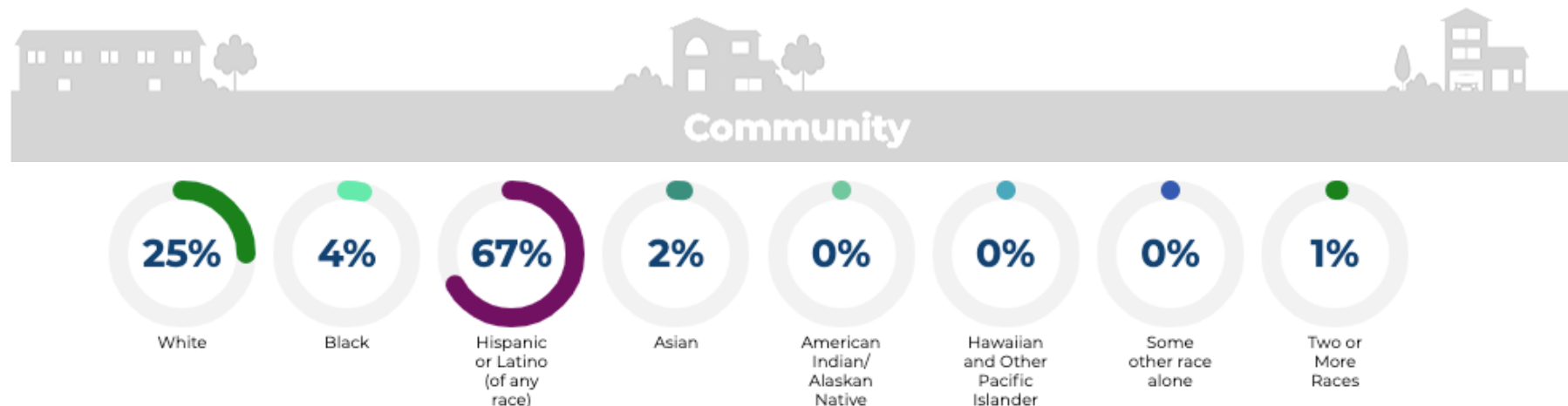
8 High Schools

10 Middle Schools

36 Elementary Schools

*66% of students eligible for free or reduced lunch*

## Community Race / Ethnicity:





# Large District CKH Implementation Case Study

## 2020 Training Summary: *Leadership Insights*

### Training for District and Campus Leadership

- 147 Leaders Completed *Leadership Insights*
- *Leadership Insights* Includes:
  - Personal Flippen Profile (360° Assessment)
  - Discussion on 13 Leadership Behaviors
  - Building a Plan of Action (Traction Plan)

### Course Evaluation Results:

Training Quality:

- **100%** of Participants Reported *Outstanding* or *Good*

Training Satisfaction:

- **100%** of Participants Reported *Extremely Satisfied* or *Satisfied*

Likelihood to Recommend:

- **100%** of Participants Reported *Very Likely* or *Moderately Likely*

# Large District CKH Implementation Case Study

## 2020 Training Summary: ***Capturing Kids' Hearts 1***

### Training for Educators and Staff

- 2,759 Educators Completed Capturing Kids' Hearts 1 Training
- ***Capturing Kids' Hearts 1*** Includes:
  - Integrating Social Emotional Learning, Building a Social Contract, Applying the EXCEL Teaching Model, Learning the CKH Discipline Model and Applying Tools for Connecting and Engaging with Students (Virtual & In Person)

### Course Evaluation Results:

#### Training Quality:

- **99%** of Participants Reported ***Outstanding*** or ***Good***

#### Training Satisfaction:

- **98%** of Participants Reported ***Extremely Satisfied*** or ***Satisfied***

#### Likelihood to Recommend:

- **97%** of Participants Reported ***Very Likely*** or ***Moderately Likely***

## Change in the Culture and Climate of Campuses:

Over a six month period, the district saw improvement on 19 of 20 measures based on a survey conducted prior to being trained on Capturing Kids' Hearts and a second comparison survey two months after training. Teachers were learning processes and tools to help them work through conflict, recognize and affirm each other, see the potential and positivity in their students. The campuses improved their impression of the leadership of their principals, experience with teacher (peer to peer) relationships and interactions, school cultures, and approach to encouraging students.

