

# 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, October 16, 2012  
Regular Meeting begins at 5:00 pm

- |  |   |             |
|--|---|-------------|
| 1.0  | <u>Call to Order/Roll Call</u>  |             |
| 2.0  | <u>Approval of Agenda</u>   | Action      |
| 3.0  | <u>Pledge of Allegiance</u>   |             |
| 4.0  | <u>Introductions</u>  |             |
| 5.0  | <u>Public Comment</u>   |             |
| 6.0  | <u>Director's Report</u>  | Information |
| 7.0  | <u>Treasurer's Report For Period Ending September 30, 2012</u>                | Information |
| 8.0  | <u>Consent Calendar</u>   |             |
| <p>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.</p> |   |             |
| 8.1  | Minutes from Board Meeting of September 18, 2012<br>Cafeteria Plan Resolution | Action      |
| 9.0  | <u>Action/Discussion Items</u>  |             |
| 9.1  | Donation from Martha Brown  | Action      |
| 9.2  | Student Policy #18<br>Staff is recommending that this policy be retired       | Action      |
| 10.0   | <u>Board/Staff Discussion</u>   | Information |
| 11.0   | <u>Adjournment</u>  |             |

**7.0**

PACIFIC VIEW CHARTER SCHOOL

BOARD OF TRUSTEES' MEETING

October 16, 2012

2012/13 TREASURER'S REPORT  
FOR PERIOD ENDING September 30, 2012

# PACIFIC VIEW CHARTER SCHOOL

## Treasurer's Report

October 16, 2012 Board Meeting

### 2012/13 - Charter Schools Enterprise Fund Statement of Activities for the Period Ending September 30, 2012

Revenues			2012/13	2012	#	Year-to-Date	Remaining	%
<u>Object</u>	<u>Resource</u>	<u>Description</u>	<u>Adopted</u>	<u>Revised</u>		<u>7/1-9/30/12</u>	<u>Budget</u>	<u>Budget</u>
			<u>Budget</u>	<u>Budget</u>		<u>Transactions</u>	<u>Budget</u>	<u>Remaining</u>
8015	0000	General Purpose Entitlement	2,056,997	1,778,502		207,837	1,570,665	88%
8096	0000	Transfer to Charter School Revenue Limit	1,073,509	939,751		262,517	677,234	72%
8290	3200	ARRA Fiscal Stabilization Funds	0	0		0	0	0%
8290	3205	Education Jobs Fund	0	0		0	0	0%
8550	0000	Mandated Cost Reimbursement	0	0		0	0	0%
8560	1100	Lottery	61,521	61,521		10,240	51,281	83%
8560	6300	Restricted Lottery	12,199	12,199		9,148	3,051	25%
8590	0000	Categorical Block Grant/Other State Funding	321,643	293,333		45,048	248,285	85%
8660	0000	Interest	1,810	1,810		0	1,810	100%
8699	0000	All Other Local Revenue	8,000	8,000		224	7,776	97%
8919	0000	Other Authorized Interfund Transfers	0	0		0	0	0%
<b>Grand Total All Revenues:</b>			<b><u>3,535,679</u></b>	<b><u>3,095,116</u></b>		<b><u>535,014</u></b>	<b><u>2,560,102</u></b>	<b><u>83%</u></b>

## Expenditures

<u>Object</u>	<u>Certificated Personnel Salaries</u>					
1100	Teacher	1,478,798	1,194,678	311,060	883,618	74%
1300	Supervisors and Administrators	174,661	202,270	65,916	136,354	67%
1900	Other Certificated	0	0	0	0	0%
<b>Total Certificated Personnel Salaries:</b>		<b><u>1,653,459</u></b>	<b><u>1,396,948</u></b>	<b><u>376,976</u></b>	<b><u>1,019,972</u></b>	<b><u>73%</u></b>

# PACIFIC VIEW CHARTER SCHOOL

## Treasurer's Report October 16, 2012 Board Meeting

### 2012/13 - Charter Schools Enterprise Fund Statement of Activities for the Period Ending September 30, 2012

<u>Description</u>	<u>2012/13 Adopted Budget</u>	<u>2012 Revised Budget</u>	<u>Year-to-Date 7/1-9/30/12 Transactions</u>	<u>Remaining Budget</u>	<u>% Budget Remaining</u>
<b><u>Object</u></b>					
<b><u>Classified Personnel Salaries</u></b>					
2100	8,515	28,515	7,129	21,386	75%
2300	116,103	116,103	29,026	87,077	75%
2400	36,257	36,257	9,064	27,193	75%
2900	78,323	58,760	16,776	41,984	71%
<b>Total Classified Personnel Salaries:</b>	<b>239,198</b>	<b>239,635</b>	<b>61,994</b>	<b>177,641</b>	<b>74%</b>
<b>Total Employee Benefits:</b>	<b>485,915</b>	<b>386,417</b>	<b>102,212</b>	<b>284,205</b>	<b>74%</b>
<b><u>Books and Supplies</u></b>					
4100	2,809	2,809	229	2,580	92%
4200	0	0	0	0	0%
4300	84,070	107,586	16,393	91,193	85%
4400	0	0	0	0	0%
<b>Total Books and Supplies:</b>	<b>86,879</b>	<b>110,395</b>	<b>16,622</b>	<b>93,773</b>	<b>85%</b>
<b><u>Services and Other Operating Expenditures</u></b>					
5200	29,091	29,091	2,570	26,521	91%
5300	7,458	7,677	2,664	5,013	65%
5500	24,000	24,000	5,182	18,818	78%
5600	660	660	158	502	76%
5800	992,513	992,908	203,430	789,478	80%

# PACIFIC VIEW CHARTER SCHOOL

## Treasurer's Report

October 16, 2012 Board Meeting

2012/13 - Charter Schools Enterprise Fund  
Statement of Activities for the Period Ending September 30, 2012

<u>Object</u>	<u>Description</u>	2012/13 Adopted Budget	2012 Revised Budget	Year-to-Date 7/1-9/30/12 Transactions	Remaining Budget	% Budget Remaining
	<b><u>Services &amp; Other Operating Expenses (con't)</u></b>					
5900	Communications	8,163	8,163	730	7,433	91%
	<b>Total Services &amp; Other Operating Expenses:</b>	<b>1,061,885</b>	<b>1,062,499</b>	<b>214,735</b>	<b>847,764</b>	<b>80%</b>
6XXX	<b><u>Capital Outlay</u></b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
7XXX	<b><u>Other Outgo and Transfers Out</u></b>					
	<b>Grand Total All Expenditures:</b>	<b><u>3,527,336</u></b>	<b><u>3,195,894</u></b>	<b><u>772,540</u></b>	<b><u>2,423,354</u></b>	<b><u>76%</u></b>
	<b>Beginning Fund Balance</b>	<b>596,222</b>	<b>1,663,421</b>			
	<b>Increase/Decrease</b>	<b>8,343</b>	<b>-100,778</b>			
	<b>Ending Fund Balance</b>	<b>604,565</b>	<b>1,562,643</b>			
9711	000 Reserve for Revolving Cash	200	200			
9770	000 Designated for Economic Uncertainties	105,820	95,877			
9780	009 Deferred Maintenance Reserve	50,000	50,000			
9780	008 Erate/100 Laptops/Laptop Cart	14,416	14,416			
9780	007 Facilities Reserve	150,000	150,000			
9780	000 Land/Bldg/Deprec/Comp Absence/Growth	117,212	1,081,882			
9780	012 Long Term Debt Reserve (Building)	160,237	160,237			
9780	013 Long Term Debt Reserve (Automobile)	6,680	10,032			

