

# 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 17, 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 March 30, 2012</u> | Information<br>Information |
| 8.0 | <u>Consent Calendar</u>                                    |                            |

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 March 20, 2012

Resolution Designating Authorized Agent to Receive mail and Pick Up  
Warrants at the County Office of Education  
Payment Order Resolution

Resolution authorizing the County Office Of Education Credentials Department  
To release Credential Held Warrants to Employees

Resolution Designating Authorized Agent To Sign School Orders (Commercial  
Warrants)

**Action**

### 9.0 Action/Discussion Items

9.1 SDCOE Uniform Complaint Quarterly Report

**Action**

### 10.0 Curriculum

10.1 Spanish by Examination

**Action**

- 11.0**      **Personnel**
- 11.1 Curriculum Coordinator I Job Description      **Action**
  - 11.2 Achievement Coordinator I Job Description      **Action**
  - 11.3 Lead Teacher Job Description      **Action**
  - 11.4 Organizational Chart      **Action**
  - 11.5 Executive Leadership Salary Schedule      **Action**
  - 11.6 Lead Teacher Salary Schedule      **Action**
- 12.0**      **Board/Staff Discussion**
- 13.0**      **Adjournment**

**7.0**

PACIFIC VIEW CHARTER SCHOOL

BOARD OF TRUSTEES' MEETING

April 17, 2012

2011/12 TREASURER'S REPORT  
FOR PERIOD ENDING March 31, 2012

# PACIFIC VIEW CHARTER SCHOOL

## Treasurer's Report

April 17, 2012 Board Meeting

### 2011/12 - Charter Schools Enterprise Fund Statement of Activities for the Period Ending March 31, 2012

Revenues			2011/12	2011/12	Year-to-Date	Remaining	%
<u>Object</u>	<u>Resource</u>	<u>Description</u>	<u>Second</u>	<u>Revised</u>	<u>7/1 -3/31/212</u>	<u>Budget</u>	<u>Budget</u>
			<u>Interim</u>	<u>Budget</u>	<u>Transactions</u>		
8015	0000	General Purpose Entitlement	2,025,401	2,025,401	1,115,154	910,247	45%
8096	0000	Transfer to Charter School Revenue Limit	981,336	981,337	724,862	256,475	26%
8290	3200	ARRA Fiscal Stabilization Funds	0	0	0	0	0%
8290	3205	Education Jobs Fund	0	1,582	0	1,582	0%
8550	0000	Mandated Cost Reimbursement	0	0	0	0	0%
8560	1100	Lottery	50,740	50,740	49,102	1,638	3%
8560	6300	Restricted Lottery	8,006	8,006	2,126	5,880	73%
8590	0000	Categorical Block Grant/Other State Funding	303,470	303,470	140,031	163,439	54%
8660	0000	Interest	1,810	1,810	744	1,066	59%
8699	0000	All Other Local Revenue	8,000	8,000	1,887	6,113	76%
8919	0000	Other Authorized Interfund Transfers	0	0	0	0	0%
<b>Grand Total All Revenues:</b>			<b><u>3,378,763</u></b>	<b><u>3,380,346</u></b>	<b><u>2,033,906</u></b>	<b><u>1,346,440</u></b>	<b><u>40%</u></b>

#### Expenditures

<u>Object</u>	<u>Certificated Personnel Salaries</u>					
1100	Teacher	1,167,701	1,169,283	872,123	297,160	25%
1300	Supervisors and Administrators	363,554	363,554	252,686	110,868	30%
1900	Other Certificated	0	0	0	0	0%
<b>Total Certificated Personnel Salaries:</b>		<b><u>1,531,255</u></b>	<b><u>1,532,837</u></b>	<b><u>1,124,809</u></b>	<b><u>408,028</u></b>	<b><u>27%</u></b>

