

# Pacific View Charter School

A California Public School and Nonprofit 501 (c) (3) Corporation

3670 Ocean Ranch Blvd., Oceanside, California 92056

Phone # (760) 757-0161

## AGENDA

Board of Trustees' Meeting – Tuesday, April 21, 2015

5:00pm

- 1.0 Call to Order/Roll Call
- 2.0 Approval of Agenda **Action**
- 3.0 Pledge of Allegiance
- 4.0 Public Comment
- 5.0 Introductions
- 6.0 Executive Director's Report **Information**
- 7.0 Treasurer's Report Ending March 31, 2015 **Information**
- 8.0 Consent Calendar

These agenda items are considered routine and will be approved in one action without discussion. If a Board Trustee requests that an item be removed from the consent calendar or a citizen wishes to speak to an item, the item will be considered under Action Items.

- 8.1 Minutes from Board Meeting of January 20, 2015  
JPA Designated Authorized Representative  
FBC Designated Authorized Representative **Action**

### 9.0 Action/Discussion Items

- 9.1 Student Policy # 21  
This item is being presented as a new bullying policy. **Action**
- 9.2 2015-16 School Year Calendar **Action**
- 9.3 Construction Bid **Action**

### 10.0 Personnel

- 10.1 2014-15 Certificated & Leadership Salary Schedule  
This item is being presented to change titles to the categories and add the WASC stipend. Staff is recommending approval. **Action**
- 10.2 Curriculum Data Entry Job Description  
This item is being presented to accommodate curriculum data entry projects as needed. Staff is recommending approval. **Action**
- 10.3 Counselor Job Description & Salary Schedule **Action**

10.4 Site Supervisor Job Description & Salary Schedule

**Action**

11.0 **Board/Staff Discussion**

11.0 **Adjournment**

7.0

PACIFIC VIEW CHARTER SCHOOL

BOARD OF TRUSTEES' MEETING

April 21, 2015

2014/15 TREASURER'S REPORT  
FOR PERIOD ENDING March 31, 2015

# PACIFIC VIEW CHARTER SCHOOL

## Treasurer's Report

April 21, 2015 Board Meeting

### 2013/14 - Charter Schools Enterprise Fund 62-00 & Capital Outlay Fund 62-01 Statement of Activities for the Period Ending March 31, 2015

Revenues			2014/15	2014/15	# Year-to-Date	Remaining	%
<u>Object</u>	<u>Resource</u>	<u>Description</u>	<u>Adopted</u>	<u>Revised</u>	<u>7/1/14-03/31/15</u>	<u>Budget</u>	<u>Budget</u>
			<u>Budget</u>	<u>Budget</u>	<u>Transactions</u>	<u>Budget</u>	<u>Remaining</u>
8011	0000	Local Control Funding Formula	1,975,997	1,955,521	1,454,506	501,015	26%
8011	0000	Education Protection Act	482,500	591,069	470,957	120,112	20%
8096	0000	Transfer to Charter School Revenue Limit	965,565	844,424	657,269	187,155	22%
8550	0000	Mandated Cost Reimbursement	17,485	33,752	38,618	0	0%
8560	1100	Lottery	59,336	60,870	13,591	47,279	78%
8560	6300	Restricted Lottery	14,356	16,096	1,740	14,356	89%
8590	0000	Categorical Block Grant/Other State Funding	1,450	1,549	98	1,451	94%
8590	7405	Common Core Standards	0	0	0	0	0%
8660	0000	Interest	2,000	4,100	2,183	1,917	47%
8699	0000	All Other Local Revenue	8,000	24,383	207	24,176	99%
8919	0000	Other Authorized Interfund Transfers	0	0	0	0	0%
<b>Grand Total All Revenues:</b>			<b><u>3,526,689</u></b>	<b><u>3,531,764</u></b>	<b><u>2,639,168</u></b>	<b><u>897,462</u></b>	<b><u>25%</u></b>

#### Expenditures

<u>Object</u>	<u>Certificated Personnel Salaries</u>					
1100	Teacher	1,252,865	1,220,476	853,682	366,794	30%
1300	Supervisors and Administrators	217,242	240,025	189,481	50,544	21%
1900	Other Certificated	0	0	0	0	0%
<b>Total Certificated Personnel Salaries:</b>		<b><u>1,470,107</u></b>	<b><u>1,460,501</u></b>	<b><u>1,043,163</u></b>	<b><u>417,338</u></b>	<b><u>29%</u></b>

# PACIFIC VIEW CHARTER SCHOOL

## Treasurer's Report

April 21, 2015 Board Meeting

### 2013/14 - Charter Schools Enterprise Fund 62-00 & Capital Outlay Fund 62-01 Statement of Activities for the Period Ending March 31, 2015

<u>Object</u>	<u>Description</u>	2014/15 Adopted Budget	2014/15 Revised Budget	Year-to-Date 7/1/14-03/31/15 Transactions	Remaining Budget	% Budget Remaining
	<b><u>Classified Personnel Salaries</u></b>					
2100	Instructional Aides	28,515	29,656	22,527	7,129	24%
2300	Supervisors and Administrators	71,810	74,683	56,730	17,953	24%
2400	Clerical, Technical and Office	230,167	239,729	182,644	57,085	24%
2900	Other Classified Salaries	0	0	0	0	0%
	<b>Total Classified Personnel Salaries:</b>	<b>330,492</b>	<b>344,068</b>	<b>261,901</b>	<b>82,167</b>	<b>24%</b>
	<b><u>Total Employee Benefits:</u></b>	<b>494,976</b>	<b>447,269</b>	<b>285,728</b>	<b>161,541</b>	<b>36%</b>
	<b><u>Books and Supplies</u></b>					
4100	Textbooks	2,300	2,377	405	1,972	83%
4200	Books and Other Reference Materials	0	0	0	0	0%
4300	Materials and Supplies	113,828	138,963	59,060	79,903	57%
4400	Non Capitalized Equipment	0	0	0	0	0%
	<b>Total Books and Supplies:</b>	<b>116,128</b>	<b>141,340</b>	<b>59,466</b>	<b>81,874</b>	<b>58%</b>
	<b><u>Services and Other Operating Expenditures</u></b>					
5200	Travel and Conferences	49,583	60,327	23,880	36,447	60%
5300	Dues and Memberships	7,275	7,288	5,453	1,835	25%
5500	Operations and Housekeeping Services	30,000	30,000	18,338	11,662	39%
5600	Rentals, Leases, Repairs, and Non capitalized Improvements	0	0	0	0	0%
5800	<b>Professional Consulting Services &amp; Operating Expenses</b>	968,562	1,016,781	709,921	306,860	30%

# PACIFIC VIEW CHARTER SCHOOL

## Treasurer's Report

April 21, 2015 Board Meeting

**2013/14 - Charter Schools Enterprise Fund 62-00 & Capital Outlay Fund 62-01  
Statement of Activities for the Period Ending March 31, 2015**

<u>Object</u>	<u>Description</u>	2014/15 Adopted Budget	2014/15 Revised Budget	Year-to-Date 7/1/14-03/31/15 Transactions	Remaining Budget	% Budget Remaining
	<u>Services &amp; Other Operating Expenses (con't)</u>					
5900	Communications	5,936	7,336	4,436	2,900	40%
	<b>Total Services &amp; Other Operating Expenses:</b>	<b>1,061,356</b>	<b>1,121,732</b>	<b>762,029</b>	<b>359,703</b>	<b>32%</b>
6XXX	<u>Capital Outlay</u>	0	0	0	0	0%
7XXX	<u>Other Outgo and Transfers Out</u>					
	<b>Grand Total All Expenditures:</b>	<b><u>3,473,059</u></b>	<b><u>3,514,910</u></b>	<b><u>2,412,286</u></b>	<b><u>1,102,624</u></b>	<b><u>31%</u></b>
	Beginning Fund Balance	2,349,019	2,618,807			
	Increase/Decrease	53,630	16,854			
	Ending Fund Balance	2,402,649	2,635,661			
9711	000 Reserve for Revolving Cash	200	200			
9770	000 Designated for Economic Uncertainties	104,192	105,447			
9780	009 Deferred Maintenance Reserve	50,000	50,000			
9780	008 Erate/100 Laptops/Laptop Cart	14,848	14,848			
9780	007 Facilities Reserve	150,000	150,000			
9780	000 Land/Bldg/Deprec/Comp Absence/Growth	1,861,697	2,093,453			
9780	012 Long Term Debt Reserve (Building)	217,571	217,571			
9780	013 Long Term Debt Reserve (Automobile)	4,141	4,141			

**8.1**



# Pacific View Charter School

A California Public School and Nonprofit 501 (c)(3) Corporation  
3670 Ocean Ranch Blvd., Oceanside, California 92056  
Phone# (760) 757-0161  
Board of Trustees' Meeting – Tuesday, February 17, 2015  
Board Minutes

## 1.0 **Call to Order/Roll Call**

President Walters called the meeting to order at 5:05 pm with all Trustees present.

## 2.0 **Approval of Agenda**

Moved by Trustee Deegan and seconded by President Walters to approve the agenda as presented.

## 3.0 **Pledge of Allegiance**

The Pledge of allegiance was led by Dr. Deegan, Board Trustee

## 4.0 **Public Comment**

No Public Comment

## 5.0 **Introductions**

Kathy Meck, Lead K-8 Supervisory Teacher, Erin Gorence, Director of Curriculum, Kathi Cohen, Lead High School Supervisory Teacher, Gayl Johnson, Director of Student Services, Lori Bentley, Human Resources & Business Services, Sandra Benson, Business Consultant

## 6.0 **Executive Director's Report**

- ✚ Kira, Sandy and I attended a Facilities Planning workshop in San Diego
- ✚ Job Corps came and presented to our students. We will be connecting with them to present when we open the satellite in Moreno Valley
- ✚ Physical Fitness testing was conducted at Martin Luther King park on February 11 for grades 5,7 & 9
- ✚ CAHSEE testing was held for grades 10<sup>th</sup> and 12<sup>th</sup> on February 4<sup>th</sup> and 5<sup>th</sup>. We will have testing again in March
- ✚ We started negotiating for a facility in Moreno Valley. We will update you at the next meeting
- ✚ We are conducting weekly lockdown drills with staff and leadership is observing their process

- ✚ Two of our Instruction Aides left to complete their student teaching and we have brought on two to replace them
- ✚ Leadership will be attending workshops on the new LCAP template to update for the coming year
- ✚ Our buildings were tented for termites this past weekend
- ✚ Leadership will be meeting with a consultant regarding our WASC this Friday. The first draft will be coming to us in March
- ✚ This year we will be taking two students with us to the CCSA Advocacy Day in Sacramento.
- ✚ K-8 enrollment will end on February 28 and High School March 31. Our 2015/16 enrollment will open on April 1.
- ✚ Enrollment numbers are 306 for HS and 61 for K-8

## **7.0 Consent Calendar**

These agenda items are considered routine and will be approved in one action without discussion. If a Board Trustee requests that an item be removed from the consent calendar or a citizen wishes to speak to an item, the item will be considered under Action Items.

### **7.1 Minutes from Board Meeting of January 20, 2015**

Moved by President Walters and seconded by Trustee Deegan to approve the minutes as presented.

AYES: Walters, Deegan  
 NOES: None  
 ABSTAIN: None

## **8.0 Action/Discussion Items**

**8.1** Moved by President Walters and seconded by Trustee Deegan to change the March Board Meeting date to March 10, 2015.

AYES: Walters, Deegan  
 NOES: None  
 ABSTAIN: None

**8.2** Moved by Trustee Deegan and seconded by President Walters to approve the Edgenuity Contract as presented.

AYES: Walters, Deegan  
 NOES: None  
 ABSTAIN: None

**8.3** Moved by Trustee Deegan and seconded by President Walters to approve the 2014/15 Second Interim Report as presented.

AYES: Walters, Deegan

NOES: None

ABSTAIN: None

**8.4** Moved by Trustee Deegan and seconded by President Walters to approve the ratification of Schoology LMS Service agreement as presented.

AYES: Walters, Deegan

NOES: None

ABSTAIN: None

**8.5** Moved by Trustee Deegan and seconded by President Walters to approve the donation from Cal State San Marcos as presented.

AYES: Walters, Deegan

NOES: None

ABSTAIN: None

## **8.6 EXECUTIVE DIRECTOR'S 2014-15 MID-YEAR REPORT**

### **Leadership**

#### **Replicate PVCS's exceptional learning model to a second location outside of San Diego County**

- Administration recently visited and investigated building locations and leases in the Moreno Valley area. Lease cost are low compared to San Diego and it was determined an industrial building would fit the square footage and atmosphere for a new satellite.
- Moreno Valley area is prime location to serve at risk high students.
- Satellite, not a new charter would be the most effective avenue to pursue.
- Satellite implementation planning schedule are being developed and discussed in Advisory.
- Satellite is scheduled to open on August 1st.

#### **Prepare for WASC visit in Fall 2015**

- Hired a consultant to assist in the WASC process.
- Meetings will continue with the WASC consultant through July which is the target date for the completion of the report.

### **Investigate warehouse to classroom conversion construction project and e-occupancy reclassification of upper room in Suite 3664**

- Reclassification of upper Suite 3664 will require architectural plan preparation. Change will be made on warehouse to classroom conversion plans.
- Investigating Architectural quotes to prepare plans versus design build quotes.
- Suite 3678 is the best layout for a Gym dependent on the receipt of P. E. Grant funds.
- Suite 3680 is the best layout for a Classroom.
- Suite 3682 investigating tutoring/counseling room with private entrance.

### **Maintain sound fiscal policies and a balanced budget in alignment with Local Control Accountability Plan annual goals, actions and services**

- Budget sustains generally accepted minimum of 3% reserve, deferred maintenance funds for building and a positive ending balance for the 2014/15 school year and 2 subsequent years.
- 2014/15 budget was prepared with specific sub-resource account strings to isolate LCAP/LCFF Supplemental and Concentration grant funds.
- 2014/15 budget and expenditures are specific to the school's developed LCAP annual goals, actions and services.

### **Investigate availability and qualifications for state, local and community grants, entitlements and donations**

- Preparing for the 2015 Chargers Champions Grant application to be released in March.
- Application completed for Education Technology K-12 Voucher Program. Funds allocated and partially spent for new hardware.

### **Review and update Website and multiple Social Media marketing options, including but not limited to, Facebook, YouTube, Google+, Instagram, Twitter, and YELP to reach a larger population and increase parent/student participation.**

- We continue to have an active presence in Social Media - Facebook, Instagram, Twitter, YouTube, Google+ and Yelp.
- Social Media is used to distribute all student activity information.
- We have created and embedded "how-to" enrollment videos into our website.
- Our website is maintained and updated to maintain compatibility with all accessible devices - tablets, smart phones, laptops and desktop formats.
- Our website has been linked with the websites of the Carlsbad, Oceanside, San Marcos, and Vista Chamber of Commerces.
- We are using Google Adworks to increase our enrollment marketing.

## **Goal 1: Students have access to standards aligned instructional resources and materials needed for learning.**

- 100% of students will have access to credentialed, highly qualified teacher (HQT). All of our teachers possess current, valid credentials and are highly qualified teachers (HQT) in their credential subject area.

### **100% of students will have access to standards aligned curriculum & instructional materials.**

- English courses have been aligned to CCSS for ELA
- Math courses are CCSS aligned with a shift to the integrated math pathway in the 2015-2016 school year.
- Science courses are being reviewed and aligned to NGSS with an eye on the future
- Social Science courses have incorporated the CCSS for reading and writing across the curriculum

### **All students will receive instruction in facilities that are safe, secure, clean and well maintained**

- We have completed a project to expedite access to lockdown areas.
- The San Diego County Sheriff's Department Terrorism Early Warning Unit has installed The Cops Rapid Navigation for Emergency Response (CoRNER) system throughout the school.
- Lockdown, earthquake, and fire drills are routinely performed on our campus
- The exterior of the entire facility is scheduled to be painted in 2015
- A three year carpet replacement project has commenced.
- A school-wide energy-saving lighting upgrade was completed.
- Annual hazard assessment and roof inspections were conducted.
- HVAC and Fire Alarm systems are inspected and serviced on a quarterly basis.

## **Goal 2: Professional Development focused on Common Core State Standards ELA and ELD Standards.**

**Students will receive instructional access by teachers who are participating in CCSS ELA/ELD Framework training.**

### **Provide additional academic intervention course and web based resources for EL students as needed**

- Grade 6-8 academic support class began at the start of the school year to assist students with the curriculum.
- All teachers are receiving training from SDCOE Digital Solutions to embed digital supports into the curriculum to assist students with reading comprehension and vocabulary.

**EL students will improve by one performance level annually as identified via CELDT**

- Data analysis is in progress.
- The CELDT test was administered in November and continues to be administered to new enrollees.
- Results from 2014-2015 assessments will be compared with those of 2013-2014.

**Continue to reclassify English Learners**

- Reclassification process is in place and results of 2014-2015 assessments are being evaluated to determine which students are eligible for reclassification.

**Goal 3: All teachers will participate in Professional Development to enhance their instructional practice and focus on 21<sup>st</sup> century instruction and learning.**

**Students are instructed by teachers, who engage in a variety of Professional Development trainings to enhance 21<sup>st</sup> century instruction and core content.**

- One teacher has completed the Leading Edge Certification program at SDCOE, and another teacher has just begun the program.
- All staff members are participating in the Digital Solutions trainings. We have completed two trainings to date and have two more scheduled.

**Using RTI, identify low performing students for academic intervention. Provide every student with an individualized learning plan with growth targets and monitor for progress**

- 100% of incoming students are assessed in Math and Reading.
- Placement in appropriate curriculum and intervention courses occurs upon completion of the intro packet.
- Supervisory teachers continue to work one-on-one with students to develop goals. Instruction is modified to meet the needs of each student.

**Students with disabilities will meet annual IEP Goals**

- All students with an IEP meet annually to review goals and establish new goals.

**Goal 4: Students will meet or exceed expectations by the Common Core State Standards.**

- English courses have been aligned to CCSS for ELA
- Math courses are CCSS aligned with a shift to the integrated math pathway in the 2015-2016 school year.

- Science courses are being reviewed and aligned to NGSS with an eye on the future
- Social Science courses have incorporated the CCSS for reading and writing across the curriculum
- 2014-15 CAASPP (ELA & Math) assessment results will serve to establish a baseline.

**Implement Common Core Aligned benchmark assessments for all students in ELA & Math.**

- All students in grades 3-8, 11 will take the SBAC in Math and ELA in Spring 2015.

**Goal 5: Increase supplemental resources, and technology to support academic success.**

**Students will have increased access to supplemental materials such as non-fiction texts and computer-based instructional programs**

- New English classes (grades 9-12) have been redesigned to incorporate non-fiction texts.
- Revisions of courses in all disciplines focus on CCSS reading and writing standards.
- New computer programming class to launch in HS 2015-2016
- Students in grades K-5 participate in computer coding activities using curriculum from Code.org in enrichment classes

**Implement 1:1 laptops for Grades 6-8**

- All students in grades 6-8 have been issued laptops and bring them to class
- Program will be expanded to 9th grade students for 2015-16 school year

**Goal 6: Students will graduate on time and ready for College and Career.**

**75% of 10<sup>th</sup> grade students will pass CAHSEE ELA & Math.**

- Results have not been received as of this date

**Increase passing rate for credit deficient students by 5%**

- Results have not been received as of this date

**100% of 11<sup>th</sup> grade students will take the CAASPP ELA/Math for EAP**

- All of these testing goals are ongoing

**Host annual College Application & Financial Aid Workshop**

- February 4, 2015

## **Goal 7: Continue to implement the systematic operation tool to support data-driven decision making.**

### **Collect, disaggregate, analyze and develop longitudinal student /data reports**

- Supervisory teachers are collecting and recording Star Enterprise results in Math and Reading onto their RTI charts and monitoring student progress.
- Schoolwide reports will then be created at the end of the year for analysis.

## **Goal 8: Increase resources and services to students and parents to ensure student engagement, school connectedness and positive school culture.**

### **Students will have access to an increased number of counselors & mental health providers who will support individualized student needs.**

- Two counselors from Palomar Family Counseling are providing onsite therapy to students who have been identified by their teachers as needing assistance.

### **Increase prevention programs to address behavioral concerns**

- Behavioral concerns continue to be addressed in IEP or SST team meetings where student, parent, teacher, and administration can develop strategies to encourage positive behaviors.

### **Maintain ADA at 96%**

- Achieved a 98% ADA at the end at P1

### **Students & parents will provide feedback on school safety, connectedness and motivation**

- Safety Committee to create survey questions and forward to Gayl for inclusion in Student Survey.

## **Goal 9: Increase parent involvement workshops, activities, and parent input in decision making.**

### **Develop parent engagement opportunities through a variety of input opportunities**

- Focus groups are scheduled to meet in the Spring

**8.7** The Director of Curriculum shared with the Board our updated WASC School Wide Learner Outcomes. These will be printed and put into each office of the facility.



**8.8** Moved by Trustee Deegan and seconded by President Walters to approve the proposal from Weseloh Kia Carlsbad to upgrade into a newer vehicle.

AYES: Walters, Deegan

NOES: None

ABSTAIN: None

**8.9** Moved by Trustee Deegan and seconded by President Walters to approve the SDCOE Uniform Complaint Quarterly Report as presented.

AYES: Walters, Deegan

NOES: None

ABSTAIN: None

**9.1&9.2** Moved by Trustee Deegan and seconded by President Walters to approve the job descriptions for Lead Teachers K-8 and 9-12 as presented.

AYES: Walters, Deegan

NOES: None

ABSTAIN: None

**9.3** Moved by Trustee Deegan and seconded by President Walters to approve updating the ADA language for Director of Student Services, Director of Central Office & Finance, Human Resources & Business Specialist, director of Curriculum, Supervisory Teacher Revised, Temporary Supervisory Teacher Revised as presented.

AYES: Walters, Deegan

NOES: None

ABSTAIN: None

**10. Board/Staff Discussion** – None

**11. Adjournment**

President Walters adjourned the meeting at 5:50pm

**PACIFIC VIEW CHARTER SCHOOL RESOLUTION**

**RESOLUTION #2014/15 (6)**

**RESOLUTION TO DESIGNATE AUTHORIZED REPRESENTATIVE  
TO  
SAN DIEGO COUNTY SCHOOLS FRINGE BENEFITS CONSORTIUM  
FOR FRINGE BENEFITS PROGRAMS**

On motion of Member \_\_\_\_\_, seconded by Member \_\_\_\_\_  
\_\_\_\_\_, the following resolution is adopted:

**WHEREAS**, school districts in the State of California have determined there is a continuing need for insured and self-insurance plans for fringe benefits and desire to combine their respective efforts to establish and maintain Fringe Benefit Programs as authorized by law; and

**WHEREAS**, Title I, Division 7, Chapter 5, Article I (Sections 6500 et seq.) of the Government Code of the State of California authorizes joint exercise of two or more public agencies of any power common to them; and

**WHEREAS**, Sections 35214, 17566, 17567, 81602, and 81603 of the Education Code authorize a school district to establish a plan for health, vision, mental wellness, physical wellness, dental, IRC Section 125, life, long term care, prepaid legal, long term disability, deferred compensation, voluntary benefits, or any other fringe benefits plan as authorized by law;

**WHEREAS**, the Pacific View Charter School is a member of and has executed an Articles of Agreement to the San Diego County Schools Fringe Benefits Consortium requires that the Board of member districts designate and appoint an FBC representative.



**PACIFIC VIEW CHARTER SCHOOL**

**RESOLUTION #2014/15 (7)**

**RESOLUTION TO DESIGNATE AUTHORIZED REPRESENTATIVE  
TO  
SAN DIEGO COUNTY SCHOOLS RISK MANAGEMENT JOINT POWERS AUTHORITY  
FOR  
WORKERS' COMPENSATION, PROPERTY & LIABILITY  
OR ANY OTHER RISK OR PLAN AUTHORIZED BY LAW**

On motion of Member \_\_\_\_\_, seconded by Member \_\_\_\_\_  
\_\_\_\_\_, the following resolution is adopted:

**WHEREAS**, school districts in the State of California have determined there is a continuing need for insured and self-insurance plans for workers' compensation, property and liability, miscellaneous property or any other risk or plan authorized by law; and

**WHEREAS**, Title I, Division 7, Chapter 5, Article I (Sections 6500 et seq.) of the Government Code of the State of California authorizes joint exercise of two or more public agencies of any power common to them; and

**WHEREAS**, Sections 35214, 17566, 17567, 81602, and 81603 of the Education Code authorize a school district to establish insured and self-insurance plans for workers' compensation, property and liability, miscellaneous property or any other risk or plan authorized by law;

**WHEREAS** Pacific View Charter School is a member of and has executed an Articles of Agreement to the San Diego County Schools Risk Management Joint Powers Authority (JPA) and the JPA Agreement requires that the Board of member districts designate and appoint a JPA representative.

**NOW THEREFORE BE IT RESOLVED** that Gina Campbell, Executive Director is designated as the authorized representative of the Board of Trustees of Pacific View Charter School, and Lori Bentley, Human Resources & Business Specialist as alternate representative, and is hereby authorized and directed to perform all items pertaining to the interest of the Board of Trustees as a legislative body pursuant to the terms of the San Diego County Schools Risk Management Joint Powers Authority Agreement.

PASSED AND ADOPTED by the Governing Board of the Pacific View Charter School at 3662 Ocean Ranch Blvd., Oceanside, California, on the 21st Day of April, 2015, by the following vote:

AYES:\_\_\_\_\_ NOES:\_\_\_\_\_ ABSENT:\_\_\_\_\_ ABSTENTIONS:\_\_\_\_\_

STATE OF CALIFORNIA    )  
  ) SS.  
COUNTY OF SAN DIEGO    )

I, Gina Campbell Secretary of the Governing Board of the Pacific View Charter School of Oceanside, California, do hereby certify that the foregoing is a full, true and correct copy of a resolution adopted by said board at the regular meeting hereof at the time and place of vote stated, which resolution is on file and of record in the office of said board.

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Secretary

9.1

# Pacific View Charter School

Students

Student Policy #21

## **Bullying**

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### **Definitions:**

Bullying means, “any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of electronic act, as defined, including, but not limited to, sexual harassment, hate violence, or harassment, threats, or intimidation, that has the effect or can reasonably be predicted to have the effect of placing a reasonable pupil as defined\*, in fear of harm to that pupil’s or those pupils’ person or property, causing a reasonable pupil to experience a substantial detrimental effect on his or her physical or mental health, causing a reasonable pupil to experience substantial interference with his or her academic performance, or causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities or privileges provided by a school.”

\*Reasonable pupil means, “a pupil including but not limited to an exceptional needs pupil who exercises average care, skill and judgment in conduct for a person of his or her age or for a person of his or her age with his or her exceptional needs.”

### **Reporting:**

School personnel who witness acts of bullying shall take immediate steps to intervene when safe to do so. Students who are the targets of bullying, staff, or any community member who has witnessed bullying, shall report the abuse to the Executive Director/designee, or a trusted school staff member. Staff members, upon receiving a complaint or witnessing bullying, are required to make a report to the Executive Director/designee. The submission of a Bullying Incident Form is required by the reporting party and will be made available from the Executive Director/designee. Oral reports shall also be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on an anonymous report. Both oral and anonymous reports shall be documented and reported by the receiving administrator.

If a student or staff member feels that he/she is the target of cyberbullying, the student or staff member is encouraged to save and print any messages or other posts sent to them that they feel constitutes cyberbullying and to notify a teacher, Executive Director or other employee so that the matter may be investigated.

### **Investigation:**

Investigation: Upon receiving a report either directly from the target of bullying, a witness of bullying, or from a teacher or staff member, the Executive Director/designee must initiate the Investigation Procedures.

The investigation must be prompt, diligent and adhering to Pacific View Charter School's investigative procedures. All interviews of witnesses, the victim, and the accused shall be conducted separately. During an investigation, all individuals involved must, to the extent reasonably possible, maintain the confidentiality of the proceedings and the names of the complainant and students involved.

### **Victim's Rights:**

The victim of bullying has the right to immediate support, including physical and psychological support. During and after the investigation, a school counselor or other appropriate school personnel shall follow-up with the victim. Safety measures will be put in place in order to prevent further victimization.

An appeal process may be established for the complainant if he or she, should disagree with the resolution.

### **Intervention/Discipline:**

The Executive Director/designee shall decide the appropriate way to deal with bullying behavior if the investigation has proven that the student who engaged in the bullying behavior has violated this policy. Interventions and consequences must be age-appropriate and equal to the severity of the violation. Consequences and appropriate remedial actions for a student who commits an act of bullying may range from behavioral interventions and education up to and including suspension/expulsion, or referral to law enforcement.

### **False Reports and Statements:**

Intentionally false reports, use of the complaint process, or statement to defame a fellow student or staff member for any illegitimate reason, will result in disciplinary consequences.

### **Retaliation:**

Retaliation against a complainant or any individual involved in the investigation of a bullying situation, either by the student who has allegedly engaged in bullying behavior, the friends of the student who allegedly engaged in bullying behavior, or any other individual, is strictly prohibited or is grounds for discipline.

Board Approved:



9.2

PACIFIC VIEW CHARTER SCHOOL							
2015-2016 SCHOOL CALENDAR- DRAFT							
	M	T	W	TH	F	TRACK 1	TRACK 2/K-8
<b>July</b>			1	2	<u>3</u>	Track 1 Starts 7-1	Independence Day
	6	7	8	9	10		
	13	14	15	16	17		
	20	21	22	23	24		
	27	28	29	30	31	22 Days	
<b>August</b>					1		
	3	4	5	6	7		
	10	11	12	13	14		
	<u>17</u>	18	19	20	21		Track 2 Starts 8-17
	24	25	26	27	28		
	31					22 Days (44Cum)	11 Days
<b>September</b>		1	2	3	4		
	<u>7</u>	8	9	10	11	9.7 Labor Day	9.7 Labor Day
	14	15	16	17	18		
	21	22	23	24	25		
	28	29	30			21 Days (65Cum)	21 Days (32 Cum)
<b>October</b>				1	2		
	5	6	7	8	9		
	12	13	14	15	16		
	19	20	21	22	23		
	26	27	28	29	30	22 Days (87Cum)	22 Days (54 Cum)
<b>November</b>	2	3	4	5	6		
	9	10	<u>11</u>	12	13	11.11 Veteran's Day	11.11 Veteran's Day
	16	17	18	19	20		
	<u>23</u>	<u>24</u>	<u>25</u>	<u>26</u>	<u>27</u>		
	30					15 Days (102Cum)	15 Days (69 Cum)
<b>December</b>		1	2	3	4		
	7	8	9	10	11		
	14	15	16	17	18	14 Days (116Cum)	14 Days (83 Cum)
	<u>21</u>	<u>22</u>	<u>23</u>	<u>24</u>	<u>25</u>	Winter Recess	Winter Recess
	<u>28</u>	<u>29</u>	<u>30</u>	<u>31</u>			
<b>January</b>					<u>1</u>	Winter Recess	Winter Recess
	4	5	6	7	8		
	11	12	13	14	15		
	<u>18</u>	19	20	21	22	1.18 MLK Day	1.18 MLK Day
	25	26	27	28	29	19Days (135Cum)	19 Days (102 Cum)
<b>February</b>	1	2	3	4	5		
	8	9	10	11	<u>12</u>	2.12 & 15 President's Day	
	<u>15</u>	16	17	18	19		2.15 Presidents Day
	22	23	24	25	26	19 Days (154Cum)	19 Days (121 Cum)
	29						
<b>March</b>		1	2	3	4		
	7	8	9	10	11		
	14	15	16	17	18		
	21	22	23	24	25		
	28	29	30	31		21 Days (175Cum)	23 Days (144Cum)
						Track 1 ends 3-29	
<b>April</b>					1		
	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	Spring Break 4.4-4.8	Spring Break 4.4-4.8
	11	12	13	14	15	Intercession begins 4.11	
	18	19	20	21	22		
	25	26	27	28	29		16 Days (160Cum)
<b>May</b>							
	2	3	4	5	6		
	9	10	11	12	13		
	16	17	18	19	20	Intercession ends 5.20	Track 2 ends 5.20
	23	24	25	26	27		15 Days (175 Cum)
	30	31					
<b>June</b>			1	2	3		
	6	7	8	9	10		
	13	14	15	16	17		
	20	21	22	23	24		
	27	28	29				

# 9.3

# COMMERCIAL CONTRACTORS

# TriVista Inc.

**Project: Pacific View Charter School**

**Address: 3670 Ocean Ranch Blvd, Oceanside CA 92056**

Customer:	Pacific View Charter School 3670 Ocean Ranch Blvd Oceanside CA 92056 Attention: Lori Bentley	Designer:	Trivista 116 Market Place Escondido, CA 92029
Proposal Date:	4/15/2015	Plans Dated:	2/23/2015

## Cost Summary By Division Division Total

10	Misc Construction Items	1,890.00
20	Demolition	775.00
30	Lath & Plaster	3,872.00
40	Doors & Windows	2,856.00
50	Glazing	4,282.00
60	Insulation	561.00
70	Drywall	3,347.00
80	Acoustic Ceilings	5,453.00
90	Flooring	8,405.00
100	Painting	2,126.00
110	Mechanical	20,800.00
120	Electrical	10,950.00
130	Fire Sprinkler	4,375.00
140	Fire/Life Safety	3,000.00
	Design Fee - Design & prepare construction drawings for city submittal	2,500.00
	Contingency Allowance - Title 24 Energy Report	4,625.00

<b>Sub Total</b>	<b>79,817.00</b>
------------------	------------------

General Conditions	3,990.85
Contractor's Fee	8,380.79
City Permit Fees - ALLOWANCE (Actual cost is to be determined by city plan check department)	2,000.00

<b>Total Tenant Improvement Cost</b>	<b>94,188.64</b>
--------------------------------------	------------------

### Exclusions and Clarifications

1. Our pricing is subject to revision due to plan corrections made by governing agencies, owner or tenant.
2. Excludes items not stated in proposal.
3. Excludes Plans, Permit Acquisition and Permit Fees.
4. We have included fire alarm installation scope per the attached proposal from Bay Alarm.
5. We have included new insulation in the new walls. We have not included any insulation at the underside of the roof deck.
6. We have included the pricing for a standard fixed window with 1/4" tempered in space 3680.
7. We have included ballistic 7mm film at the three new window locations.
8. We have excluded any structural reinforcement of the roof structure.
9. We have not included the relocation of existing furniture in the spaces, to be moved by others.
10. We have not included any site upgrades in this proposal.
11. We have figured all work to take place during normal business hours and days.
12. We have included a contingency allowance for a Title 24 Energy Report and related construction costs.

# COMMERCIAL CONTRACTORS

# TriVista Inc.

## SUB-DIVISION BREAKDOWN

LEGEND			
SF	Square Foot	PR	Pair
SY	Square Yard	BL	Bulk
LF	Lineal Foot	EA	Each
LY	Lineal Yard	SQ	Square (100SF)
HRS	Hours	EA	Each

#	DESCRIPTION	QUANTITY	UNIT	TOTAL
10	Misc Construction Items			
	Final Clean	1	EA	
	Repair roof at new penetrations for roof top HVAC units	2	EA	
	Re-key existing exterior doors	2	EA	
	Scissor lift	1	EA	
	Reseal thresholds at building exits	2	EA	
	<b>Total Misc Construction Items</b>			<b>\$ 1,890.00</b>
20	Demolition			
	Cut out new interior door opening in space 3680	1	EA	
	Remove existing roll up doors & tracks in spaces 3676 & 3680	2	EA	
	<b>Total Demolition</b>			<b>\$ 775.00</b>
30	Lath & Plaster			
	Steel frame & plywood roll up door openings	2	EA	
	Lath & smooth finish plaster exterior wall at roll up door opening	2	EA	
	Edges to be chamfered except where steel exterior corner guards to remain	4	EA	
	<b>Total Demolition</b>			<b>\$ 3,872.00</b>
40	Doors & Windows			
	New 3070 building standard door, frame & hardware	3	EA	
	New 5040 Timely window frame with tempered 1/4" fixed glass	1	EA	
	<b>Total Doors &amp; Windows</b>			<b>\$ 2,856.00</b>
50	Glazing			
	Provide & install new center glazed glass clearstory storefront system 8' wide x 3' height	2	EA	
	To be installed at new openings at removed roll up doors at 2 locations			
	Provide & install 3M ballistic 7 mil film to new 5040 window	1	EA	
	Provide & install 3M ballistic 7 mil film to two new 8' wide x 3' height storefront windows	2	EA	
	<b>Total Glazing</b>			<b>\$ 4,282.00</b>
60	Insulation			
	Provide & install new R13 insulation in new walls	476	SF	
	<b>Total Insulation</b>			<b>\$ 561.00</b>
70	Drywall			
	New walls 9' 6" height to create server room in space 3676	9.5	LF	
	New walls 9' 6" height to create room in space 3680	9.5	LF	
	Fur out new wall at concrete perimeter walls	48	LF	
	Frame new opening in existing wall in space 3680	1	EA	
	Patch walls as necessary due to new electrical run through existing walls	1	EA	
	<b>Total Drywall</b>			<b>\$ 3,347.00</b>
80	Acoustic Ceilings			
	Provide & install new Cortega Second Look II with 15/16" white grid	1850	SF	
	<b>Total Acoustic Ceilings</b>			<b>\$ 5,453.00</b>
90	Flooring			
	Provide & install Bigelow Datum Modular carpet tile in Gym 3676 & Classroom 3680	200	SY	
	Provide & install Patcraft Click Refresh 7"x48" luxury vinyl tile at entries of 3676 & 3680	58	SF	
	Provide & install Armstrong Excelon vct in Server Room	60	SF	
	Match vct in existing room as closely as possible for new saddle threshold at new door	1	EA	
	Johnsonite 4" rubber wall base	360	LF	
	Floor prep - skim coat, light sanding at existing concrete sealer & float floor level	8	HRS	
	Vapor emission test	3	EA	
	<b>Total Flooring</b>			<b>\$ 8,405.00</b>

