



991 Mountain View Blvd.
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Superintendent's Enrollment Report

Date of Meeting: 03/12/2025

Date of Student Enrollment Totals: 02/28/2025

	August	September	October	November	December	January	February	March	April	May	June
Transitional Kinder	24	24	24	24	24	24	24				
Kinder	49	50	50	50	48	50	49				
First	76	76	76	75	73	74	74				
Second	53	53	52	52	52	52	52				
Third	49	51	52	51	51	52	52				
Fourth	77	75	77	78	77	77	77				
Fifth	73	75	76	78	75	75	77				
Sixth	75	75	76	76	76	76	76				
TOTAL	476	479	483	484	476	480	481				

Manzanita Governance Board

Unadopted Minutes

FEBRUARY 12, 2025

Regular Board Meeting

Governance Board Members

Chairman	Arleen Pelster
Vice Chairman	Krishna Flores
Secretary	Eli Villanueva
Treasurer	Monique Mangino
Member	Alfonso Gonzalez

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, Vandenberg Space Force Base, CA 93437 on February 12, 2025, 2024 at 3:30 pm and will also be held via teleconference.

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: 3:30 PM
 Pledge of Allegiance
 Establish Quorum 5/5
 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, VSFB, CA93437.

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) Presentation

Bob Altavilla, Tammy Clark and Malia Mondragon – Special Education Highlights
Jack Timmons and Teresa Gaona also presented.

D) Reports

1. Superintendent's Report
 - a. Enrollment Report (Attachment A)
 - b. Prop 51/PSMI update
 - c. School Food Authority update (SFA)
 - d. Lottery for 2025-2026 School Year
 - e. Middle School update
 - f. Annual Form 700 filling
2. Principal's Report
 - a. School Accountability Report Card (SARC) data follow-up results
 - b. School Assemblies: PAWS Reward – Magic Show and Soul Shoppe
 - c. Safety Drill
 - d. Coffee with the Principal
 - e. Kindness Spirit Week
 - f. Purple Up Day
 - g. Jog-a-thon
 - h. 100th Day of School
 - i. Literacy Night
3. Vandenberg Space Force Base Report
Crystal Adams - School Liaison
4. Board Member(s) Report
None.

E) Consent Agenda Items

Motion: Monique Mangino Second: Eli Villanueva Vote: 5/5

1. Approval of the January 15, 2025 regular board meeting (Attachment B)
2. Approval of the check detail, deposit detail and unpaid bills (Attachment C)
3. Approval of the Manzanita Public Charter School Safety Plan (The plan was adopted by the School Site Council on January 30, 2025). Approved with correction to typos within the document.

F) Items Scheduled for Information and Discussion

1. Local Control and Accountability Plan (LCAP) Mid-Year Report (Attachment D) (Matthew Stowell)
2. Delta Management Solutions (DMS) monthly update to the board (Attachment E) (Candice Phillips)
3. Fall 2024 Parent Survey Results (Attachment F) (Suzanne Nicastro)
4. Manzanita Public Charter School Administrative Roles and Goals (Suzanne Nicastro) (Kat Franson) (Jenny Klinedinst). Tabled to March 12, 2025 meeting.
5. Private security guard role at Manzanita Public Charter School (Attachment G) (Suzanne Nicastro)

G) Items Scheduled for Action/Consideration

1. Discussion and approval of adding Principal Kat Franson to the fundraising bank account ending in 1682 at Sierra Bank (Suzanne Nicastro)

Motion: Alfonso Gonzalez Second: Krishna Flores Vote: 5/5

2. Discussion and approval of middle school course offerings for 2025-2026 (Attachment H) (Suzanne Nicastro)

Motion: Krishna Flores Second: Monique Mangino Vote: 5/5

H) Future Agenda Items

3. Parent/Scholar Handbook
4. Employee Handbook

I) Next Meeting

Regular scheduled meeting of the Governance Board will be held on Wednesday, March 12, 2025 at 3:30 PM in the Manzanita Public Charter School Staff Lounge.

J) Adjournment

Time: 6:20 PM

Manzanita Public Charter School: Warrant Report - January 2025

Check Number	Check Date	Vendor Name	Invoice Number	Invoice/remit description	Check Amount
3458	1/3/2025	California FAIR Plan Association	COM030167072700	Policy Renewal Insurance premium notice	1,879.00
3459	1/10/2025	Advanced Computer Experts	799	Invoice for PO#-1049 Advanced Computers	720.00
3460	1/10/2025	Punchout Amazon	14V1-HYKN-JX3V	Invoice for PO#-1045 Pouches for lunch room/VGA Dongle/lamin	30.44
3460	1/10/2025	Punchout Amazon	1F7K-RQMC-D1P7	Invoice for PO#-1045 Pouches for lunch room/VGA Dongle/lamin	204.28
3460	1/10/2025	Punchout Amazon	1VTL-GWYR-1QNP	Invoice for PO#-1042 Author Go Round Books	11.65
3460	1/10/2025	Punchout Amazon	1WX- DP3P-6KP9	Invoice for PO#-1043 Cart for Math	86.12
3461	1/10/2025	Vestis	5020715527	Invoice for PO#-1048 Vestis	72.08
3462	1/10/2025	Diverse Pest Management Inc.	28180	Invoice for PO#-1052 Diverse Pest Management	1,500.00
3463	1/10/2025	Eide Bailly LLP	EI01789127	Invoice for PO#-1054 Eide Bailly	5,600.00
3463	1/10/2025	Eide Bailly LLP	EI01789128	Invoice for PO#-1053 Eide Bailly	5,000.00
3464	1/10/2025	Lanspeed	58858	Invoice for PO#-1050 lanspeed	2,565.00
3465	1/10/2025	Channel Islands Young Mens's Christian Association	November 2024	Invoice for PO#-1055 YMCA-Nov ELOP	19,019.92
3466	1/10/2025	Producers Dairy Foods,Inc.	8672435387	Invoice for PO#-1003 Producers Dairy - Milk Lunchroom	158.93
3467	1/10/2025	STA West Region	5202125	Invoice for PO#-1051 STA - Dec Busng	64,368.54
3468	1/10/2025	Veritiv Operating Company	619-36358735	Invoice for PO#-911 Veritiv Maint orders	6,060.93
3468	1/10/2025	Veritiv Operating Company	619-36358900	Invoice for PO#-911 Veritiv Maint orders	0.22
3468	1/10/2025	Veritiv Operating Company	619-36358905	Invoice for PO#-911 Veritiv Maint orders	0.43
3468	1/10/2025	Veritiv Operating Company	619-36358985	Invoice for PO#-911 Veritiv Maint orders	1,854.81
3468	1/10/2025	Veritiv Operating Company	619-36359000	Invoice for PO#-911 Veritiv Maint orders	123.65
3471	1/10/2025	Environmental Health Services	FA0000804E-121624	School dining facilities	585.00
3472	1/16/2025	Allan Hancock College	BS250039	Invoice for PO#-1058 Allan Hancock - July 2024	2,000.00
3472	1/16/2025	Allan Hancock College	BS250040	Invoice for PO#-1059 Allan Hancock - Aug	2,000.00
3472	1/16/2025	Allan Hancock College	BS250041	Invoice for PO#-1060 Allan Hancock-Sept	2,000.00
3472	1/16/2025	Allan Hancock College	BS250042	Invoice for PO#-1061 Allan Hancock - Oct	2,000.00
3473	1/16/2025	Punchout Amazon	1K1J-JXCG-PVK4	Invoice for PO#-1042 Author Go Round Books	9.78
3474	1/16/2025	Big Green Cleaning Company	662935	Invoice for PO#-1056 Big Green - Fill in Janitor	546.14
3474	1/16/2025	Big Green Cleaning Company	663664	Invoice for REQ# 25-164 Big Green -Jan	2,947.00
3475	1/16/2025	Delta Managed Solutions	MPCS 01-25	DMS January 2025 Business Services	13,680.65
3476	1/16/2025	MTS Seating	588378-00	Invoice for PO#-1041 Seat Cushions Quote#KH12042024	1,137.08
3477	1/16/2025	Veritiv Operating Company	619-36358736	Invoice for PO#-911 Veritiv Maint orders	1,174.71
3477	1/16/2025	Veritiv Operating Company	619-36358737	Invoice for PO#-911 Veritiv Maint orders	726.15
3477	1/16/2025	Veritiv Operating Company	619-36361020	Invoice for PO#-911 Veritiv Maint orders	543.84
3479	1/24/2025	Punchout Amazon	11JD-DVN9-TX71	Invoice for PO#-1057 outdoor ed order	36.52
3480	1/24/2025	Vestis	5020725206	Invoice for PO#-1073 Vestis	84.93
3481	1/24/2025	Frontier Communications	062408-122824	Invoice for PO#-1066 Frontier	108.23
3482	1/24/2025	Innovative School Solutions, Inc.	MPS200	Invoice for PO#-1074 Oasis	700.00
3483	1/24/2025	Channel Islands Young Mens's Christian Association	000013	Invoice for PO#-1067 YMCA- DEC ELOP	25,749.48
3484	1/24/2025	LUSD	INV24-00246	Invoice for PO#-1064 LUSD-Oversight Fees	155,547.45
3485	1/24/2025	Producers Dairy Foods,Inc.	8672500903	Invoice for PO#-1003 Producers Dairy - Milk Lunchroom	270.34
3486	1/24/2025	SBCEO Santa Barbara County Education Office Communications	19C25-00098	Invoice for PO#-1065 SBCEO- Print shop	889.70
3487	1/24/2025	Punchout Staples	6021493443	Invoice for PO#-1062 Copier paper	905.20
3488	1/24/2025	Veritiv Operating Company	619-36358738	Invoice for PO#-911 Veritiv Maint orders	309.13
3488	1/24/2025	Veritiv Operating Company	619-36358739	Invoice for PO#-911 Veritiv Maint orders	741.92
3489	1/24/2025	VISA	1313-122724	Visa 1313 Suzanne Nicaastro	4,413.25
3490	1/24/2025	VISA	9677-122724	Visa 9677 Anthony Slade	788.86