# PACIFIC VIEW CHARTER SCHOOL

## Treasurer's Report April 17, 2012 Board Meeting

### 2011/12 - Charter Schools Enterprise Fund Statement of Activities for the Period Ending March 31, 2012

<u>Object</u>	<u>Description</u>	2011/12 Second Budget	2011/12 Revised Budget	Year-to-Date 7/1 -3/31/212 Transactions	Remaining Budget	% Budget Remaining
	<b><u>Classified Personnel Salaries</u></b>					
2100	Instructional Aides	27,419	27,419	20,564	6,855	25%
2300	Supervisors and Administrators	183,473	183,473	135,456	48,017	26%
2400	Clerical, Technical and Office	34,863	34,863	26,146	8,717	25%
2900	Other Classified Salaries	56,559	56,559	43,373	13,186	23%
	<b>Total Classified Personnel Salaries:</b>	<b>302,314</b>	<b>302,314</b>	<b>225,540</b>	<b>76,774</b>	<b>25%</b>
	<b><u>Total Employee Benefits:</u></b>	<b>390,145</b>	<b>390,145</b>	<b>287,789</b>	<b>102,356</b>	<b>26%</b>
	<b><u>Books and Supplies</u></b>					
4100	Textbooks	3,209	3,209	239	2,970	93%
4200	Books and Other Reference Materials	0	0	0	0	0%
4300	Materials and Supplies	84,864	82,758	43,550	39,208	47%
4400	Non Capitalized Equipment	1,508	1,508	1,242	266	100%
	<b>Total Books and Supplies:</b>	<b>89,581</b>	<b>87,475</b>	<b>45,031</b>	<b>42,444</b>	<b>49%</b>
	<b><u>Services and Other Operating Expenditures</u></b>					
5200	Travel and Conferences	26,948	26,948	19,059	7,889	29%
5300	Dues and Memberships	11,693	11,693	4,103	7,590	65%
5500	Operations and Housekeeping Services	20,050	20,050	14,147	5,903	29%
5600	Rentals, Leases, Repairs, and Non capitalized Improvements	696	696	512	184	26%
5800	<b>Professional Consulting Services &amp; Operating Expenses</b>	884,237	1,046,580	719,459	327,121	31%

**PACIFIC VIEW CHARTER SCHOOL**

**Treasurer's Report**

**April 17, 2012 Board Meeting**

**2011/12 - Charter Schools Enterprise Fund  
Statement of Activities for the Period Ending March 31, 2012**

<u>Description</u>	<b>2011/12 Second Budget</b>	<b>2011/12 Revised Budget</b>	<b>Year-to-Date 7/1 -3/31/212 Transactions</b>	<b>Remaining Budget</b>	<b>% Budget Remaining</b>
<b>Object</b>	<b><u>Services &amp; Other Operating Expenses (con't)</u></b>				
5900	9,251	9,251	5,000	4,251	46%
	<b>952,875</b>	<b>1,115,218</b>	<b>762,280</b>	<b>352,938</b>	<b>32%</b>
6XXX	<b><u>Capital Outlay</u></b>	<b>160,237</b>	<b>0</b>	<b>0</b>	<b>#DIV/0!</b>
7XXX	<b><u>Other Outgo and Transfers Out</u></b>				
	<b>Grand Total All Expenditures:</b>	<b><u>3,426,407</u></b>	<b><u>3,427,989</u></b>	<b><u>2,445,448</u></b>	<b><u>982,541</u></b>
	<b>Beginning Fund Balance</b>	<b>596,222</b>	<b>596,222</b>		
	<b>Increase/Decrease</b>	<b>-47,644</b>	<b>-47,643</b>		
	<b>Ending Fund Balance</b>	<b>548,578</b>	<b>548,579</b>		
9711	000	Reserve for Revolving Cash	200	200	
9770	000	Designated for Economic Uncertainties	102,792	102,840	
9780	009	Deferred Maintenance Reserve	50,000	50,000	
9780	008	Erate/100 Laptops/Laptop Cart	13,996	13,996	
9780	007	Facilities Reserve	150,000	150,000	
9780	000	Growth Reserve	71,352	71,352	
9780	012	Long Term Debt Reserve (Building)	160,238	160,191	