Based on the commitment of leadership and the systemic approach to integrate the Capturing Kids' Hearts processes across the entire district, the campuses have created desirable cultures where teachers want to come to work, students want to be in class and relationships have been established in a challenging time.

Here are two examples of the growth in staff encouragement and recognition:

- 88% agreed (growth of 10%):  
*Staff members look for ways of building each other up instead of putting each other down.*
- 84% agreed (growth of 8%):  
*Staff recognition is built into the school culture.*

## Change in Teachers' Student Engagement Strategies:

Consider where the teachers started in May of 2020:

- Student Engagement:
  - 67% did not routinely use “good things” or celebrations at the start of class
  - 56% did not use a launch routinely
  - 30% did not use follow-up questions routinely
- Opportunities to Increase Utilization of Classroom Management and Accountability Process
  - Only 52% had developed a social contract for their classroom

# Large District CKH Implementation Case Study

## ENGAGING STUDENTS:

### Teacher Survey *Excerpt*:

I greet my students with a smile and positive tone as they enter the classroom or enter a virtual classroom each day.

### DISTRICT SCORING:

May 2020: 87

Dec 2020: 96

(CKH National Showcase School Average: 98)

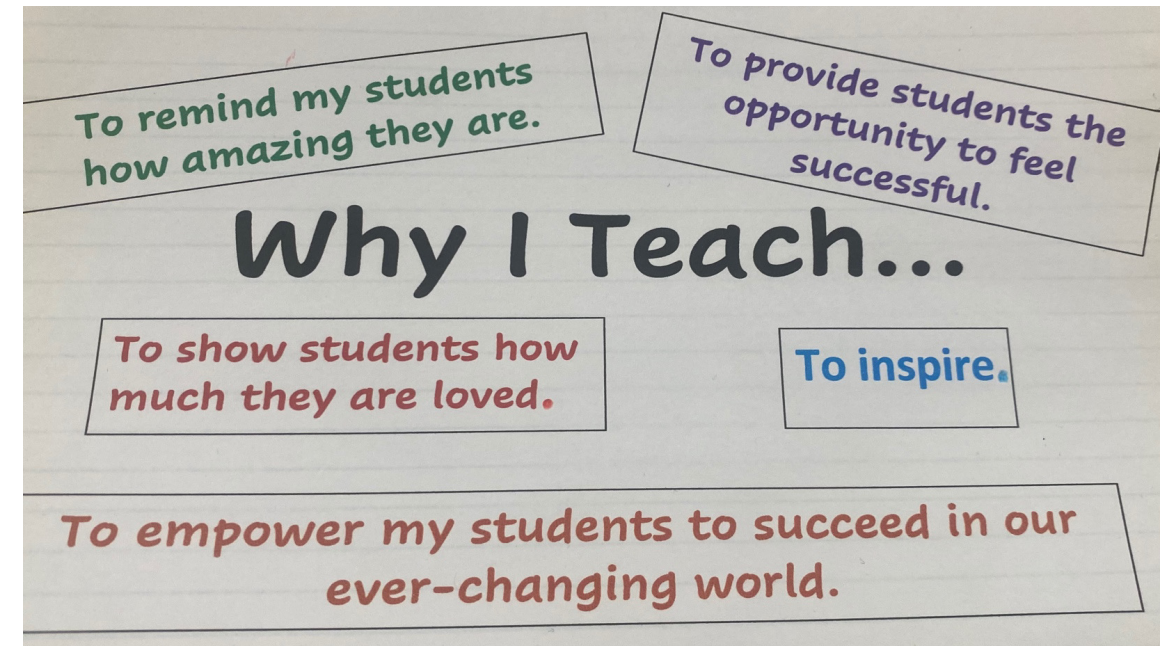
### Student Survey *Excerpt*:

My teachers treat me nicely.

DISTRICT PRIMARY STUDENT AVERAGE: 94

My teachers treat me with respect.

DISTRICT SECONDARY STUDENT AVERAGE: 92





# Large District CKH Implementation

## Case Study



## Getting to Know Students

### Teachers Survey *Excerpt*:

I start each class period (3-5 mins) by asking my students to share "good things" or "celebrations."

### DISTRICT SCORES:

May 2020: 48

Dec 2020: 70

(CKH National Showcase School Average: NSS: 90)



# Large District Data Overview

## Case Study

## CKH Implementation and Culture & Climate Survey

	Leader Survey (# of Leaders)	Leader Survey (Average Score)	Teacher Survey (# of Teachers)	Teacher Survey (Average Score)	Culture and Climate Survey (# of Staff and Teachers)	Culture and Climate Survey (Average Score)	Student Survey (# of Students)	Student Survey (Average Score)
National Summary*	1680	4.0	16,162	4.0	19,829	4.4	121,033	3.8
CKH National Showcase Schools (NSS)		4.3		4.2		4.5		3.8
District Results								
District	184	4.0	1,581	3.8	2,026	4.4	16,949	3.5
District CKH NSS		4.5		4.4		4.7		4.2
District: Non-NSS		3.9		3.9		4.5		3.8

Surveys structured as Likert, 5-point scale. Responses structured as frequency (How often do you...0 – not at all, 1 – beginner → 5 – Always).

\* National Summary and CKH National Showcase Schools data are unofficial.

## District – KPI Overview: Change from 2019 to 2022

	ADA:  Change from 2019 to 2022	ENROLLMENT:  Change from 2019 to 2022	DISCIPLINE OFFICE REFERRALS:  Change from 2019 to 2022	SUSPENSIONS AND REMOVALS:  Change from 2019 to 2022
District: (#’s per campus)	-84 Students / Campus	-65 Students / Campus	-46 Referrals / Campus (-25%)	-10 Suspensions / Campus (-5%)





# Capturing Kids' Hearts®

*Powered by Flippen Group*

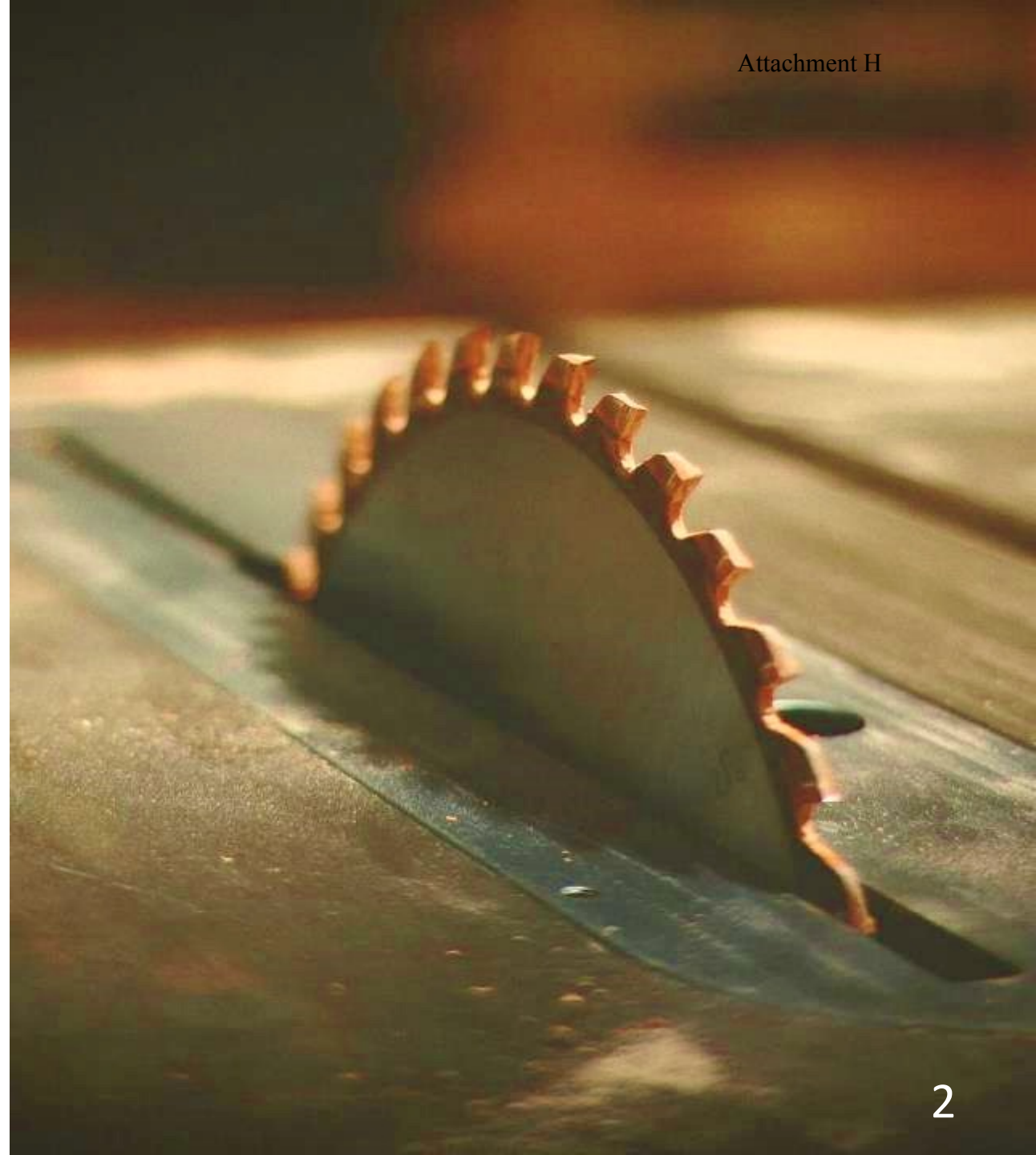
# The 2023 LCAP and Local Indicator Process

Manzanita Public Charter School

May 4, 2023

# Purpose

- Review California's State Accountability System
  - Review the Local Indicator Performance standards and reporting requirements
  - Review the connection between the local indicators & the LCAP
- 





# California's Accountability System

- Student groups that must be addressed in the LCAP are those subgroups named in *EC* Section 52052:
  - Ethnic subgroups
  - Socioeconomically disadvantaged pupils
  - English learners
  - Pupils with disabilities
  - Foster youth
  - Homeless youth
- Goals must address each of the state priorities and any additional local priorities; however, one goal may address multiple priorities.
- An LEA may identify which school sites and subgroups have the same goals, and may group and describe those goals together.
- If a single goal requires longer than one year to implement fully, the LCAP should reflect the annual incremental actions, services, and expenditures, as well as the annual anticipated progress, that the district expects to achieve for each student group.
- These annual benchmarks will assist LEAs and the community to monitor the progress of the plan



# The Local Control and Accountability Plan

- As part of the Local Control Funding Formula (LCFF) , school districts, county offices of education (COEs), and charter schools (also referred to as local educational agencies or LEAs) are required to develop, adopt, and annually update a three-year LCAP using the template adopted by the California State Board of Education (SBE). **Manzanita is in Year 2 of its current plan.**
- The LCAP must include a description of the annual goals to be achieved for each student group for each state priority and for any local priorities identified by the local governing board or body of the school district or COE, or in the charter school petition
- The LCAP must include an annual review of the effectiveness of the goals, actions, and services from the prior year