Manzanita Public Charter School: Warrant Report - January 2025

Check Number	Check Date	Vendor Name	Invoice Number	Invoice/remit description	Check Amount
3491	1/24/2025	VISA	7179-122724	Visa 7179 Joanne Johnson	2,924.74
3492	1/24/2025	Wells Fargo Financial Leasing Inc.	5032605003	Invoice for PO#-1068 Wells Fargo - Copier	1,422.55
3493	1/28/2025	STA West Region	70275175	Invoice for PO#-1089 STA Field Trip	668.93
3493	1/28/2025	STA West Region	70278685	Invoice for PO#-1090 Field Trip	1,484.19
3493	1/28/2025	STA West Region	70280432	Invoice for PO#-1091 Field trip	222.97
3493	1/28/2025	STA West Region	70282820	Invoice for PO#-1092 Field Trip	184.66
3493	1/28/2025	STA West Region	70282821	Invoice for PO#-1093 Field Trip	184.66
3493	1/28/2025	STA West Region	70285459	Invoice for PO#-1094 Field Trip	167.23
3493	1/28/2025	STA West Region	70285460	Invoice for PO#-1095 Field Trip	184.66
3493	1/28/2025	STA West Region	70285461	Invoice for PO#-1098 Field Trip	158.53
3493	1/28/2025	STA West Region	70285462	Invoice for PO#-1097 Field Trip	468.59
3493	1/28/2025	STA West Region	70285463	Invoice for PO#-1096 Field Trip	158.53
3493	1/28/2025	STA West Region	70285464	Invoice for PO#-1099 Field Trip	515.63
3494	1/29/2025	Punchout Amazon	19J9-TFCR-QWVH	Invoice for PO#-1063 Busarow Classroom Budget	146.80
3494	1/29/2025	Punchout Amazon	1DK4-KWP3-R994	Invoice for PO#-1072 Vendor Punchout Order	14.67
3494	1/29/2025	Punchout Amazon	1KXP-T3C3-63RX	Invoice for PO#-1069 Campus Block Rocker	249.04
3494	1/29/2025	Punchout Amazon	1PXJ-4W7T-1VRJ	Invoice for PO#-1071 Acts of kindness implementation	81.52
3495	1/29/2025	Andrea Wulfestieg	012225-1 Reimb AW	Reimb for classroom material	273.12
3495	1/29/2025	Andrea Wulfestieg	012225-2 Reimb AW	Reimb for classroom material-books	117.00
3496	1/29/2025	CSM Consulting, Inc.	18683	Invoice for PO#-1084 CSM - E-Rate	625.00
3497	1/29/2025	Diverse Pest Management Inc.	28197	Invoice for PO#-1088 Diverse Pest	1,500.00
3498	1/29/2025	Janet A Johnstone	111124-JJ	Invoice for PO#-1012 January 2025 Math PD	1,500.00
3499	1/29/2025	Kate Busarow	012525-Reimb KB	Reimb. for inst. material	138.40
3500	1/29/2025	Matthew H Stowell	3	Invoice for PO#-1075 ESE	10,000.00
3501	1/29/2025	Producers Dairy Foods, Inc.	8672501797	Invoice for PO#-1003 Producers Dairy - Milk Lunchroom	316.75
3502	1/29/2025	San Joaquin County Of Education	243940	Invoice for PO#-1076 ED Join	1,200.00
3503	1/29/2025	Santa Barbara County SELPA	INV25-00018	BCBA Services 070124-123124	3,532.50
3504	1/29/2025	SBCEO Santa Barbara County Education Office Communications	19C25-00108	SBCEO Print shop-Dec 24/Jan-25	68.24
3505	1/29/2025	Punchout Staples	6022219192	Invoice for PO#-1077 Classroom Supplies	324.21
3506	1/29/2025	Veritiv Operating Company	619-36363575	Invoice for PO#-911 Veritiv Maint orders	726.15
Report Total					358,710.63

GOVERNANCE BOARD UNAPPROVED
MANZANITA PUBLIC CHARTER SCHOOL

"A Gold Ribbon School"
Instructional Minutes 2025-2026
K-6

135 Full Instructional Days

	TK/Kindergarten	First Grade	Second Grade	Third Grade	Fourth Grade	Fifth Grade	Sixth Grade	Seventh Grade
Start Time	8:10	8:10	8:10	8:10	8:10	8:10	8:10	8:10
Dismissal	2:50	2:50	2:50	2:50	2:50	2:50	2:50	2:50
Full Day Instructional Minutes	400	400	400	400	400	400	400	400
Minus a.m. Recess Minutes	-15	-15	-15	-15	-15	-15	-15	-15
Minus Lunch/Recess Minutes	-45	-45	-45	-45	-45	-45	-45	-45
Full Instructional Days x Minutes	135 x 340	135 x 340	135 x 340	135 x 340	135 x 340	135 x 340	135 x 340	135 x 340
Annual Minutes Full Day Instruction	45,900	45,900	45,900	45,900	45,900	45,900	45,900	45,900

45 Early Release / Staff Collaboration Days

	TK/Kindergarten	First Grade	Second Grade	Third Grade	Fourth Grade	Fifth Grade	Sixth Grade	Sixth Grade
Start Time	8:10	8:10	8:10	8:10	8:10	8:10	8:10	8:10
Dismissal	12:10	12:10	12:10	12:10	12:10	12:10	12:10	12:10
Early Release Day Instructional Minutes	240	240	240	240	240	240	240	240
Minus a.m. Recess Minutes	-15	-15	-15	-15	-15	-15	-15	-15
Minus Lunch/Recess Minutes	-20	-20	-20	-20	-20	-20	-20	-20
Early Release Instructional Days x Minutes	45 x 205	45 x 205	45 x 205	45 x 205	45 x 205	45 x 205	45 x 205	45 x 205
Early Release Day Minutes Total	9,225	9,225	9,225	9,225	9,225	9,225	9,225	9,225
Early Release + Regular Day Minutes	9,225 45,900	9,225 45,900	9,225 45,900	9,225 45,900	9,225 45,900	9,225 45,900	9,225 45,900	9,225 45,900
MPCS Total Minutes	55,125	55,125	55,125	55,125	55,125	55,125	55,125	55,125
State Requirement Instructional Minutes	36,000	50,400	50,400	50,400	54,000	54,000	54,000	54,000
MPCS OVER Instructional Minutes by:	19,125	4,725	4,725	4,725	1,125	1,125	1,125	1,125