# PACIFIC VIEW CHARTER SCHOOL

## Treasurer's Report

April 17, 2012 Board Meeting

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

Statement of Activities for the Period Ending March 31, 2012

<u>Revenues</u>		2011/12	2011/12	Year-to-Date	Remaining	%
<u>Object</u>	<u>Description</u>	Adopted	Revised	7/1/-03/31/2012	Budget	Budget
		Budget	Budget	Transactions		Remaining
8660	Interest	5,000	5,000	-54	5,054	101.1%
8919	Other Transfers In - General Fund (CSEF)	0	0	0	0	0.0%
	<b>Grand Total All Revenues:</b>	<b><u>5,000</u></b>	<b><u>5,000</u></b>	<b><u>-54</u></b>	<b><u>5,054</u></b>	<b><u>101.1%</u></b>

### Expenditures

<u>Object</u>	<u>Description</u>	2011/12	2011/12	Year-to-Date	Remaining	%
		Adopted	Revised	7/1/-03/31/2012	Budget	Budget
		Budget	Budget	Transactions		Remaining
	<b><u>Services and Other Operating Expenditures</u></b>					
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	0	35,897	5,750	30,147	84.0%
	<b>Total Services and Other Operating Expenditures:</b>	<b>0</b>	<b>35,897</b>	<b>5,750</b>	<b>30,147</b>	<b>0.0%</b>
	<b><u>Capital Outlay</u></b>					
6200	Buildings and Improvements of Buildings	35,897	0	0	0	0.0%
6400	Equipment	0	0	0	0	0.0%
6500	Equipment Replacement	0	0	0	0	0.0%
		<b>35,897</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
7619	<b><u>Transfers Out</u></b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
	<b>Grand Total All Expenditures:</b>	<b><u>35,897</u></b>	<b><u>35,897</u></b>	<b><u>5,750</u></b>	<b><u>30,147</u></b>	<b><u>84.0%</u></b>
	<b>Beginning Fund Balance</b>	<b>387,809</b>	<b>389,569</b>			
	<b>Increase/Decrease</b>	<b>-30,897</b>	<b>-30,897</b>			
	<b>Ending Fund Balance</b>	<b>356,912</b>	<b>358,672</b>			

9780	Funds Loaned for Payroll Due From Other Funds		100,000			
			458,672			



**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, March 20, 2012

5:00 p.m.

### 1. Call To Order

President Brown called the meeting to order at 5:00 pm with Trustees, Stockwell, Miller & Gleisberg absent.

### 2. Approval of Agenda

Moved by Trustee Miller and seconded by Trustee Stockwell to pull items 9.3 Independent Contractor Agreement and 9.5 Donation from Martha Brown and approve the agenda as revised.

AYES: Brown, Miller, Stockwell

NOES: None

ABSTAINED: None

### 3. Pledge of Allegiance

The pledge was led by Steve Bentley.

### 4. Introductions

John Sturm, Technology Technician, Lori Bentley, Business Services Technician and Steve Bentley, Interim Associate Director

### 5. Public Comment

None

### 6. Director's Report

- ✚ WASC – We had our Mid-Term visit and the team was very pleased that we have been monitoring our criteria areas and revising and meeting our timeline. They did not have anything additional to add to the report.
- ✚ Enrollment is 509- 342 H/S, 128 K-8, 39 Aventa program our numbers will continue to decrease due to seniors graduating
- ✚ ADA may be lower than expected due to some challenges we are experiencing.
- ✚ K12 Symposium in Lake Elsinore on March 22<sup>nd</sup> we will be highlighting our K-8 program and this is a great networking experience
- ✚ We had CAHSEE Testing last week

- ✚ CCSA- Sandy, Steve and I attended CCSA in Sacramento at the end of February. There never seems to be enough time to go to all the break-out sessions. We all brought back ideas to share
- ✚ In April, Don and Steve will be attending a conference about the Common Core Standards
- ✚ Our Star Party is April 26<sup>th</sup> for all who would like to come. There will be food and beverages for sale starting at 6:00pm and looking at the stars at 7:30pm
- ✚ We had a representative from the Oceanside Reach program visit our support room today. This program is run in Vista and Oceanside and is funded through grants. Students can attend from 2pm to 5pm five days a week at the Oceanside facility. They have PE classes, tutoring. We may have them come to our site to provide services to our students
- ✚ We have a field trip scheduled to see the flower fields in April
- ✚ Graduation – we have 90 graduates with 88 students walking. The ceremony will be May 30 at 5:00pm at the Oceanside Amphitheater

**7. Treasurer's Report For Period Ending February 29, 2012**

- ✚ There are no changes from 2<sup>nd</sup> Interim
- ✚ We have received only half of our Income but have expensed 60% of our budget
- ✚ We will still need the reserves until we receive the revenue expected. This not expected to happen until fall
- ✚ Looking at the General Fund we have a deficit of 46K. There have been some cuts and reductions made in K12 but I will not make the adjustment until we receive the final information from them
- ✚ Moreno Valley – there is a possibility of a satellite but one concern is Special Ed. Gina has a call into the Assoc. Superintendent at Moreno Valley to discuss this
- ✚ We will not be moving forward at this time because of challenges of writing a new charter
- ✚ Discussing submission of the Grant Application for a new charter
- ✚ We are not stopping the process we are just doing more research

**8. Consent Calendar**

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

AYES: Stockwell, Miller and Brown

NOES: None

ABSTAIN: None

## **9. Action/Discussion Items**

**9.1** Moved by Trustee Brown and seconded by Trustee Stockwell to approve the 2011-2012 2<sup>nd</sup> Interim Budget as presented.

AYES: Stockwell, Miller and Brown

NOES: None

ABSTAIN: None

**9.2** Moved by Trustee Brown and seconded by Trustee Stockwell to approve the 2012-2013 School Calendar as presented.

AYES: Stockwell, Miller and Brown

NOES: None

ABSTAIN: None

**9.4** Moved by Trustee Brown and seconded by Trustee Stockwell to approve the Donation from Cal State San Marcos as presented.

AYES: Stockwell, Miller and Brown

NOES: None

ABSTAIN: None

**9.6** The Board received a letter from Trustee Spencer tendering her resignation.

### **9.7 Student Achievement**

- ✚ The Director shared with the Board the results of the Scantron testing that the students have completed over the past 12 weeks
- ✚ What was determined is that some of the students are not taking this assessment seriously. For the students that the teacher identifies as not taking the test seriously those students will be retested
- ✚ Both the reading and math scores have dropped school wide
- ✚ Some students will be coming in 4-5 days a week to receive direct instruction from the teacher.
- ✚ Teachers look at learning objectives, study guide is built in. These reports are a good tool for the teacher to identify the areas that the student needs extra support and then systematically put intervention into place through our RTI program.
- ✚ Our Professional Learning Community (PLC) meet three times a month. They are looking at curriculum and how to imbed technology
- ✚ Our API went down this year but with our PLC's that score should go up.
- ✚ Our K-8 program overall is at grade level
- ✚ I will update at the end of the year the analysis for the next 12 weeks

**9.8 Expansion**

- ✚ As discussed in the Treasurer's report we are continuing to research the possibilities of opening an additional site

**10 Board/Staff Discussion**

None

**11 Adjournment -** President Brown adjourned the meeting at 6:00pm

**RESOLUTION DESIGNATING AUTHORIZED AGENT TO RECEIVE MAIL  
AND PICK UP WARRANTS AT THE COUNTY OFFICE OF EDUCATION**

Pacific View Charter School, San Diego County ON MOTION

OF member \_\_\_\_\_, seconded by member \_\_\_\_\_

Effective July 1, 2012 through June 30, 2013.

IT IS RESOLVED AND ORDERED that:

1. The authorized agent (**one person only**) to receive mail from the Accounting/Payroll Sections is Kira Fox.
2. The authorized person(s) or district(s) to pick up warrants from the County Office (other than the mail addressee) are: Lori Bentley, Steve Bentley and Gina Campbell
3.

	mail	hold	consortium	
Check one	X	<input type="checkbox"/>	<input type="checkbox"/>	Monthly payroll warrants each and every month.
Check one	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Daily/Hourly payroll warrants each and every month.

IT IS FURTHER RESOLVED that, this motion shall stand and that all additions and deletions shall be submitted in writing to the San Diego County Office of Education.

PASSED AND ADOPTED by said Governing Board on April 17, 2012 by the following vote:

AYES: \_\_\_\_\_ MEMBERS

NOES: \_\_\_\_\_ MEMBERS

ABSENT: \_\_\_\_\_ MEMBERS

STATE OF CALIFORNIA )  
COUNTY OF SAN DIEGO ) SS

I, Gina Campbell, Clerk of the Governing Board, do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly passed and adopted by said Board at a regularly called and conducted meeting held on said date.

\_\_\_\_\_  
Secretary/Clerk of the Governing Board

Manual signature(s) of authorized person(s):

Facsimile signature(s), if applicable:  
(Rubber Stamp)

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**PAYMENT ORDER RESOLUTION**

Pacific View Charter\_School, San Diego County ON MOTION

OF member \_\_\_\_\_, seconded by member \_\_\_\_\_

effective July 1, 2012 through June 30, 2013.

IT IS RESOLVED AND ORDERED that, in accordance with the provisions of Section 3100 et seq., Chapter 8, Division 4, Title I of the Government Code (**all districts**), the following person(s) be and is hereby designated to ascertain and certify that each employee of said district has taken the oath of allegiance.

Gina Campbell or Lori Bentley.

IT IS FURTHER RESOLVED AND ORDERED that, in accordance with the payroll procedure provided in Education Code Section 45310 (**merit system districts only**), no warrant shall be drawn by or on behalf of the governing board of this district for the payment of any salary or wage to any employee in the classified service unless the assignment bears the certification of the following person:

N/A, Personnel Director

IT IS FURTHER RESOLVED that this motion shall stand and that all additions and deletions shall be submitted in writing to the San Diego County Office of Education.

PASSED AND ADOPTED by said Governing Board on April 17, 2012 by the following vote:

AYES: \_\_\_\_\_ MEMBERS

NOES: \_\_\_\_\_ MEMBERS

ABSENT: \_\_\_\_\_ MEMBERS

STATE OF CALIFORNIA )  
COUNTY OF SAN DIEGO ) SS

I, Gina Campbell, Clerk of the Governing Board, do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly passed and adopted by said Board at a regularly called and conducted meeting held on said date.

\_\_\_\_\_  
Secretary/Clerk of the Governing Board

Manual signature(s) of authorized person(s):

Facsimile signature(s), if applicable:  
(Rubber Stamp) Gov Code Sec. 5501

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

**RESOLUTION AUTHORIZING THE COUNTY OFFICE OF EDUCATION CREDENTIALS  
DEPARTMENT TO RELEASE CREDENTIAL HELD WARRANTS TO EMPLOYEES**

Pacific View Charter\_School, San Diego County ON MOTION OF member \_\_\_\_\_,  
seconded by member \_\_\_\_\_  
effective July 1, 2012 through June 30, 2013.

IT IS RESOLVED AND ORDERED that, The County Office of Education Credentials Department is authorized to release credentials held warrants to employees who have provided the required credential paper work.