# LCFF State Priorities

1. Priority 1: Appropriate teacher assignment, sufficient instructional materials, and facilities in good repair
2. Priority 2: Implementation of academic content and performance standards adopted by SBE
3. Priority 3: Parental Involvement and Family Engagement
4. Priority 4: Student Achievement
5. Priority 5: Student Engagement
6. Priority 6: School Climate
7. Priority 7: Course Access
8. Priority 8: Other Student Outcomes
9. Priority 9: Coordination of Services for Expelled Students (COEs only)
10. Priority 10: Coordination of Services for Foster Youth (COEs only)

# Multiple Measures

- The Local Control Funding Formula (LCFF) created an accountability system that utilizes multiple measures to inform educators, parents, and the public of student achievement
- Statute required the SBE to develop evaluation rubrics to
  - assist school districts, COEs, and charter schools (also referred to as local educational agencies or LEAs) in evaluating their strengths, weaknesses, and areas that require improvement, and
  - assist in identifying LEAs in need of technical assistance and the specific priorities that the technical assistance should focus on: **Manzanita has NOT been identified for technical assistance at this time**

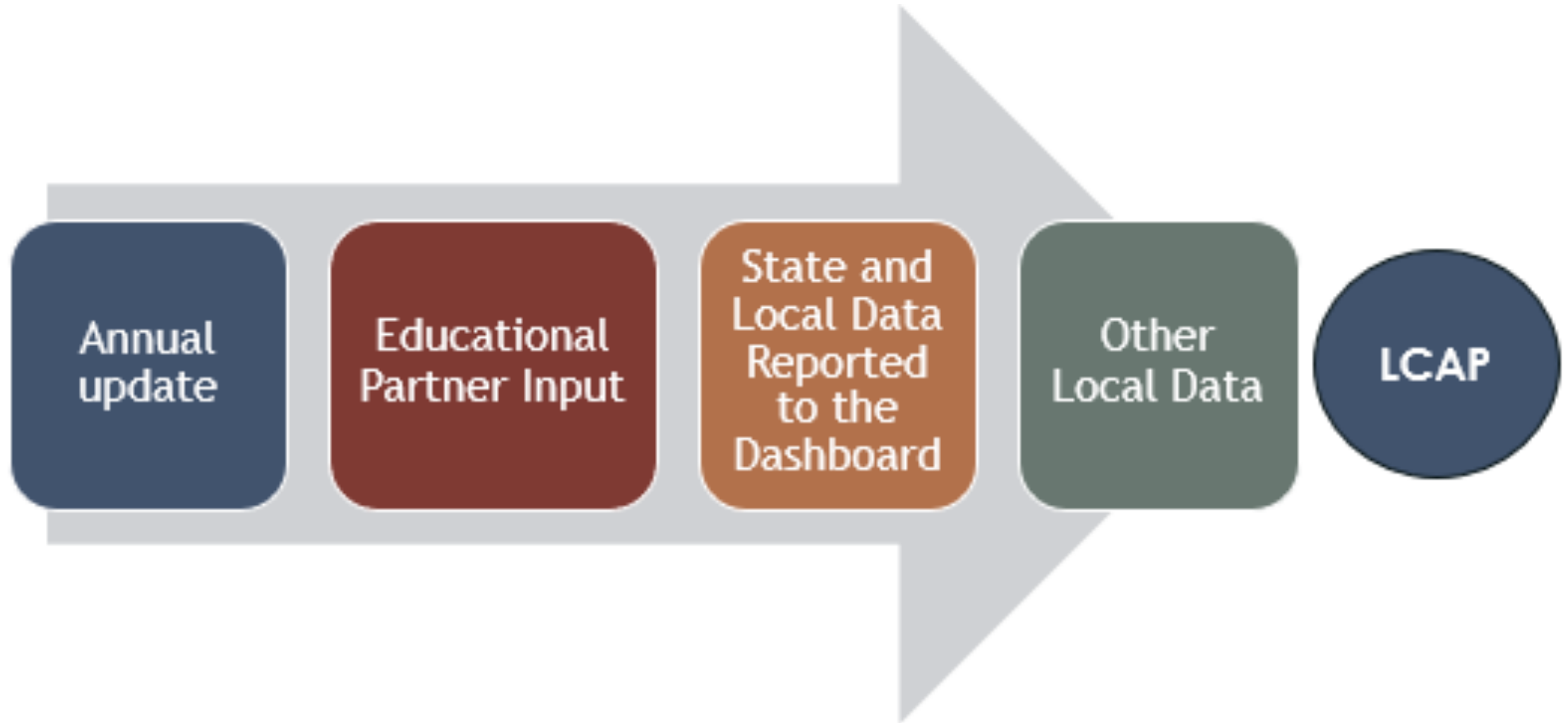
# State and Local Indicators

- The SBE adopted state and local indicators to measure school district and individual school site performance in regard to each of the state priorities, as required by law
- Performance data on state and local indicators is publicly reported in the California School Dashboard (Dashboard)
  - State Indicators apply to all LEAs, schools, and student groups and are based on data that is collected consistently across the state (Priorities 4, 5, 6 and 8)
  - Local Indicators apply at the LEA and charter school level and are based on data collected at the local level (Priorities 1, 2, 3, 6, 7, 9 and 10)

# 2022 Dashboard

- Manzanita will use the 2022 Dashboard state and local indicator data to inform the 2023-24 LCAP
- The CDE has put together a Dashboard Communication Toolkit to aid in the navigation of the 2022 Dashboard.
  - The Communication Toolkit can be accessed on the CDE website at: <https://www.cde.ca.gov/ta/ac/cm/dashboardtoolkit.asp>

# Informing the LCAP (diagram)



# The Local Indicators

Measuring Manzanita's Progress and Implementation for Certain State Priorities