# COMMERCIAL CONTRACTORS

# TriVista Inc.

	DESCRIPTION	QUANTITY	UNIT	TOTAL
100	Painting			
	Prime & paint 2 coats on new & affected interior walls	378	LF	
	Paint all entry doors inside & out	2	EA	
	Prime & paint exterior of building at new roll up door infill	2	EA	
<b>Total Painting</b>				<b>\$ 2,126.00</b>
110	Mechanical			
	Provide & install Rheem 4 ton package heat pumps	2	EA	
	New factory curbs at roof for unit placement	2	EA	
	Outside air hoods & filter racks	2	EA	
	Programmable thermostats	2	EA	
	Supply diffusers 2x2	6	EA	
	Return grills 2x2	3	EA	
	Fujitsu 1-1/2 ton cooling system for server room, condensing unit to be on roof	1	EA	
<b>Total Mechanical</b>				<b>\$ 20,800.00</b>
120	Electrical			
	Provide & install 2x4 LED Dimmable prismatic troffers light fixtures	25	EA	
	Controlled duplex outlets in new server room	3	EA	
	Tele data ring & string in new room	1	EA	
	Wall dimmers	5	EA	
	Ceiling sensors	3	EA	
	Room controllers	3	EA	
	Dedicated 20a duplex outlets in Gym	3	EA	
	Non dedicated 20a duplex outlets in Gym	6	EA	
	CAT5 Wall drop/termination (excludes Gym)	4	EA	
	Coax cables wall drop & termination	4	EA	
	Title 24 Acceptance Testing	1	EA	
	Electrical drawings for plan submittals	1	EA	
<b>Total Electrical</b>				<b>\$ 10,950.00</b>
130	Fire Sprinklers			
	Install new pendant sprinkler heads in the spaces 3676 & 3680			
<b>Total Sprinkler</b>				<b>\$ 4,375.00</b>
140	Fire/Life Safety			
	Provide & install cellular communicator			
	Necessary power supply			
	Smoke detectors			
	Horn strobe			
	Manual pull station			
	Fire Alarm shop drawings will be a deferred cost to the customer			
<b>Total Fire/Life Safety</b>				<b>\$ 3,000.00</b>

10.1

**PACIFIC VIEW CHARTER SCHOOL  
2014/15 CERTIFICATED SALARY SCHEDULE  
SUPERVISORY TEACHER ~ GRADES 9 -12**

**Work Year  
223 Days**

	<b>I</b>			<b>II</b>			<b>III</b>			<b>IV</b>		
	<b>B.A.</b>	<b>Per Diem</b>	<b>Hourly</b>	<b>B.A. +20*</b>	<b>Per Diem</b>	<b>Hourly</b>	<b>B.A. +40*</b>	<b>Per Diem</b>	<b>Hourly</b>	<b>B.A. +60*</b>	<b>Per Diem</b>	<b>Hourly</b>
1	47,692	213.87	26.73	50,077	224.56	28.07	52,581	235.79	29.47	55,210	247.58	30.95
2	49,600	222.42	27.80	52,080	233.54	29.19	54,684	245.22	30.65	57,418	257.48	32.19
3	51,584	231.32	28.91	54,163	242.88	30.36	56,871	255.03	31.88	59,715	267.78	33.47
4	53,647	240.57	30.07	56,330	252.60	31.57	59,146	265.23	33.15	62,104	278.49	34.81
5	55,793	250.19	31.27	58,583	262.70	32.84	61,512	275.84	34.48	64,588	289.63	36.20
6	58,025	260.20	32.53	60,926	273.21	34.15	63,973	286.87	35.86	67,171	301.22	37.65
7	60,346	270.61	33.83	63,363	284.14	35.52	66,531	298.35	37.29	69,858	313.26	39.16
8	62,760	281.43	35.18	65,898	295.51	36.94	69,193	310.28	38.79	72,652	325.80	40.72
9	65,270	292.69	36.59	68,534	307.33	38.42	71,960	322.69	40.34	75,558	338.83	42.35
10	67,881	304.40	38.05	71,275	319.62	39.95	74,839	335.60	41.95	78,581	352.38	44.05
11	71,275	319.62	39.95	74,839	335.60	41.95	78,581	352.38	44.05	82,510	370.00	46.25
16	74,839	335.60	41.95	78,581	352.38	44.05	82,510	370.00	46.25	86,635	388.50	48.56
21	77,084	345.67	43.21	80,938	362.95	45.37	84,985	381.10	47.64	89,234	400.15	50.02

**Hourly Certificated Positions**

PT/FT Temporary Supervisory Teacher - \$25.00 per hour  
Curriculum Writers - \$26.06 per hour  
Curriculum Data Entry - \$20.00 per hour

**Stipends**

Masters \$2,000.00 annual  
Doctorate \$3,500.00 annual  
WASC Accreditation \$5,000.00 annual

**Stipends for Longevity**

11th Year 5%  
16th Year 5%  
21st Year 3%

**\*Column Advancement Criteria**

Upper division/graduate college semester units earned from an accredited college or university

Board Approved June 19, 2007  
Board Amended: August 17, 2010  
Board Amended: February 18, 2014  
Board Amended: April 15, 2014



**PACIFIC VIEW CHARTER SCHOOL  
2014/15 CERTIFICATED SALARY SCHEDULE  
SUPERVISORY TEACHER ~ GRADES K - 8**

**Work Year  
192 Days**

	<b>I</b>			<b>II</b>			<b>III</b>			<b>IV</b>		
	<b>B.A.</b>	<b>Per Diem</b>	<b>Hourly</b>	<b>B.A. +20*</b>	<b>Per Diem</b>	<b>Hourly</b>	<b>B.A. +40*</b>	<b>Per Diem</b>	<b>Hourly</b>	<b>B.A. +60*</b>	<b>Per Diem</b>	<b>Hourly</b>
1	41,062	213.86	26.73	43,115	224.56	28.07	45,271	235.79	29.47	47,534	247.57	30.95
2	42,704	222.42	27.80	44,840	233.54	29.19	47,082	245.22	30.65	49,436	257.48	32.18
3	44,413	231.32	28.92	46,633	242.88	30.36	48,965	255.03	31.88	51,413	267.78	33.47
4	46,189	240.57	30.07	48,499	252.60	31.57	50,924	265.23	33.15	53,470	278.49	34.81
5	48,037	250.19	31.27	50,439	262.70	32.84	52,960	275.84	34.48	55,609	289.63	36.20
6	49,958	260.20	32.53	52,456	273.21	34.15	55,079	286.87	35.86	57,833	301.21	37.65
7	51,957	270.61	33.83	54,554	284.14	35.52	57,282	298.34	37.29	60,146	313.26	39.16
8	54,035	281.49	35.19	56,737	295.50	36.94	59,573	310.28	38.78	62,552	325.79	40.72
9	56,196	292.69	36.59	59,006	307.32	38.42	61,956	322.69	40.34	65,054	338.82	42.35
10	58,444	304.40	38.05	61,366	319.62	39.95	64,435	335.60	41.95	67,656	352.38	44.05
11	61,366	319.62	39.95	64,435	335.60	41.95	67,656	352.38	44.05	71,039	370.00	46.25
16	64,435	335.60	41.95	67,656	352.38	44.05	71,039	370.00	46.25	74,591	388.49	48.56
21	66,368	345.67	43.21	69,686	362.95	45.37	73,170	381.10	47.64	76,829	400.15	50.02

**Hourly Certificated Positions**

PT/FT Temporary Supervisory Teacher - \$25.00 per hour  
Curriculum Writers - \$26.06 per hour  
Curriculum Data Entry \$20.00 per hour

**Stipends**

Masters \$2,000.00 annual  
Doctorate \$3,500.00 annual  
WASC Accreditation \$5,000.00 annual

**Stipends for Longevity**

11th Year 5%  
16th Year 5%  
21st Year 3%

**\*Column Advancement Criteria**

Upper division/graduate college semester units earned from an accredited college or university

Board Approved June 19, 2007

Board Amended: August 17, 2010  
Board Amended: February 18, 2014  
Board Amended: April 15, 2014

**PACIFIC VIEW CHARTER SCHOOL  
2015/16 EXECUTIVE LEADERSHIP SALARY SCHEDULE  
DRAFT  
CERTIFICATED**

POSITION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
Executive Director	147,428	153,325	159,458	165,836	172,469	179,368	-
Director of Student Services*	80,798	84,030	87,391	90,887	94,522	98,303	102,235
Director of Curriculum*	77,690	80,798	84,030	87,391	90,886	94,522	98,303
High School Site Supervisor*	74,582	77,565	80,668	83,895	87,250	90,740	94,370

**CLASSIFIED**

POSITION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
Director of Central Office and Finance*	91,425	95,082	98,885	102,841	106,954	111,232	115,682

<b><u>Stipends for advanced degrees</u></b>		Director of Student Services/ Director of Curriculum High School Site Supervisor
Masters	\$ 2,000.00	Student Caseload to be determined by Executive Director
Doctorate	\$ 3,500.00	
WASC	\$ 5,000.00	Board Approved: May 17, 2011
<b><u>*Stipend for Longevity</u></b>		Board Amended: July 19, 2011 Feb. 18, 2014
8th Year	5%	May 15, 2012 May 20, 2014
13th Year	5%	June 19, 2012
18th Year	3%	June 24, 2013 Aug. 20, 2013

pvc

10.2



## **Certificated Position**

### **Job Description: CURRICULUM DATA ENTRY**

#### **DESCRIPTION OF POSITION**

The Curriculum Data Entry position is directly responsible to the Director of Curriculum. The Curriculum Data Entry position shall perform, extensive district-wide data record entry into the Learning Management and Curriculum Software Systems, certificated staff knowledge required to appropriately input data entry of this type.

#### **DUTIES:**

1. Ensure confidential data integrity by following district and state data-dictionary standards and performing routine data verification activities.
2. Enter data into a database according to existing formats and guidelines.
3. Update, store, and retrieve information as needed.
4. Maintain a documentation trail of all work completed.
5. Export data from electronic systems such as student system, state systems, other school districts, authorized agencies, calling systems, assessment systems, etc. Verify the accuracy of each export.
6. Perform Curriculum related audits and updates.
7. Participate in group and one-on-one training.
8. Perform data input, including creating, modifying and attaching various types of documents.
9. Other duties as assigned.

#### **QUALIFICATION REQUIREMENTS:**

Valid California Teaching Credential.

**REASONING ABILITY:**

An ability to plan, organize, write with clarity and correctness and work cooperatively with fellow employees, staff, administrators, and parents. Strong computer skills including knowledge of Google Drive and Microsoft Office as well as various Web 2.0 tools. Ability to work independently once trained. Prioritize, organize, and multi task. Set appropriate goals, problem-solve, accept personal accountability for moving in the direction of the Executive Director’s goals. Interpret, apply and explain rules, regulations, policies and procedures. Assist in the preparation of comprehensive narrative and statistical reports. Perform under demanding, often stressful and varied work schedules with the ability to remain flexible and focused with interruptions and distractions.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard  
Sitting or standing for extended periods of time  
Hearing and speaking to exchange information and making presentations  
Seeing to read a variety of materials

The amount of time for each activity varies depending on daily work load and priority schedules. Some days, sitting could occur more frequently, and on other days standing and walking could occur throughout the workday. May sit for prolonged time when completing projects; however standing breaks are encouraged. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**WORK ENVIRONMENT:**

School office environment  
Constant interruptions  
Evening or variable hours

**SALARY:**

\$20.00 per hour

**WORK YEAR:**

Hourly Position

**SUPERVISOR:**

Director of Curriculum

Board Approved:

10.3



## Certificated Position

# School Counselor

### **Description:**

The School Counselor is directly responsible to the Executive Director. The School Counselor will assume responsibility for a comprehensive counseling program for students in grades kindergarten through twelve. School Counselor will provide services to meet the needs of assigned students by consulting with teachers, staff and parents.

### **Job Functions:**

#### **Essential:**

- Attend Advisory and Board meetings
- Act as liaison with colleges, local businesses and community organizations
- Guide individuals and groups of students through the development of educational and career plans
- Collaborate with Director of Student Services regarding the developmental needs of students
- Refer students to appropriate program specialist or community agencies as needed
- Participate in, coordinate and conduct activities that contribute to the effective operation of counseling program and school
- Plan and evaluate all counseling services provided from outside contractor(s)
- Participate in SST's upon request
- Maintain knowledge of enrollment process, student policies, and instructional lab policies
- Collaborate with the Director of Curriculum to maintain thorough knowledge of school curriculum
- Work collaboratively with Administration on assessment, test data and response to intervention
- Meet with 8th grade students matriculating into 9th grade
- Develop a college and career culture for grades K-12
- Chair graduation committee

#### **Other:**

- Other duties as assigned
- Pursue continuous professional growth

**Requirements:**

**Education and Experience:**

Pupil Personnel Services Credential authorizing counseling service  
Valid California Teaching Credential

**Knowledge, Skills, and Abilities (including tests):**

An ability to plan, organize, write with clarity and correctness and work cooperatively with fellow employees, staff, administrators, and parents.

**Physical Demands:**

Dexterity of hands and fingers to operate a computer keyboard  
Sitting or standing for extended periods of time  
Hearing and speaking to exchange information and making presentations  
Seeing to read a variety of materials

The amount of time for each activity varies depending on daily work load and priority schedules. Some days, sitting could occur more frequently, and on other days standing and walking could occur throughout the workday. May sit for prolonged time when completing projects; however, standing breaks are encouraged. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Work Environment:**

School office environment  
Constant interruptions  
Evening or variable hours  
Travel between sites

**Reasoning Ability:**

Prioritize, organize and multi-task. Set appropriate goals, problem-solve, accept personal accountability for moving in the direction of the Executive Director's goals. Interpret, apply and explain rules, regulations, policies and procedures. Assist in the preparation of comprehensive narrative and statistical reports. Perform under demanding, often stressful and varied work schedules with the ability to remain flexible and focused with interruptions and distractions.

**License:**

Possession of a valid California Driver's License issued by the Department of Motor Vehicles.

**Supervisor:** Executive Director

**WORK YEAR:** 223 Days

Board Approved:



**PACIFIC VIEW CHARTER SCHOOL  
2015/16 CERTIFICATED SCHOOL COUNSELOR SALARY SCHEDULE  
SCHOOL COUNSELOR DRAFT**

Work Year  
223 Days

	I			II			III			IV		
	B.A.	Per Diem	Hourly	B.A. +20*	Per Diem	Hourly	B.A. +40*	Per Diem	Hourly	B.A. +60*	Per Diem	Hourly
1	51,000	228.70	28.59	53,550	240.14	30.02	56,228	252.14	31.52	59,039	264.75	33.09
2	53,040	237.85	29.73	55,692	249.74	31.22	58,477	262.23	32.78	61,401	275.34	34.42
3	55,162	247.36	30.92	57,920	259.73	32.47	60,816	272.72	34.09	63,857	286.35	35.79
4	57,368	257.26	32.16	60,237	270.12	33.77	63,249	283.63	35.45	66,411	297.81	37.23
5	59,663	267.55	33.44	62,646	280.93	35.12	65,779	294.97	36.87	69,068	309.72	38.71
6	62,050	278.25	34.78	65,152	292.16	36.52	68,410	306.77	38.35	71,830	322.11	40.26
7	64,532	289.38	36.17	67,758	303.85	37.98	71,146	319.04	39.88	74,703	334.99	41.87
8	67,113	300.95	37.62	70,469	316.00	39.50	73,992	331.80	41.48	77,692	348.39	43.55
9	69,797	312.99	39.12	73,287	328.64	41.08	76,952	345.07	43.13	80,799	362.33	45.29
10	72,589	325.51	40.69	76,219	341.79	42.72	80,030	358.88	44.86	84,031	376.82	47.10
11	76,219	341.79	42.72	80,030	358.88	44.86	84,031	376.82	47.10	88,233	395.66	49.46
16	80,030	358.88	44.86	84,031	376.82	47.10	88,233	395.66	49.46	92,644	415.45	51.93
21	82,431	369.64	46.21	86,552	388.13	48.52	90,880	407.53	50.94	95,424	427.91	53.49

**Stipends for Advanced Degrees**

Masters	2,000
Doctorate	3,500

**Stipends for Longevity**

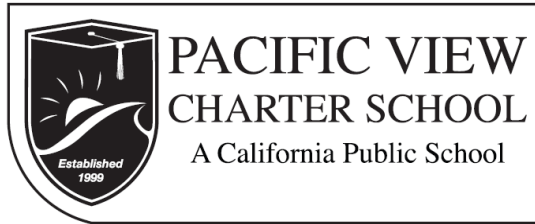
11th	Year	5%
16th	Year	5%
21st	Year	3%

**\*Column Advancement Criteria**

Upper division/graduate college semester units  
earned from an accredited college or university

Board Approved:

10.4



## **Certificated Position**

### **Job Description: High School Site Supervisor**

#### **Description:**

The High School Site Supervisor is directly responsible to the Executive Director. The High School Site Supervisor serves as chief administrator of a high school learning center. In addition to being responsible for maintaining an effective instructional program, the High School Site Supervisor is responsible for the supervision of the learning center site, the learning center budget, all staff, the student activity programs, and is responsible for maintaining active relationships with the community.

#### **Job Functions:**

##### **Essential:**

- Act as liaison with Administration, as well as, attend Advisory meeting
- Develop community awareness, participate in community outreach and actively participate in marketing
- Collaborate with Director of Student Services to provide appropriate professional growth and in-service training for all staff
- Assist with development, evaluation and implementation of programs.
- Attend Board meetings and other meetings as assigned by the Executive Director
- Act as the coordinator for SST's & 504's
- Act as the administrative designee for IEP's
- Maintain knowledge of enrollment process, student policies, and instructional lab policies
- Maintain knowledge of Independent Study laws and regulations
- Supervise assigned staff and evaluate in close collaboration with the Executive Director
- Responsible for timely and effective communications regarding incidents and/or situations which might impact the school
- Ensure safe site operations and maintenance in close collaboration with the Safety Committee
- Coordinate on-site personnel and contracted individuals assignments and duties
- Maintain thorough knowledge of the curriculum and appropriate modifications to meet student needs in close collaboration with the Director of Curriculum

- Ensure Local, state and federal laws and programs are established and basic requirements consistently maintained
- Work collaboratively with Administration on assessment, test data, and response to intervention
- Collaborate with Director of Student Services and Director of Curriculum to ensure curriculum, student guidance, discipline and behavior are consistent with educational objectives

**Other:**

- Other duties as assigned.

**Requirements:**

**Education and Experience:**

Valid High School California Teaching Credential.

IEP/SST/504 experience preferred.

Master Degree desirable.

Minimum of five years successful teaching with progressive leadership responsibilities

**Knowledge, Skills, and Abilities (including tests):**

An ability to plan, organize, write with clarity and correctness and work cooperatively with fellow employees, staff, administrators, and parents.

**Physical Demands:**

Dexterity of hands and fingers to operate a computer keyboard

Sitting or standing for extended periods of time

Hearing and speaking to exchange information and making presentations

Seeing to read a variety of materials

The amount of time for each activity varies depending on daily work load and priority schedules. Some days, sitting could occur more frequently, and on other days standing and walking could occur throughout the workday. May sit for prolonged time when completing projects; however standing breaks are encouraged. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Work Environment:**

School office environment

Constant interruptions

Evening or variable hours

Travel between school sites

**Reasoning Ability:**

Prioritize, organize, and multi task. Set appropriate goals, problem-solve, accept personal accountability for moving in the direction of the Executive Director's goals. Interpret, apply and explain rules, regulations, policies and procedures. Assist in the preparation of comprehensive narrative and statistical reports. Perform under demanding, often stressful and varied work schedules with the ability to remain flexible and focused with interruptions and distractions.

**License:**

Possession of a valid California Driver's License issued by the Department of Motor Vehicles.

**Supervisor:** Executive Director

**WORK YEAR:** 228 Days

Board Approved:

DRAFT

**PACIFIC VIEW CHARTER SCHOOL  
2015/16 EXECUTIVE LEADERSHIP SALARY SCHEDULE  
DRAFT  
CERTIFICATED**

POSITION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
Executive Director	147,428	153,325	159,458	165,836	172,469	179,368	-
Director of Student Services*	80,798	84,030	87,391	90,887	94,522	98,303	102,235
Director of Curriculum*	77,690	80,798	84,030	87,391	90,886	94,522	98,303
High School Site Supervisor*	74,582	77,565	80,668	83,895	87,250	90,740	94,370

**CLASSIFIED**

POSITION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
Director of Central Office and Finance*	91,425	95,082	98,885	102,841	106,954	111,232	115,682

<b><u>Stipends for advanced degrees</u></b>		Director of Student Services/ Director of Curriculum High School Site Supervisor
Masters	\$ 2,000.00	Student Caseload to be determined by Executive Director
Doctorate	\$ 3,500.00	
WASC	\$ 5,000.00	Board Approved: May 17, 2011
<b><u>*Stipend for Longevity</u></b>		Board Amended: July 19, 2011 Feb. 18, 2014
8th Year	5%	May 15, 2012 May 20, 2014
13th Year	5%	June 19, 2012
18th Year	3%	June 24, 2013 Aug. 20, 2013

pvc