PASSED AND ADOPTED by said Governing Board on April 17, 2012 by the following vote:

AYES: \_\_\_\_\_ MEMBERS

NOES: \_\_\_\_\_ MEMBERS

ABSENT: \_\_\_\_\_ MEMBERS

STATE OF CALIFORNIA )  
COUNTY OF SAN DIEGO ) SS

I, Gina Campbell, Clerk of the Governing Board, do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly passed and adopted by said Board at a regularly called and conducted meeting held on said date.

\_\_\_\_\_  
Secretary/Clerk of the Governing Board



**RESOLUTION DESIGNATING AUTHORIZED AGENT TO SIGN SCHOOL ORDERS  
(COMMERCIAL WARRANTS)**

Pacific View Charter\_School, San Diego County ON MOTION

OF member \_\_\_\_\_, seconded by member \_\_\_\_\_

effective July 1, 2012 through June 30, 2013.

IT IS RESOLVED AND ORDERED that, pursuant to the provisions of Education Code Section 42632 or 85232, Gina Campbell or her authorized representative, Kira Fox be and is hereby authorized to sign any and all orders in the name of said District, drawn on the funds of said District.

IT IS FURTHER RESOLVED that this motion shall stand and that all additions and deletions shall be submitted in writing to the San Diego County Office of Education.

PASSED AND ADOPTED by said Governing Board on April 17, 2012 by the following vote

AYES:\_\_\_ MEMBERS

NOES:\_\_\_ MEMBERS

ABSENT:\_\_\_ MEMBERS

STATE OF CALIFORNIA )  
COUNTY OF SAN DIEGO ) SS

I, Gina Campbell, Clerk of the Governing Board, do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly passed and adopted by said Board at a regularly called and conducted meeting held on said date.

\_\_\_\_\_  
Secretary/Clerk of the Governing Board

Manual signature(s) of authorized person(s):

Facsimile signature(s), if applicable:  
(Rubber Stamp)

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**RESOLUTION DESIGNATING AUTHORIZED AGENT TO RECEIVE MAIL  
AND PICK UP WARRANTS AT THE COUNTY OFFICE OF EDUCATION**

Pacific View Charter School, San Diego County ON MOTION

OF member \_\_\_\_\_, seconded by member \_\_\_\_\_

Effective March 1, 2012 through June 30, 2012.

IT IS RESOLVED AND ORDERED that:

1. The authorized agent (**one person only**) to receive mail from the Accounting/Payroll Sections is Kira Fox.
2. The authorized person(s) or district(s) to pick up warrants from the County Office (other than the mail addressee) are: Lori Bentley, Steve Bentley and Gina Campbell
3.

	mail	hold	consortium	
Check one	X	<input type="checkbox"/>	<input type="checkbox"/>	Monthly payroll warrants each and every month.
Check one	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Daily/Hourly payroll warrants each and every month.

IT IS FURTHER RESOLVED that, this motion shall stand and that all additions and deletions shall be submitted in writing to the San Diego County Office of Education.

PASSED AND ADOPTED by said Governing Board on April 17, 2012 by the following vote:

AYES: \_\_\_\_\_ MEMBERS

NOES: \_\_\_\_\_ MEMBERS

ABSENT: \_\_\_\_\_ MEMBERS

STATE OF CALIFORNIA )  
COUNTY OF SAN DIEGO ) SS

I, Gina Campbell, Clerk of the Governing Board, do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly passed and adopted by said Board at a regularly called and conducted meeting held on said date.

\_\_\_\_\_  
Secretary/Clerk of the Governing Board

Manual signature(s) of authorized person(s):

Facsimile signature(s), if applicable:  
(Rubber Stamp)

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**PAYMENT ORDER RESOLUTION**

Pacific View Charter\_School, San Diego County ON MOTION

OF member \_\_\_\_\_, seconded by member \_\_\_\_\_

effective March 1, 2012 through June 30, 2012.

IT IS RESOLVED AND ORDERED that, in accordance with the provisions of Section 3100 et seq., Chapter 8, