

## **ELEMENT 4**

### **GOVERNANCE**

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*The governance of the charter school, including, but not limited to, the process to be followed by the charter school to ensure parental involvement.*

*Education Code Section 47605(c)(5)(D)*

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Manzanita is a directly funded independent charter school and is operated by Manzanita Charter School, a California non-profit public benefit corporation pursuant to California law.

Manzanita shall operate autonomously from WCCUSD, with exception of supervisory oversight as required by statute. Pursuant to California Education Code Section 47604(d), WCCUSD shall not be liable for the debts and obligations of Manzanita Charter Middle School, operated as a non-profit benefit corporation, or for claims arising from the performance of acts, errors, or omissions by Manzanita as long as WCCUSD has complied with all oversight responsibilities required by law.

Attached for reference are the Manzanita Charter School's Articles of Incorporation, Bylaws, Conflict of Interest Policy and the Conflict of Interest Code. These documents are included in Appendix 16.

### **Governance Structure and Organizational Chart**

Manzanita is governed by the elected Board of Directors of Manzanita Charter School, comprised of at least five, but not to exceed nine directors and consisting of 3 officers (as detailed in Article 7 of the Manzanita Charter School Bylaws). These directors are parents or guardians of students currently enrolled in the Charter School. They are elected by parents. The officer positions are comprised of the Board Chair, Fiscal Manager, and Secretary. The number and type of elected director positions may be modified as needed and determined by the Board of Directors in

accordance with procedures discussed in the Bylaws and the Board Operations Policy.

The Board of Directors may initiate any program, activity, or may otherwise act in any manner that is not in conflict with, or inconsistent with, or preempted by, any law and which is not in conflict with the purposes for which California charter schools are established. The Board of Directors may execute any powers delegated by law to it and shall discharge any duty imposed by law upon it, and the Board may delegate to an officer or employee of the school any of those duties; provided, however, the Board of Directors retains ultimate responsibility over the performance of any powers or duties so delegated.

(Manzanita's Organizational Chart is located in Appendix 16.)

## **Governance Procedures and Operations**

The Manzanita Charter School Board of Directors and the meetings of the Manzanita Membership shall comply with the Ralph M. Brown Act (Gov. Code §§ 54950, et seq.), Public Records Act (Gov. Code §§ 6450, et seq.), and all other statutes applicable to charter schools, subject to the exemptions therefore set out in Education Code Sections 35147 and 47604.1(c), and such other applicable statutory provisions as may be enacted from time to time.

The Board of Directors meets monthly, in accordance with the structure and process outlined in the Bylaws. Decisions are made by Board vote. Each Director will have one vote, and the decision is determined by the majority vote.

The Board is fully responsible for the oversight of operation and fiscal affairs of the Manzanita, including, but not limited to, the following:

- Strategic planning
- Annual budget development and approval
- Fiscal oversight
- Hiring, supervision, evaluation, discipline, and dismissal of the Principal and hiring, discipline and dismissal of all other employees upon the recommendation of the Executive Director
- Adoption of the School calendar

- Oversight of curricular and extra-curricular programs
- Approval of community service programs
- Approval of graduation requirements
- Oversight and adoption of policies regarding school facilities and safety
- Oversight and adoption of policies regarding student behavior and performance including but not limited to academic achievement and mitigation, attendance, dress and decorum, maintenance of a clean campus, participation in extracurricular activities, and discipline proceedings
- Maintenance of strong school-community relations
- Approve the recommendations of the Hiring Committee
- Regular measurement of progress toward pupil outcomes
- Supervision of the Principal
- Approval of all contractual agreements
- Any and all duties imposed by law

The Board may execute any powers delegated by law to it and shall discharge any duty imposed by law upon it and may delegate to an employee of the school any of those duties with the exception of budget approval or revision, approval of the fiscal audit and performance report, hiring and evaluation of the Executive Director, termination of employees, and the adoption of Governing Board policies. These delegated duties will focus on implementation rather than policy setting as this is the responsibility of the Board. The Board, however, retains ultimate responsibility over the performance of those powers or duties so delegated. Such delegation will:

- Be in writing
- Specify the entity designated
- Describe in specific terms the authority of the Governing Board being delegated, any conditions on the delegated authority or its exercise and the beginning and ending dates of the delegation
- Require an affirmative vote of a majority of Governing Board members

### **Board Composition, Term, and Compensation**

Directors shall consist no less than five (5) and no more than nine (9) directors, unless changed by amendments to the Bylaws, and include the following stakeholder members:

- One (1) Board Chair
- At least two (4) but not more than six (8) General Board Members

Should legislation, or regulatory action or court decision impact the legality of the Board's composition, Manzanita shall amend its composition to align with applicable law.

Each director shall hold office from July 1 until June 30 of the following year. Newly elected board members shall attend the June Board of Director meetings, without the ability to vote, in order to assure an appropriate transition of directors. Board members may be reelected by the Membership without limit as long as they continue to have a student enrolled at the school.

Directors serve without compensation. They shall be allowed reasonable advancement or reimbursement of expenses incurred in the performance of their regular duties as specified in Article 5, Section 5 of the School Bylaws.

#### **The Board Chair**

The Board Chairperson shall notice and preside at all meetings of the Board of Directors and shall exercise and perform such other powers and duties as the Board of Directors may assign from time to time.

#### **The Board Secretary**

The Board Secretary shall certify and keep the original, or a copy, of the school Bylaws as amended or otherwise altered to date. He or she shall keep at the principle office of the corporation or at such other place as the Board may determine, a book of minutes of all meetings of the directors, and, if applicable, meetings of committees of directors and of members, recording therein the time and place of holding, whether regular or special, how called, how notice thereof was given, the names of those present at the meeting, and the proceedings thereof. He or she shall provide minutes of the meetings of the Board of Directors at all reasonable times to any director of the corporation upon request. And in general, the Secretary shall perform all duties incident to the office of Secretary and such other duties as may be required by law, by the Articles of Incorporation of this corporation, by the school Bylaws, by the Board Operations Policy, or which may be assigned to him or her from time

to time by the membership or the Board of Directors. The Board Secretary shall ensure all requirements of The Brown Act are met.

### **The Fiscal Manager**

The Fiscal Manager shall be the chief financial officer of this corporation and shall keep and maintain, or cause to be kept and maintained, adequate and correct books and records of accounts of this corporation. The Fiscal Manager shall receive or cause the deposits of all monies and other valuables belonging to this corporation and shall disburse the same only in such manner as the Board deems appropriate. Officers of this corporation may from time to time determine and shall render to the chief executive officer and the Board, whenever they request it, an account of all financial transactions and of the financial conditions of the corporation. The Fiscal Manager shall have all of the powers and perform all of the duties incident to the office of Fiscal Manager, and shall have such further powers and shall perform such further duties as may be prescribed by the Board. In general, the Fiscal Manager shall oversee all duties incident to the office of Fiscal Manager and such other duties as may be required by law, by the Articles of Incorporation of the corporation, by the school Bylaws, by the Board Operations Policy, or which may be assigned to him or her from time to time by the membership or the Board of Directors.

### **Board Meetings**

The Board of Directors shall meet monthly as established on the annual calendar, or more often as needed. Decisions of the Board will be determined by vote, with the will of the majority prevailing as further defined in the School Bylaws. Members of the community may attend board meetings consistent with open meeting requirements of the Brown Act. All input from the school and outside community will be welcomed by the Board of Directors. All Governing Board meetings will be held in accordance with the Brown Act. Meeting agendas will be posted at least 72 hours prior to regular meetings via a direct link to the agenda on the home page of the school website and outside the school office building. Meeting minutes and Board actions will be available for review in the school office following the meeting. Other notifications may include media outlets as required by law, the Manzanita website, social media, and upon request, mailers to local community agencies and feeder schools when appropriate. Manzanita will maintain in effect general liability and board errors and omissions insurance policies. The Governing Board shall receive regular training in the Brown Act, conflicts laws, and effective governance.

## **Onboarding**

Manzanita strives to make every new Board member feel engaged, ready to effectively contribute their skills, and be rewarded by the Board experience. Manzanita employs a strategic policy that includes:

- Educating new Board members on the mission, history, results, successes and challenges of the school and its Board
- Motivating and inspiring new members to fully commit to being active and productive
- Identifying specific ways each Board member can have a positive impact on the Board and school
- Sharing the norms, policies and practices of the Board

Each new Board member is assigned a mentor who has served on the Board long enough to offer support. This person can be the first point of contact and answer questions after orientation and can help the new member navigate any issues that may arise.

## **The Principal**

The Principal or Designee facilitates the day-to-day business of the school and is responsible for providing general information to the public about the school, directing questions to the proper Director(s), keeping accurate school records, helping to resolve day-to-day conflicts between parents, teachers, and the school community, and reports to the Board of Directors

The Principal is the leader of the school. The Principal will, among other things, ensure that the curriculum is implemented in order to maximize student-learning experiences. The Principal must report directly to the Governing Board of Directors, and s/he is responsible for the orderly operation of the School and the supervision of all employees in the School.

The Principal is assigned to perform assigned tasks directed from the Board of Directors and is required to undertake some or all of the tasks detailed below. These tasks may include, but are not limited to:

- Ensure the Charter School enacts its mission and complies with its charter;
- Supervise and evaluate teachers and staff;
- Communicate and report to the Charter School Board of Directors;
- Oversee school finances to ensure financial stability;
- Participate in and develop professional development workshops as needed;
- Serve or appoint a designee to serve on any committees of the School;
- Interview and recommend employee hiring, promotion, discipline, and/or dismissal;
- Ensure compliance with all applicable state and federal laws and help secure local grants;
- Communicate with parents, recruit new families and students, and assure families of academic growth;
- Take responsible steps to secure full and regular attendance at school of the students enrolled in accordance with policies established by the Board of Directors;
- Complete and submit required documents as requested or required by the charter and/or Charter School Board of Directors and/or the District or County;
- Identify the staffing needs of the school and offer staff development as needed;
- Maintain up-to-date financial records;
- Ensure that appropriate evaluation techniques are used for both students and staff;
- Establish and maintain a system to handle organizational tasks such as student records, teacher records, teacher credentialing information, contemporaneous attendance logs, purchasing, budgets, and timetables;
- Hire qualified substitute teachers as needed;
- Ensure the security of the school building;
- Promote the Charter School in the community and promote positive public relations and interact effectively with media;
- Encourage and support teacher professional development;
- Attend meetings with the Chief Financial Officer of the District on fiscal oversight issues as requested by the District;
- Provide all necessary financial reports as required for proper attendance reporting;
- Develop the School annual performance report, and the LCAP;
- Present independent fiscal audit to the Charter School Board of Directors;

- Manage student discipline, as necessary participate in the suspension and expulsion process; and
- Participate in IEP meetings as necessary.

## Parental Involvement in Governance

Parents are actively involved in the operation of the school. Parent volunteer activities are structured to provide multiple opportunities for parents to participate in the school and provide critical supportive services for students. Parent participation opportunities have a broad range: serving on the Board of Directors, coordinating volunteer activities, working on school fundraising activities, supporting teachers in the classroom, supporting the school through administrative tasks, supervising and ensuring student safety at lunch and during arrival and departure periods, chaperoning field trips, providing for school maintenance; and supporting all school activities. Manzanita also ensures that all parents can participate by offering opportunities during the school week as well as on the weekend.

In addition to serving on the Board of Directors, parents and guardians are encouraged to participate on one or more ad hoc committees. They are also invited and encouraged to complete annual surveys on school satisfaction.

In order to maintain and support stakeholder involvement, the following information is provided to families in both Spanish and English:

- Timely notices of board Meetings and other school meetings that involve parents
- Meetings are held/interpreted in Spanish and English
- Opportunities to share thoughts and opinions through email, One Call Now, Class Dojo, the school website and the PowerSchool Parent Portal
- Short summaries of issues, ideas and decisions by school leaders
- At least two opportunities to parents and guardians to give detailed input on the Local Control and Accountability Plan

No child will be excluded from Manzanita or school activities due to the failure of his or her parent or legal guardian to participate, but we will encourage parents to be involved in the educational program of their children and to participate in

governance through membership on one or more committees and/or the Governing Board of Directors.

## **Title IX, Section 504 and Uniform Complaint Procedures**

Manzanita does not discriminate on the basis of actual or perceived characteristics of age, ancestry, color, disability, ethnicity, gender, gender identity or expression, genetic information, medical condition, national origin, race, religion, sex, sexual orientation, or any other basis prohibited by California state and federal nondiscrimination laws respectively, including Title IX which requires non-discrimination on the basis of sex in educational programs.

Manzanita shall annually designate at least one employee to coordinate efforts to comply with and carry out its responsibilities under Title IX of the Education Amendments of 1972 (Title IX) and Section 504 of the Rehabilitation act of 1973 (Section 504), including any investigation of any complaint filed with Manzanita alleging it is not compliance with these laws or alleging any actions which would be prohibited by these laws. Manzanita shall notify all of his students and employees of the name, office address, and telephone number of the Title IX coordinator.

The school shall adapt and publish complaint procedures providing for prompt equitable resolution of students and employee complaints alleging any action that would be prohibited by Title IX or Section 504.

Manzanita shall maintain and update a Uniform Complaint Procedure in accordance with applicable Federal and state laws and regulations, including but not limited to all applicable requirements of California Code of Regulations, title five, section 4600 et seq. The Uniform Complaint Procedure is distributed to all parents and students annually as part of the Student Family Handbook.

## **Student Records**

Upon receipt of student records request regarding school/school district, Manzanita shall transfer a copy of the students' complete cumulative record within 10 school days in accordance with Education Code Section 49068. Manzanita shall comply

with the requirements of California Code of Regulations, Title 5, Section 3024, regarding the transfer student special education records.

2019-2020 Class Schedule	ELA	History	Math	P.E.	STEAM	Science	6th Grade	Learning Center/ Tutorial/RSP	Wheel: Semester 1
1st				PREP	PREP				
2nd	PREP			PE 7th	Tech 8	PREP			
3rd		PREP	PREP		Tech 7			44/180/ELD	7 <sup>th</sup> -Intro to Music
4th			MATH 7th		PREP		PREP	PREP (Flex: Instructional Support)	PREP
5th	PREP		PREP			science 7			
6th	ELA 7th	PREP					PREP		
7th		Hist 7th		PREP		PREP		Flex: Open; Push-in/Testing	

## Parent Engagement

Manzanita was designed to be a parent cooperative, where families and teachers work together to create the best possible environment for learning and to foster academic achievement for all students. At its core, Manzanita is governed by a parent-elected, parent-run school board. To vote, one must have a student currently enrolled in our school; likewise, all board members must have at least one student currently enrolled. By having a parent-run governing board, parents have an active voice in the decision-making process in every aspect of our program.

Most of Manzanita families speak Spanish, so Manzanita ensures that home communication is translated and that school events are welcoming and accessible.

As of the 2019-2020 school year, Manzanita has begun using PowerSchool to promote and encourage active family involvement; through PowerSchool, parents can activate Spanish settings and then have better access to monitor grades, academic progress, attendance, and receive school notifications. In addition, Manzanita has a bilingual Office Manager who translates documents, all-calls, presentations, and parent/guardian conferences.

Other examples of how Manzanita works to engage families are as follows:

- Membership meetings;
- Parent surveys;
- Awards ceremonies, music concerts, sporting events, and other school events;
- Parent volunteers on campus and for study trips;
- Project READ literacy nights;
- Open-Door policy for meeting with principal; and
- Parent-run book fairs.

## **Ensuring Equal Access to Curricula and Instruction**

Research indicates that minority and socio-economically disadvantaged students have been underserved in systems involving tracking, whether formal or informal, in which there are low expectations for academic success. Thus, at Manzanita, all students have access to standards-aligned, research-based, rigorous curriculum. In addition, students are offered opportunities to participate in elective courses, such as music, band, language study (e.g. Mandarin and ASL), STEAM, and art.

Manzanita's program fosters equity in both art and technology by integrating both within the following core classes: STEAM, math, ELA, and science.

Manzanita maintains 1:1 with technology, thus every student has access to his/her own Chromebook throughout the day. Manzanita strategically selected core curricula and intervention programs to have digital components to promote accessibility and inclusive learning opportunities, and to prepare students with 21<sup>st</sup> Century technology skills.

All of Manzanita's core curricula and intervention programs offer language support for students and families.

## **MTSS**