135 Full Instructional Days + 45 Early Release Days/Staff Collaboration=180 Instructional Days



Manzanita Public Charter School

2024-25 Second Interim Budget

actuals through January 2025



Manzanita Public Charter School 2024-25 Second Interim Budget ENROLLMENT AND A.D.A. ASSUMPTIONS						
	2024-25		2025-26		2026-27	
	ENROLL	ADA	ENROLL	ADA	ENROLL	ADA
Total K-3	251	232.41	250	231.48	250	231.48
Total 4-6	230	212.96	200	185.19	200	185.19
Total 7-8	-	-	75	69.44	150	138.89
Total 9-12	-	-	-	-	-	-
TTL Enrollment/ADA	481	445.37	525	486.11	600	555.56
ADA Ratio (average):		92.59%		92.59%		92.59%
TOTAL:	481	445.37	525	486.11	600	555.56

Manzanita Public Charter School 2024-25 Second Interim Budget - Summary Analysis



SUMMARY OF RESULTS

This 2024-25 Second Interim Budget update projects a budget surplus of \$328,999.

This is a decrease of \$0 from the prior 2024-25 First Interim Budget projected surplus of \$229,879.

This will allow Manzanita Public Charter School to end this fiscal year with a balance of \$5,030,081, which is 65.9% 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 \$2,148,538, which represents 103 days of operating costs on average.

The June 30 ending cash balance this coming fiscal year is projected to be \$3,194,185, which represents 153 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 \$335,815 prior revenues)

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

Federal Revenues: This consists of one-time fundings such as federal stimulus (ESSER), Title I-IV (ESSA), and federal special education (IDEA).

Other State Revenues: These are the non-LCFF state revenues such as Lottery, AB 602, and one-time block grants such as Learning Recovery, Arts & Music, and ELO.

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

SIGNIFICANT CHANGES IN EXPENSES (Total Change from Prior = increase of \$236,694 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 \$199,165 higher than in the prior cycle, reflecting budget adjustments to address changes in enrollment and other factors.

Books & Supplies: This category includes textbooks, computers, supplies, and other instructional and non-instructional materials and equipment.

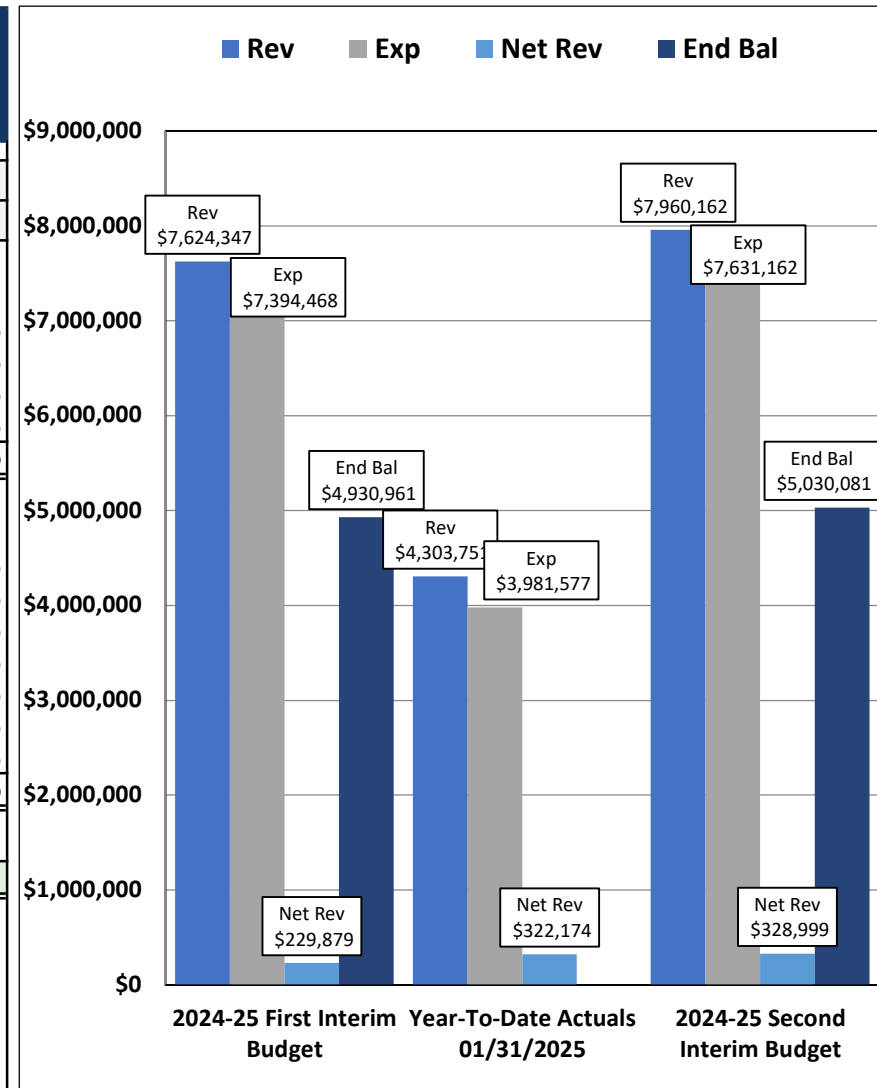
Books & Supplies costs are projected at \$55,924 higher from the prior.

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 \$22,895 less than in the prior.

**Manzanita Public Charter School
2024-25 Second Interim Budget
BUDGET SUMMARY**

	2024-25 First Interim Budget	Year-To-Date Actuals 01/31/2025	2024-25 Second Interim Budget	% of Budget
Projected Enrollment:	484	-	484	-
Projected P-2 ADA:	448.25	-	448.25	-
Revenues:				
General Purpose Entitlement	\$ 5,405,170	\$ 2,864,574	\$ 5,658,646	51%
Federal Revenue	773,483	456,607	666,345	69%
Other State Revenue	1,310,694	666,301	1,314,010	51%
Other Local Revenue	135,000	316,269	321,162	98%
TTL Revenues	\$ 7,624,347	\$ 4,303,751	\$ 7,960,162	54%
Expenditures:				
Certificated Salaries	\$ 3,181,609	\$ 1,871,955	\$ 3,242,969	58%
Non-Certificated Salaries	780,604	438,847	780,604	56%
Benefits	1,086,171	564,725	1,223,976	46%
Books/Supplies/Materials	539,421	221,921	595,345	37%
Services/Operations	1,801,163	877,919	1,778,268	49%
Capital Outlay	-	-	-	0%
Other Outgo	5,500	6,209	10,000	62%
TTL Expenditures	\$ 7,394,468	\$ 3,981,577	\$ 7,631,162	54%
Net Revenues	\$ 229,879	\$ 322,174	\$ 328,999	
Beginning Balance July 1	\$ 4,701,082		\$ 4,701,082	
Ending Balance June 30	\$ 4,930,961		\$ 5,030,081	
Ending Balance as % of Exp:	66.7%		65.9%	



Manzanita Public Charter School
2024-25 Second Interim Budget
BUDGET DETAIL vs ACTUALS