# What are Local Indicators?

- State data is not available for some priority areas identified in the LCFF statute
- For these priority areas, the SBE approved the local indicators, which are based on information that Manzanita collects locally
- Local indicators apply to all LEAs
  - Local indicators do not apply to individual schools, with the exception of single-school districts and charter schools



# Local Indicators

- Priority 1 (Basic Conditions of Learning)
- Priority 2 (Implementation of State Academic Standards)
- Priority 3 (Parental Involvement and Family Engagement)
- Priority 6 (School Climate, as measured by a local climate survey)
- Priority 7 (Access to a Broad Course of Study)
- Priority 9 (Coordination of Services for Expelled Youth) - COEs only
- Priority 10 (Coordination of Services for Foster Youth) - COEs only

# Where does local data show up in the LCAP?

- **Plan Summary** (local indicators are explicitly referenced in the instructions)
- **Engaging Educational Partners** (local indicator data can inform feedback)
- **Goals and Actions** (local indicators are explicitly referenced in the instructions and local indicator data can inform the identification of needs, progress and effectiveness)
- **Increased or Improved Services** (local indicator data can inform the identification of needs, progress and effectiveness)

# "Annually measure its progress"

- As an LEA prepares for the process of measuring progress annually for each local indicator, it is helpful to:
- Become familiar with the Local Indicators and the corresponding self-reflection tools
- Determine what data to collect and how to collect it, if applicable
- Collect the data
- Analyze the data
- Use the findings to report progress using the self-reflection tools, to determine needs and to inform comprehensive planning in the LCAP

# Reporting Timeline

## DECEMBER 2022-APRIL 2023

- Gather and analyze data to evaluate the LEA's implementation in each of the Local Indicators

## ON OR BEFORE JULY 1, 2023

- Report the Local Indicator results to the local governing board or body of the LEA **at the same public meeting in which the LCAP and the LEA's budget is adopted**

## MID-AUGUST-SEPTEMBER 2023

- The LEA's Dashboard Coordinator reports the Local Indicator results to the Dashboard