# PACIFIC VIEW CHARTER SCHOOL

## Treasurer's Report

October 16, 2012 Board Meeting

2011/12 - Charter School #1/Special Reserve/Capital Projects Fund

Statement of Activities for the Period Ending September 30, 2012

<u>Revenues</u>		2012/13	2012/13	Year-to-Date	Remaining	%
<u>Object</u>	<u>Description</u>	<u>Adopted</u>	<u>Revised</u>	<u>7/1-8/31/12</u>	<u>Budget</u>	<u>Budget</u>
		<u>Budget</u>	<u>Budget</u>	<u>Transactions</u>	<u>Budget</u>	<u>Remaining</u>
8660	Interest	0	0	0	0	0.0%
8919	Other Transfers In - General Fund (CSEF)	0	0	0	0	0.0%
<b>Grand Total All Revenues:</b>		<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0.0%</u></b>
<u>Expenditures</u>						
<u>Object</u>	<u>Description</u>					
<u>Services and Other Operating Expenditures</u>						
4400	Non-Capitalized Equipment	0	0	0	0	0.0%
5600	Rental, Lease and Repair	0	0	0	0	0.0%
5800	Professional Consulting Services & Operating	3,000	3,000	0	3,000	100.0%
<b>Total Services and Other Operating Expenditures:</b>		<b><u>3,000</u></b>	<b><u>3,000</u></b>	<b><u>0</u></b>	<b><u>3,000</u></b>	<b><u>0.0%</u></b>
<u>Capital Outlay</u>						
6200	Buildings and Improvements of Buildings	0	0	0	0	0.0%
6400	Equipment	0	0	0	0	0.0%
6500	Equipment Replacement	0	0	0	0	0.0%
		<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0.0%</u></b>
7619	<u>Transfers Out</u>	0	0	0	0	0.0%
<b>Grand Total All Expenditures:</b>		<b><u>3,000</u></b>	<b><u>3,000</u></b>	<b><u>0</u></b>	<b><u>3,000</u></b>	<b><u>100.0%</u></b>
<b>Beginning Fund Balance</b>		<b>384,034</b>	<b>384,034</b>			
<b>Increase/Decrease</b>		<b>-3,000</b>	<b>-3,000</b>			
<b>Ending Fund Balance</b>		<b>381,034</b>	<b>381,034</b>			

**8.1**



# Pacific View Charter School

A California Public School and Nonprofit 501(c) (3) Corporation  
3670 Ocean Ranch Blvd., Oceanside, CA 92056

Phone # (760) 757-0161

## Minutes

Board of Trustees' Meeting – Tuesday, September 18, 2012  
5:00 p.m.

### 1. Call To Order

President Gleisberg called the meeting to order at 5:06 pm with Trustees Bob Gleisberg, Jody Miller, & Jon Walters present.

### 2. Approval of Agenda

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

AYES: Gleisberg, Miller, Walters

NOES: None

ABSTAINED: None

### 3. Pledge of Allegiance

The pledge was led by Dr. Duane Coleman

### 4. Introductions

Steve Bentley; Gayl Johnson, Achievement Coordinator; Don Thiele, Curriculum Coordinator; Kathy Cohen, Lead Teacher High School; John Sturm, Technology Technician; Sandy Benson, Business Consultant; Chad Keenan, Cody Winkle, Briana Reyes.

### 5. Public Comment

None

### 6. Executive Director's Report

- ✚ Track 2 has started August 20
- ✚ Our first event scheduled is the Mix & Mingle on Friday, September 21 at the MLK Park in Oceanside
- ✚ We are trying to schedule a presentation once a month from organizations or vendors informing our students about careers and the job market
- ✚ ITT came and presented on September 4 and Kaplan will be coming the first part of October
- ✚ Read 180 started last week and both classes are full

- ✚ Students are coming to work on campus in teacher offices this year. Our goal is to have 85% to 90% coming in giving them additional support
- ✚ With this change we have experienced space challenges but have been able to accommodate all the students at this time
- ✚ Our marketing efforts have increased with attending Farmer's markets and having a meet and greet at Starbucks this afternoon which was very successful
- ✚ Other events are being scheduled at Coldstone, Fresh-n-Easy, Barnes&Noble and other Farmer's Markets in other communities around the county
- ✚ Along with Read 180 we have started using Star Enterprise this year to track assessment data for students. Gayl will be presenting information on Star Enterprise later in the meeting

## **7. Treasurer's Report**

- ✚ We are reviewing two Treasurer's Reports, both July and August this month due to the meeting being called last month
- ✚ No changes to revenue or expenditures only between objects
- ✚ The decline in enrollment over the summer has impacted our projections
- ✚ Comparing the enrollment between last year and this year for a six week period has indicated a difference of 100 ADA less than last year
- ✚ We have started to make cuts in personnel and curriculum programs
- ✚ Budget discussions are ongoing. The November election is critical we are hoping that by P1 we have a balanced budget
- ✚ Whatever affects the State affects us. The 11/12 budget will not be affected but the 12/13 budget will be
- ✚ Over the last three years we have experienced a \$1500 cut per student
- ✚ We will continue to service our students with the budget we have

## **8. Consent Calendar**

**8.1** Moved by Trustee Walters and seconded by Trustee Miller to approve the Consent Calendar items as presented.

AYES: Gleisberg, Miller, & Walters

NOES: None

ABSTAIN: None

## **9.0 Action/Discussion Items**

**9.1** Moved by Trustee Gleisberg and seconded by Trustee Miller to approve the 2012.2013 PVCS Goals as presented.

AYES: Gleisberg, Miller, & Walters

NOES: None

ABSTAIN: None

**9.1** Moved by Trustee Walters and seconded by President Gleisberg to approve the donation from Martha Brown as presented.