Description	2024-25 First Interim Budget	Year-To-Date Actuals 01/31/2025	2024-25 Second Interim Budget	% of budget	Notes/Comments
Enrollment (CALPADS)	484		481		
REVENUES					
General Purpose Entitlement					
8011 General Purpose Block Grant	2,824,737	1,688,933	2,932,468	58%	
8012 Education Protection Account	1,121,379	406,017	1,186,463	34%	
8019 Prior Year Corrections/Adjustments	69,295	69,295	69,295	0%	
8096 Funding in Lieu of Property Taxes	1,389,759	700,330	1,470,420	48%	
TTL General Purpose Entitlement	5,405,170	2,864,574	5,658,646	51%	
Federal Revenue					
8110 Maintenance and Operations	-	-	-	0%	
8181 Federal IDEA SpEd Revenue	86,263	-	86,263	0%	
8220 School Nutrition Program - Federal	100,013	38,920	100,013	39%	
8290 Other Federal Revenue	587,207	417,687	480,069	87%	Title, ESSER funds, Impact Aide
TTL Federal Revenue	773,483	456,607	666,345	69%	
Other State Revenue					
8311 AB602 State SpEd Revenue	377,808	236,435	377,808	63%	
8520 School Nutrition Program - State	102,054	57,992	102,054	57%	
8550 Mandated Cost Reimbursements	8,784	8,784	8,784	100%	
8560 State Lottery Revenue	119,539	27,884	119,539	23%	
8565 Prior Year Lottery Revenue	631	3,316	3,316	100%	
8590 Other State Revenue	701,878	331,890	701,878	47%	Ed Effect, ELOP, Prop 28, TK
TTL Other State Revenue	1,310,694	666,301	1,314,010	51%	
Other Local Revenue					
8660 Interest Income	65,000	65,107	70,000	93%	
8699 Other Revenue	70,000	251,162	251,162	100%	
TTL Other Local Revenue	135,000	316,269	321,162	98%	
TTL REVENUES	7,624,347	4,303,751	7,960,162	54%	

Manzanita Public Charter School
2024-25 Second Interim Budget
BUDGET DETAIL vs ACTUALS

Description	2024-25 First Interim Budget	Year-To-Date Actuals 01/31/2025	2024-25 Second Interim Budget	% of budget	Notes/Comments
EXPENDITURES					
1000 - Certificated Salaries					
1100 Teacher Compensation	2,259,062	1,399,766	2,259,062	62%	
1140 Teacher Stipends/Extra Duty	-	21,788	61,360	36%	
1150 Teacher Stipends/Extra Duty	237,250	27,163	237,250	11%	
1200 Student Support	273,018	168,954	273,018	62%	
1250 Support Stipends/Extra Duty	10,400	818	10,400	8%	
1300 Certificated Administrators	394,379	247,084	394,379	63%	
1350 Administrator Stipends/Extra Duty	7,500	6,382	7,500	85%	
TTL Certificated Salaries	3,181,609	1,871,955	3,242,969	58%	
2000 - Non - Certificated Salaries					
2100 Instructional Aides	360,979	164,312	360,979	46%	
2150 Instructional Aides Stipends	1,000	1,300	1,000	130%	
2200 Pupil Support Administration	162,489	101,597	162,489	63%	
2250 Pupil Support Stipends	3,000	667	3,000	0%	
2300 Classified Administrators	38,654	24,110	38,654	62%	
2400 Clerical & Technical Staff	207,715	138,820	207,715	67%	
2450 Clerical & Technical Stipends	5,600	3,742	5,600	67%	
TTL Non - Certificated Salaries	780,604	438,847	780,604	56%	
3000 - Employee Benefits					
3101 STRS Certificated	619,407	297,662	619,407	48%	
3301 OASDI/Medicare	47,023	60,780	112,023	54%	
3302 OASDI/Medicare	59,716	-	59,716	0%	
3401 Health Care Certificated	228,063	138,785	228,063	61%	
3402 Health Care Classified	47,587	30,742	47,587	65%	
3501 Unemployment Insurance	1,622	1,109	16,215	7%	
3502 Unemployment Insurance	390	-	3,903	0%	
3601 Workers' Comp Certificated	77,679	13,942	31,434	44%	
3602 Workers' Comp Classified	4,684	3,306	7,566	44%	
3902 Other Benefits Class	-	18,399	20,000	92%	
TTL Employee Benefits	1,086,171	564,725	1,223,976	46%	

Manzanita Public Charter School
2024-25 Second Interim Budget
BUDGET DETAIL vs ACTUALS

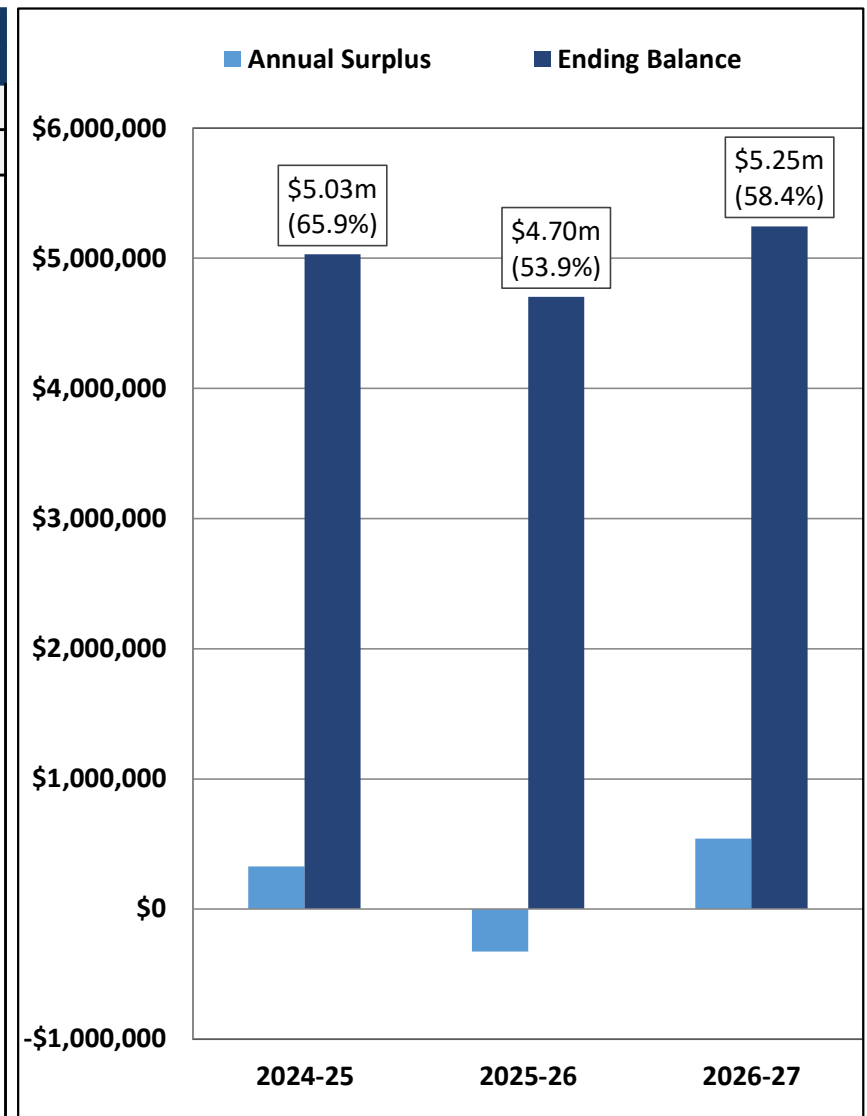
Description	2024-25 First Interim Budget	Year-To-Date Actuals 01/31/2025	2024-25 Second Interim Budget	% of budget	Notes/Comments
4000 - Books/Supplies/Materials					
4100 Textbooks & Core Curriculum	25,512	90,930	234,598	39%	Impact aide (ed for this and next yr)
4200 Other Reference Materials	15,000	1,122	5,000	22%	
4310 Materials & Supplies	226,799	100,186	181,590	55%	
4320 Office Supplies	453	1,335	2,500	53%	
4400 Non - Capitalized Equipment	69,000	19,807	69,000	29%	Impact aide (ed for this and next yr)
4700 School Nutrition Program	202,657	8,542	102,657	8%	monitor closely and adj
TTL Books/Supplies/Materials	539,421	221,921	595,345	37%	
5000 - Services & Operations					
5100 Subagreements For Services	258,400	130,086	258,400	50%	
5200 Travel & Conferences	29,000	29,150	39,000	75%	
5300 Dues & Memberships	5,500	12,791	15,000	85%	
5400 Insurance	35,000	24,868	35,000	71%	
5500 Operations & Housekeeping	65,150	41,102	65,000	63%	
5610 Facility Rents & Leases	36,500	30,690	46,500	66%	
5620 Equipment Leases	18,000	13,168	18,000	73%	
5800 Professional Services - Non - instructional	336,533	119,092	217,636	55%	
5810 Legal	3,000	9,840	15,000	66%	
5813 Transportation	678,030	361,387	678,030	53%	
5819 Student Assemblies and Events	-	6,391	7,500	85%	
5820 Audit & CPA	20,000	-	20,000	0%	
5825 DMS Business Services	147,708	94,521	167,163	57%	
5835 Field Trips - Bus Transportations	4,530	-	-		
5850 Oversight Fees	150,812	-	169,759	0%	
5860 Service Fees	500	718	750	96%	
5900 Communications	8,000	1,152	3,500	33%	
5930 Postage	4,500	1,500	2,500	60%	
TTL Services & Operations	1,801,163	877,919	1,778,268	49%	
6000 - Capital Outlay					
6900 Depreciation	-	-	-		
TTL Capital Outlay	-	-	-		

Manzanita Public Charter School
2024-25 Second Interim Budget
BUDGET DETAIL vs ACTUALS

Description	2024-25 First Interim Budget	Year-To-Date Actuals 01/31/2025	2024-25 Second Interim Budget	% of budget	Notes/Comments
7000 - Other Outgo					
7141 Other Payments to Districts	5,500	6,209	10,000	62%	
TTL Other Outgo	5,500	6,209	10,000	62%	
TTL EXPENDITURES	7,394,468	3,981,577	7,631,162		
Revenues less Expenditures	229,879	322,174	328,999		
Beginning Fund Balance	4,701,082		4,701,082		
Net Revenues	229,879		328,999		
ENDING BALANCE	4,930,961		5,030,081		
ENDING BALANCE AS % OF OUTGO	66.7%		65.9%		

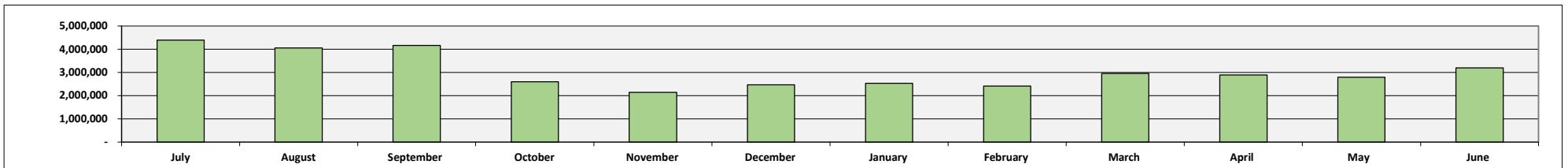
**Manzanita Public Charter School
2024-25 Second Interim Budget
MULTI-YEAR PROJECTION SUMMARY**

	2024-25	2025-26	2026-27
Projected Enrollment:	481	525	600
Projected P-2 ADA:	445.37	486.11	555.56
Revenues:			
General Purpose Entitlement	\$ 5,658,646	\$ 6,154,798	\$ 7,176,338
Federal Revenue	666,345	537,740	553,872
Other State Revenue	1,314,010	1,373,131	1,460,863
Other Local Revenue	321,162	330,796	340,720
TTL Revenues	\$ 7,960,162	\$ 8,396,465	\$ 9,531,793
Expenditures:			
Certificated Salaries	\$ 3,242,969	\$ 3,764,233	\$ 3,877,160
Non-Certificated Salaries	780,604	804,022	828,143
Benefits	1,223,976	1,555,600	1,607,237
Books/Supplies/Materials	595,345	613,205	631,602
Services/Operations	1,778,268	1,975,616	2,034,885
Capital Outlay	-	-	-
Other Outgo	10,000	10,300	10,609
TTL Expenditures	\$ 7,631,162	\$ 8,722,977	\$ 8,989,635
Net Revenues	\$ 328,999	\$ (326,512)	\$ 542,157
Beginning Balance July 1	\$ 4,701,082	\$ 5,030,081	\$ 4,703,570
Ending Balance June 30	\$ 5,030,081	\$ 4,703,570	\$ 5,245,727
Ending Balance as % of Exp.:	65.9%	53.9%	58.4%



**Manzanita Public Charter School
2024-25 Projected Monthly Cash Flow Statement**

Description	2024-25 Second Interim Budget	July	August	September	October	November	December	January	February	March	April	May	June	Accruals	Total For Year
BEGINNING CASH		4,329,200	4,395,383	4,055,987	4,163,362	2,602,458	2,148,538	2,473,659	2,529,915	2,411,665	2,954,201	2,889,586	2,796,862	3,194,185	4,329,200
CASH INFLOWS															
REVENUES															
LCFF State Aid	2,932,468	153,539	153,540	276,370	276,371	276,371	276,371	276,371	276,371	276,371	276,371	239,963	239,963	(65,504)	2,932,468
Education Protection Account	1,186,463			203,009	-	-	203,008	-		296,616		-	483,830	-	1,186,463
Prior Year Adjustments	69,295		69,295	-	-	-	-	-	-	-	-	-	-	-	69,295
In-Lieu-Of Property Taxes	1,470,420			-	-	364,171		336,159		364,171		-	-	405,919	1,470,420
Federal Revenues	666,345	-	402	-	-	-	370,931	85,274	61,297	61,297	114,932	61,297	61,297	(150,382)	666,345
Other State Revenues	1,314,010	60,908	56,710	79,606	79,500	50,594	153,046	185,937	185,937	185,937	185,937	185,937	25,000	(121,038)	1,314,010
Other Local Revenues	321,162	26,507	3,243	64,300	27,492	(4,324)	188,007	11,044						4,893	321,162
TTL CASH INFLOWS	7,960,163	240,954	283,190	623,286	383,363	686,812	1,191,362	894,786	523,605	1,184,392	577,240	487,197	810,090	73,887	7,960,163
EXPENDITURES															
All Certificated Salaries	3,242,969	29,256	297,700	263,747	288,916	426,322	291,804	274,211	274,211	274,211	274,211	224,211	174,211	149,961	3,242,969
All Classified Salaries	780,604	12,856	66,252	53,464	71,924	124,663	62,584	47,103	47,103	47,103	47,103	58,016	58,016	84,416	780,604
All Benefits	1,223,976	13,866	97,890	79,150	94,844	104,307	86,871	87,797	87,797	87,797	87,797	87,797	70,644	237,419	1,223,976
All Materials & Supplies	595,345	70,939	94,040	(16,187)	(7,359)	49,005	(655)	32,138	32,138	32,138	32,138	32,138	32,138	212,736	595,345
All Services and Operations	1,778,268	47,854	65,620	57,062	201,280	193,129	112,368	200,606	200,606	200,606	200,606	177,760	77,760	43,011	1,778,268
All Capital Outlay/Depreciation	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
All Other Outgo	10,000		1,084	976	976	1,141	1,016	1,016						3,791	10,000
TTL CASH OUTFLOWS	7,631,162	174,771	622,586	438,212	650,581	898,567	553,988	642,871	641,855	641,855	641,855	579,921	412,768	731,332	7,631,162
NET REVENUES	329,001														329,001
Accounts Receivable (net change)				(77,698)	206,314	(242,165)	(312,253)	(195,659)							(621,461)
Accounts Payable (net change)															-
Fixed Asset Acquisitions															-
Other Cash Inflows/Outflows					(1,500,000)										(1,500,000)
NET INFLOWS/OUTFLOWS	-	-	-	(77,698)	(1,293,686)	(242,165)	(312,253)	(195,659)	-	-	-	-	-	-	(2,121,461)
ENDING CASH BALANCE		4,395,383	4,055,987	4,163,362	2,602,458	2,148,538	2,473,659	2,529,915	2,411,665	2,954,201	2,889,586	2,796,862	3,194,185		
Days Cash On Hand		210	194	199	124	103	118	121	115	141	138	134	153		



Manzanita Public Charter (116921) - FY 24-25 SIB			
	2024-25	2025-26	2026-27
LCFF Entitlement Summary			
Base Grant	\$4,788,987	\$5,347,885	\$6,352,703
Grade Span Adjustment	258,128	261,660	270,970
<i>Adjusted Base Grant</i>	\$5,047,115	\$5,609,545	\$6,623,673
Supplemental Grant	480,788	482,309	487,503
Concentration Grant	-	-	-
Total Base, Supplemental and Concentration Grant	\$5,527,903	\$6,091,854	\$7,111,176
Allowance: Necessary Small School	-	-	-
Add-on: Targeted Instructional Improvement Block Grant	-	-	-
Add-on: Home-to-School Transportation	-	-	-
Add-on: Small School District Bus Replacement Program	-	-	-
Add-on: Economic Recovery Target	-	-	-
Add-on: Transitional Kindergarten	61,448	62,945	65,162
Total Allowance and Add-On Amounts	\$61,448	\$62,945	\$65,162
Total LCFF Entitlement Before Adjustments (excludes Additional State Aid)	\$5,589,351	\$6,154,799	\$7,176,338
Miscellaneous Adjustments	-	-	-
Total LCFF Entitlement (excludes Additional State Aid)	\$ 5,589,351	\$ 6,154,799	\$ 7,176,338
LCFF Entitlement Per ADA (excludes Categorical MSA)	\$ 11,785	\$ 11,963	\$ 12,205
Additional State Aid	-	-	-
Total LCFF Entitlement with Additional State Aid	5,589,351	6,154,799	7,176,338
LCFF Sources Summary			
Funding Source Summary			
Local Revenue and In-Lieu of Property Taxes (<i>net for school districts</i>)	\$ 1,470,420	\$ 1,595,162	\$ 1,823,042
Education Protection Account Entitlement (<i>includes \$200/minimum per ADA</i>)	\$ 1,186,463	\$ 1,318,392	\$ 1,559,772
Net State Aid (<i>excludes Additional State Aid</i>)	\$ 2,932,468	\$ 3,241,245	\$ 3,793,524
Additional State Aid	\$ -	\$ -	\$ -
Total Funding Sources	\$ 5,589,351	\$ 6,154,799	\$ 7,176,338
Funding Source by Resource-Object			
State Aid (Resource Code 0000, Object Code 8011)	\$ 2,932,468	\$ 3,241,245	\$ 3,793,524
EPA, Current Year (Resource 1400, Object Code 8012) (P-2 plus Current Year Accrual)	\$ 1,186,463	\$ 1,318,392	\$ 1,559,772
EPA, Prior Year Adjustment (Resource 1400, Object Code 8019) (P-A less Prior Year Accrual)	\$ -	\$ -	\$ -
Property Taxes (Object 8021 to 8089)	\$ -	\$ -	\$ -
In-Lieu of Property Taxes (Object Code 8096)	1,470,420	1,595,162	1,823,042
Entitlement and Source Reconciliation			
Basic Aid/Excess Tax District Status	\$ -	\$ -	\$ -
Total LCFF Entitlement	\$ 5,589,351	\$ 6,154,799	\$ 7,176,338
Additional State Aid	\$ -	\$ -	\$ -
Additional EPA Minimum Entitlement (excess to LCFF Entitlement)	\$ -	\$ -	\$ -
Excess Taxes before Minimum State Aid	\$ -	\$ -	\$ -
Total Funding Sources	\$ 5,589,351	\$ 6,154,799	\$ 7,176,338

LCFF CALCULATOR	
<input type="text" value="116921"/>	5 digit District code or 7 digit School code (from the CDS code)
<input type="text" value="NO"/>	Is this calculation for a new charter school? (select from drop down list)
<input type="text" value="Charter"/>	Projection Type
<input type="text"/>	Projection Date
LEA:	Manzanita Public Charter
Projection Title:	FY 24-25 SIB
Created by:	Candice Phillips
Email:	candice.phillips@charteradmin.com
Phone:	205-585-7883

Manzanita Public Charter (116921)	PY3	PY2	PY1	CY	CY1	CY2
	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27

(1) UNIVERSAL ASSUMPTIONS						
Supplemental Grant %	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%
Concentration Grant (>55% population)	65.00%	65.00%	65.00%	65.00%	65.00%	65.00%
Statutory COLA & Augmentation/Suspension <i>(prefilled as calculated by the Department of Finance, DOF)</i>	5.07%	13.26%	8.22%	1.07%	2.43%	3.52%
Statutory COLA	1.70%	6.56%	8.22%	1.07%	2.43%	3.52%
Augmentation/(COLA Suspension)	3.37%	6.70%	0.00%	0.00%	0.00%	0.00%
Base Grant Proration Factor (deficit)	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Add-on, ERT & MSA Proration Factor	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Transitional Kindergarten Add-on (2022-23 forward)	\$ -	\$ 2,813	\$ 3,044	\$ 3,077	\$ 3,152	\$ 3,263
EPA Entitlement as % of statewide adjusted Revenue Limit (P-2)	73.31789035%	12.74780911%	21.98880689%	36.01816878%	36.01816878%	36.01816878%
EPA Entitlement as % of statewide adjusted Revenue Limit (Annual)	75.37156903%	12.84814107%	21.98880689%	36.73617233%	36.73617233%	36.73617233%
Local EPA Accrual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Manzanita Public Charter (116921)		2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
(2) CHARTER SCHOOL DATA ELEMENTS REQUIRED TO CALCULATE THE LCFF							
NEW CHARTER SCHOOLS		New Charter School Name: <input type="text"/>					
		Year that charter starts operation (select from drop down list): <input type="text" value="2022-23"/>					
(a) TRANSFER OF IN-LIEU PROPERTY TAX		Note: Charter schools should contact sponsoring district(s) for In-lieu estimate					
I-4	F-6 / F-7 In-Lieu of Property Tax	1,123,052	1,272,411	1,357,577	1,470,420	1,595,162	1,823,042
(b) UNDUPLICATED PUPIL PERCENTAGE (UPP)							
A-1.2, A-2.2, A-3.2	Enrollment (second prior year)	423	413				
A-1.1, A-2.1, A-3.1	Enrollment (first prior year)	413	441				
A-1, A-2, A-3	Enrollment	441	452	457	481	525	600
B-1.2, B-2.2, B-3.2	Unduplicated Pupil Count (second prior year)	245	242				
B-1.1, B-2.1, B-3.1	Unduplicated Pupil Count (first prior year)	242	228				
B-1, B-2, B-3	Unduplicated Pupil Count	228	230	235	197	197	197
		<i>3-yr rolling percentage</i>	<i>3-yr rolling percentage</i>	<i>3-yr rolling percentage</i>	<i>3-yr rolling percentage</i>	<i>3-yr rolling percentage</i>	<i>3-yr rolling percentage</i>
	Single Year Unduplicated Pupil Percentage	51.70%	50.88%	51.42%	40.96%	37.52%	32.83%
C-1	Unduplicated Pupil Percentage (%)	55.99%	53.60%	51.33%	47.63%	42.99%	36.80%
(c) CONCENTRATION GRANT FUNDING LIMITATION: District of Physical Location							
Enter the unduplicated pupil percentage (UPP) of the district where the charter school is physically located. If the charter school has a physical location within the boundaries of more than one district, enter the highest district UPP of all locations.							
D-3	Unduplicated Pupil Percentage (%)	65.87%	66.45%	68.34%	68.34%	68.34%	68.34%
	Unduplicated Pupil Percentage: Supplemental Grant	55.99%	53.60%	51.33%	47.63%	42.99%	36.80%
	Unduplicated Pupil Percentage: Concentration Grant	55.99%	53.60%	51.33%	47.63%	42.99%	36.80%
(d) AVERAGE DAILY ATTENDANCE (ADA)							
ADA used for the Transitional Kindergarten Add-on ONLY :							
G-4	TK (NEW beginning 2022-23)	-	18.21	21.73	19.97	19.97	19.97
ADA used for Base, Supplemental and Concentration Grant Calculations: Enter P2 Data - Note: Charter School ADA is always funded on current year							
B-1	Grades TK-3	247.65	237.59	264.50	247.49	245.00	245.00
B-2	Grades 4-6	174.00	187.15	173.37	226.78	196.00	196.00
B-3	Grades 7-8	-	-	-	-	73.50	147.00
B-4	Grades 9-12	-	-	-			
	SUBTOTAL ADA	421.65	424.74	437.87	474.27	514.50	588.00
	RATIO: ADA to Enrollment	0.96	0.94	0.96	0.99	0.98	0.98
(e) OTHER LCFF ADJUSTMENTS							
Miscellaneous Adjustments (line H-2), include adjustments for audit penalties and special legislation. Adjustments can be positive or negative.							
Minimum State Aid Adjustments (Line J-5), captures adjustments for audit penalties and special legislation. Adjustments can be positive or negative.							
H-2	Miscellaneous Adjustments	\$ -	\$ -	\$ -			
J-5	Minimum State Aid Adjustments	\$ -	\$ -	\$ -			



991 Mountain View Blvd.
 Vandenberg Space Force Base, CA 93437
 Phone: (805) 734-5600
 Fax: (805) 734-3572
www.manzanitacharterschool.com
info@manzitacharterschool.com

Manzanita Governance Board Meeting Dates 2025-2026

All open board meetings welcome the public.

The regular board meetings of the Governance Board of Manzanita Public Charter School will be held at:

Manzanita Public Charter School
 Staff Lounge
 991 Mountain View Blvd.
 Vandenberg Space Force Base, CA 93437

AND

Allan Hancock College
 Lompoc Valley Center (LVC)
 Office 2-201
 One Hancock Drive
 Lompoc, CA 93436

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>

July 2025 – Summer Break (No Meeting)		
Wednesday	August 6, 2025	3:30 PM
Wednesday	September 10, 2025	3:30 PM
Wednesday	October 8, 2025	3:30 PM
Wednesday	November 12, 2025	3:30 PM
Wednesday	December 10, 2025	3:30 PM
Wednesday	January 21, 2026	3:30 PM
Wednesday	February 11, 2026	3:30 PM
Wednesday	March 11, 2026	3:30 PM
Wednesday	April 15, 2026	3:30 PM
Wednesday	May 13, 2026	3:30 PM
Wednesday	June 17, 2026	3:30 PM



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Item Scheduled for Action/Consideration Attachment

Item Title: BIG GREEN CUSTODIAN CONTRACT

Background:

When Manzanita Public Charter School opened its doors in 2007, its facilities model included a day maintenance employee and a vendor contracted company which provided nightly custodial cleaning for the campus. This model served the school until 2015, when a decision was made to hire two custodial employees to replace the vendor contracted company so as to provide more personalized and consistent services to its employees. During the COVID-19 pandemic, Manzanita again contracted with a cleaning vendor company (BIG GREEN) to provide additional cleaning support due to increased health department cleaning standards.

It is a responsible practice for MPCS to continually evaluate department expenditures, particularly when a department has been significantly impacted by a global pandemic. Manzanita conducted a “look back” on 2023-24 custodial expenditures and found the following:

Employee costs:	\$109,767
BIG GREEN bathroom cleaning costs:	\$38,161
FERGUSOM cleaning Supply costs:	\$23,439
TOTAL CUSTODIAL COSTS:	\$171, 367

BIG GREEN’s proposed contract for 2025-26 includes the following:

- 180 school days-nightly custodial cleaning of all buildings/bathrooms
- 20 ELOP days-nightly custodial cleaning of affected buildings/bathrooms
- Deep Summer cleaning of all buildings including floors, windows, and carpets.

TOTAL CONTRACTED COSTS: \$103,226.00

Based on this fiscal information, it is recommended that MPCS return to its earlier vendor cleaning contract model for the 2024-25 school year.

Recommendation: APPROVAL

Fiscal impact: Projected savings of \$61,600

Resource Person: Suzanne Nicastro



Big Green Cleaning Company

5151 Ekwil Street

Attachment G

Santa Barbara, CA 93111

Phone: 805-692-1000

Fax: 805-967-3915

www.BigGreenClean.com

February 28, 2025

Suzanne Nicastro
Manzanita Public Charter School
991 Mountain View Blvd.
Vandenberg AFB, CA 93437

Dear Suzanne:

We at **Big Green Cleaning Company** are proud to clean for Manzanita Public Charter School at 991 Mountain View Blvd. and appreciate the opportunity to provide a proposal for an expanded scope of work. **Big Green Cleaning Company** is the Santa Barbara County leader in building maintenance, and I am confident that we can create a program to help meet all your cleaning needs.

Janitorial services will be provided five evenings per week. The specific duties to be performed are outlined in the enclosed Task Schedule and the areas to be serviced will be:

- 20 Classrooms: MN1, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, & 19.
- All 14 bathrooms on the campus [37 toilets/urinals].
- Administrative Offices, Employee Break Room, and Speech Therapy Room.
- Multipurpose Room.

The fees for services are itemized on the enclosed Price List and are based on full months of service and will be pro-rated when School is closed for the Winter, Spring and Summer Breaks. **Big Green Cleaning Company** will of course provide all the chemicals, supplies and equipment required for cleaning at no extra charge.

If you have any comments or questions, please give me a call, and thank you for thinking of **Big Green Cleaning Company**.

Sincerely,

Nick Williams

Nick Williams

NW/tbh

Task Schedule

Areas to be serviced:

20 Classrooms, 14 bathrooms, MPR,
and Administration Offices.

Manzanita Public Charter School

991 Mountain View Blvd.
Vandenberg AFB, CA 93437
Contact: Suzanne Nicastro
February 28, 2025

Classrooms [20]: MN1, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17,
18, & 19.

Five times per Week:

1. Empty and spot clean trash receptacles.
2. Empty recycle containers and place contents in the correct dumpster.
3. Clean and sanitize all student desktops.
4. Clean and sanitize all door handles and light switches.
5. Dust mop resilient and hard floors in the traffic lanes only.
6. Vacuum all carpeting in the traffic lanes only.
7. Clean and sanitize the sinks.
8. Secure windows, doors, and turn off lights.

Weekly:

1. Remove dust and cobwebs from ceiling areas.
2. Damp mop resilient and hard floors in their entirety.
3. Vacuum carpeted floors in their entirety.

Washrooms [14]:

Five times per Week:

1. Clean, sanitize and polish all vitreous fixtures including toilet bowls, urinals and hand basins.
2. Clean all glass and mirrors.
3. Empty all containers and disposals, insert liners as required, spot clean and sanitize the containers.
4. Spot clean all walls, doors and partitions.
5. Refill all dispensers to normal limits – napkins, soap, tissue, towels, liners, and seat holders. Supplies to be furnished by *Big Green Cleaning Company* and billed as an extra cost.
6. Low dust all horizontal surfaces below 36” including sills, moldings, ledges, shelves, frames, ducts and heating outlets.
7. Sweep, damp mop, and sanitize hard floor.

Administrative Offices & Breakroom:

Five times per Week:

1. Empty and spot clean trash receptacles.
2. Empty recycle containers and place contents in the correct dumpster.
3. Dust all furniture including desks, chairs and tables.
4. Dust all exposed filing cabinets, bookcases and shelves.
5. Low dust all horizontal surfaces to hand height (70") including sills, ledges, moldings, shelves, picture frames, ducts, radiators, etc.
6. Spot clean desktops.
7. Spot clean all door and partition glass.
8. Dust mop resilient and hard floors in the traffic lanes only.
9. Vacuum all carpeting in the traffic lanes only.
10. Spot clean spills and stains on carpeted and resilient floors.

Weekly:

1. High dust and low dust all horizontal surfaces, including shelves, moldings and ledges.
2. Remove dust and cobwebs from ceiling areas.
3. Damp mop resilient and hard floors in their entirety.
4. Vacuum carpeted floors in their entirety.

Quality and Safety Control:

Five Nights per Week:

1. Notify building contact of any irregularities [i.e. defective plumbing, unlocked doors, lights left on, inventory requirements, restroom supplies].
2. Turn off all lights except those specified to be left on.
3. Close all windows and lock all doors.
4. Review/check the communication log.

Semi-Monthly:

1. Customer service visit.

Price List

Manzanita Public Charter School

991 Mountain View Blvd.

Janitorial services as outlined in the enclosed Task Schedule:

<u>Month</u>	<u># Of Working Days</u>	<u>Total Fee</u>
August	15	\$7,470
September	21	\$10,458
October	22	\$10,956
November	14	\$6,972
December	15	\$7,470
January	14	\$7,250
February	18	\$9,324
March	22	\$11,396
April	17	\$8,806
May	20	\$10,360
June	4	\$2,072
July	0	
Total =	182	\$92,534

Price List, continued:

ELOP Program: [5] classrooms, MPR, and [2] upper campus restrooms

<u>Month</u>	<u># Of Working Days</u>	<u>Total Fee</u>
June	16	\$2,464

Summer Deep Cleaning Services to be performed upon request:

Machine scrub & refinish all VCT flooring in [20] classrooms, Multi-Purpose Room, and Administration Office.	\$4,182.00 upon request
Machine scrub all [14] restroom floors.	\$ 954.00 upon request
Move furniture in & out of classrooms to gain access to floors in order to machine scrub & refinish.	\$2,592.00 upon request
Pre-spot, shampoo, and extraction [“steam cleaning”] of all carpeting.	\$ 696.00 upon request
Washing of all classroom windows, Administration Building windows, and MPR windows inside & outside.	\$2,268.00 upon request
Total =	\$10,692.00 upon request

All fees are guaranteed through December 31, 2025. 30-day notice for cancellation by either party is required. Finance charges of 1.5% apply to all balances in excess of 30-days net. During this Agreement and for one year thereafter a fee of 400% of the monthly fee will apply if Client directly or indirectly hires any employee of Big Green Cleaning Company.

Proposal accepted by: _____ Date: _____ Start Date: _____

Advantages in Using Big Green Cleaning Company

- Reputation for quality service.
- Locally owned and operated.
- Worldwide network of resources.
- Insured in excess of what is normally available to our competitors.
- 24-hour emergency service.
- Computerized check-in system with caller I.D. ensures security and quality.
- On-line communication via our MasterMind website including inspections and task schedules.
- Exclusive product line insures consistency and reliability.
- Layered supervision to ensure quality.
- Highly trained management team.
- Performance guaranteed.
- Bloodborne pathogen, OSHA compliance and SB198 certified.
- Material Safety Data Sheets for all chemicals.
- Written and documented inspections.
- Direct line to technicians and specialists at BSCAI for technical support.
- Written estimates and guaranteed fees.
- All phone calls answered by a live person in no more than three rings.
- Manager on customer site in less than 30 minutes on any emergency call.
- Documented employee training through video, checklists, workshops and written tests.
- Uniformed and picture I.D. badges on all employees.
- Largest local contractor for cleaning services.

Middle School Curriculum Adoption Recommendations

Contact Person

Suzanne Nicastro, Superintendent
Kim Hurd, TOSA

MATHEMATICS AND SCIENCE CURRICULUM PROCESS

Throughout the 2024-25 school year, a team of Manzanita teachers, representing various grade levels, along with MPCS administration and the Santa Barbara County of Education leadership, convened and reviewed several curriculum choices for middle school mathematics: Amplify Mathematics Desmos, and Carnegie. All teachers were invited to be a part of the pilot team. The teacher team was led and supported by the school TOSA. Prior to the pilot process, curriculums were vetted and analyzed to confirm alignment with the anticipated changes with the new California Mathematics Framework and Manzanita's new middle school math pathway to ensure a high quality of instructional materials with mathematics.

The process began with meeting with SBCEO to determine math and science rubric needs for the Manzanita population. We used edreports.org to find curriculum that matched these needs. We participated in Math curriculum presentations from Amplify and Carnegie. For Science, we participated in Science curriculum presentations from Amplify Science and Elevate Science.

Based on the presentations, a decision was made to pilot both math curriculums in 6th grade. 5th is piloting both Science curriculums. After each pilot, we are meeting with SBCEO to debrief and collecting teacher and scholar feedback. We anticipate an adoption recommendation being presented to the Board at the May Board meeting.

Initial professional development was provided by the publishing companies. Additionally, released planning time was part of the pilot process. The mission of this Pilot Team was to recommend one curriculum that met criteria set forth at the beginning of the pilot process that would do the best job in improving student outcomes with mathematics and science.

ELA CURRICULUM PROCESS

Throughout the 2024-25 school year, a team of Manzanita teachers, representing various grade levels, convened and reviewed several curriculum choices for middle school Language Arts. The team narrowed the options to three publishers: Wit and Wisdom, Amplify ELA, and Common Lit 360. All three curriculums were sent to MPCS and were reviewed by the team. Based on a careful review of these materials, a decision was made to adopt Common Lit 360 for the following reasons: (1) Common Lit most closely mirrors the school's current ELA publisher-Benchmark Advance (2) Common Lit provide a strong writing program which has been a need expressed by all grade level teams (3) Fiscal cost of program is very competitive.

HEALTH EDUCATION CURRICULUM PROCESS

During the summer of 2024, a team of Manzanita teachers, representing various grade levels, convened and reviewed several curriculum choices for middle school Health model. Health education grade level focuses were determined as the following:

6th grade: Nutrition and hygiene

7th grade: Growth and Development/Sexual Health

8th grade: Safety and accident prevention/Substance effects/substance abuse and Prevention

After reviewing several options, the team is recommending “TEEN HEALTH” published by McGraw Hill/Glencoe. The curriculum teaches 10 critical health skills that align with the National Health Standards. This curriculum met Manzanita’s goal of teaching basic health concepts in a simple and straightforward manner.

We anticipate an adoption recommendation being presented to the Board at the May Board meeting.

WORLD LANGUAGE CURRICULUM PROCESS

Manzanita has reached out to local school districts to learn more about their World Language Curriculums. Reporteros, published by Klett World Languages, was identified as a possible option. This curriculum provided a starting point of Kinder-8th grade, and is interactive, relevant, and incorporates some of the AP contexts found in high school. As MPCS’s Spanish program is largely intended to provide a strong foundation for college bound middle school students, this curriculum meets that need.

We anticipate an adoption recommendation being presented to the Board at the May Board meeting.

SOCIAL STUDIES CURRICULUM PROCESS

Throughout the 2024-25 school year, a team of Manzanita teachers, representing various grade levels, convened and reviewed several curriculum choices for middle school Social Studies.

Social Studies grade level time periods were identified as followed:

6th grade: World History/Ancient Civilizations

7th grade: World History/Medieval and early Modern times

8th grade: US History

After reviewing several options, the team is recommending utilizing its newly adopted ELA curriculum (Common Lit 360) as the primary resource for social studied instruction. This curriculum provides hundreds of grade level social studies resources for classroom instruction. In addition, each grade level will create project based units which align with the grade level historical time periods. This practice aligns with the current practice of ELA/Social Studies instruction for grades TK-6.