AYES: Gleisberg, Walters, & Miller

NOES: None

ABSTAIN: None

**9.2** Moved by Trustee Miller and seconded by Trustee Walters to approve the donation from Technology Training Foundation of America as presented.

AYES: Gleisberg, Walters, & Miller

NOES: None

ABSTAIN: None

**9.3** Moved by Trustee Gleisberg and seconded by Trustee Miller to approve the donation from California State University San Marcos as presented.

AYES: Gleisberg, Walters, & Miller

NOES: None

ABSTAIN: None

## **9.4 Testing Results**

- ✚ In house assessment tool along with other data to assist teachers in analyzing for student placement into Math and Reading classes
- ✚ Alignments to state and Common Core standards
- ✚ Measure student growth, and learning progressions for detailed instructional planning guidance
- ✚ Majority of students in Read 180 are ELL and have not passed CAHSEE ELA

**9.5** Moved by President Gleisberg and seconded by Trustee Walters to approve the 2011.2012 Unaudited Actuals Report for the Period Ending June 30, 2012 as presented

AYES: Gleisberg, Walters, & Miller

NOES: None

ABSTAIN: None

**10.0. Curriculum**

**10.1** Moved by Trustee Miller and seconded by Trustee Walters to approve the amendment of Curriculum and Instruction Policy #9 as presented.

AYES: Gleisberg, Walters, & Miller

NOES: None

ABSTAIN: None

**10.0 Board/Staff Discussion**

President Gleisberg suggested that everyone make themselves familiar with Prop 30 and 38

**11.0 Adjournment**

President Gleisberg adjourned the meeting at 6:00pm

## ADOPTING RESOLUTION

The undersigned Executive Director of Pacific View Charter School (the Employer) hereby certifies that the following resolutions were duly adopted by the Employer on \_\_\_\_\_, and that such resolutions have not been modified or rescinded as of the date hereof:

RESOLVED, that Amendment Number THREE to the Flexible Spending Account Plan effective January 1, 2013, presented to this meeting is hereby approved and adopted and that the duly authorized agents of the Employer are hereby authorized and directed to execute and deliver to the Administrator of the Plan one or more counterparts of the amendment.

RESOLVED, that the duly authorized agents of the Employer shall act as soon as possible to notify the employees of the Employer of the adoption of this Amendment Number THREE to the Flexible Spending Account Plan by delivering to each employee a copy of the summary description of the changes to the Plan in the form of the Summary Plan Description - Material Modification presented to this meeting, which form is hereby approved.

The undersigned further certifies that attached hereto as Exhibits A and B respectively, are true copies of Amendment Number THREE to Pacific View Charter School Cafeteria Plan and Summary Plan Description - Material Modifications approved and adopted in the foregoing resolutions.

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date

**AMENDMENT NUMBER THREE TO  
PACIFIC VIEW CHARTER SCHOOL CAFETERIA PLAN**

BY THIS AGREEMENT, Pacific View Charter School Cafeteria Plan (herein referred to as the "Plan") is hereby amended as follows, effective as of January 1, 2013:

1. The Section in the Health Care Reimbursement Plan or Health Flexible Spending Account entitled "**Limitation on Allocations**" is amended to read as follows:

The maximum amount that may be allocated to the Health Flexible Spending Account by a Participant in or on account of any Plan Year is \$2,500.

Notwithstanding anything in this Health Flexible Spending Account Plan to the contrary, for all Plan years beginning on or after January 1, 2013, in no event may a Participant elect to make salary reduction contributions in excess of the Code Section 125(i) limit. The maximum allowable limit for plan years beginning on or after January 1, 2013 is \$2,500 (which may be adjusted in subsequent years as prescribed in Code Section 125(i)(2)).

IN WITNESS WHEREOF, this Amendment THREE has been executed this \_\_\_\_\_  
day of \_\_\_\_\_.

**Pacific View Charter School**

By \_\_\_\_\_  
EMPLOYER

## PACIFIC VIEW CHARTER SCHOOL CAFETERIA PLAN

### SUMMARY PLAN DESCRIPTION MATERIAL MODIFICATIONS

#### I INTRODUCTION

Pacific View Charter School has amended your Flexible Spending Account Plan as of January 1, 2013.

This is merely a summary of the most important changes to the Plan. It is presented to you as an addition to the Summary Plan Description. If you have any questions, contact the Administrator. A copy of the Plan, including this amendment, is available for your inspection. If there is any discrepancy between the terms of the Plan or the amendment itself and this summary of material modifications, the provisions of the Plan, as amended, will control.

#### II GENERAL INFORMATION ABOUT THE PLAN

There is certain general information which you may need to know about Amendment Number THREE to the Plan. This information has been summarized for you in this Section.

1. General Plan Information

Pacific View Charter School Cafeteria Plan is the name of the Plan.

The amended provisions of the Plan become effective on January 1, 2013, unless otherwise provided.

Your Employer has assigned Plan Number 501 to your Plan.

2. Employer Information

Your Employer's name, address and identification number are:

Pacific View Charter School  
3670 Ocean Ranch Boulevard  
Oceanside, California 92056  
33-0920682

3. Administrator Information

The name, address and business telephone number of the Administrator are:

Pacific View Charter School  
3670 Ocean Ranch Boulevard  
Oceanside, California 92056  
(760)757-0161

The Administrator has the complete power, in its sole discretion to determine all questions arising in connection with the administration, interpretation, and application of the Plan (and any related documents and underlying policies). Any such determination by the Administrator is conclusive and binding upon all persons.

### III SUMMARY OF CHANGES

#### 1. **Health Flexible Spending Account**

The Health Flexible Spending Account enables you to pay for expenses allowed under Sections 105 and 213(d) of the Internal Revenue Code which are not covered by our insured medical plan and save taxes at the same time. The Health Flexible Spending Account allows you to be reimbursed by the Employer for expenses incurred by you and your dependents.

Drug costs, including insulin, may be reimbursed.

You may be reimbursed for "over the counter" drugs only if those drugs are prescribed for you. You may not, however, be reimbursed for the cost of other health care coverage maintained outside of the Plan, or for long-term care expenses. A list of covered expenses is available from the Administrator.

For plan years beginning on or after January 1, 2013, unless your Plan has specified a lesser amount, your salary reduction contributions will be limited, as required under Code Section 125(i), to \$2,500 (may be adjusted in subsequent years for inflation).

The most that you can contribute to your Health Flexible Spending Account each Plan Year is \$2,500. In order to be reimbursed for a health care expense, you must submit to the Administrator an itemized bill from the service provider. We may provide you with the option to elect a debit card to use to pay for medical expenses. The Administrator will provide you with further details. Amounts reimbursed from the Plan may not be claimed as a deduction on your personal income tax return. Reimbursement from the fund shall be paid at least once a month. Expenses under this Plan are treated as being "incurred" when you are provided with the care that gives rise to the expenses, not when you are formally billed or charged, or you pay for the medical care.



# 9.1

PACIFIC VIEW CHARTER SCHOOL

Board of Trustees Meeting  
September 18, 2012

Acceptance of Items Donated to Pacific View Charter School

Background Information

The following items have been donated to the School. In accordance with the School's Fiscal Policy-G Fundraising, Grant Solicitation and Donation Recognition this donation is being presented for acceptance by the Board of Trustees on behalf of the School.

Donor	Description/Conditions Restrictions/Compliance Requirements	Value
Martha Brown	Walmart- Refrigerator	Estimated value \$86.15
	<b>TOTAL VALUE</b>	<b>\$86.15</b>

The staff is recommending the Board accept this donation on behalf of the school.

# 9.2

# PACIFIC VIEW CHARTER SCHOOL

Student

Student Policy #18

## **High School Credit for Middle School Students**

Students who complete any high school level courses in grade 6<sup>th</sup>-8<sup>th</sup> with a C or better must provide Pacific View Charter School with an official transcript from an accredited institution to receive high school credit(s).

Board Approved: 09-22-10

Amended: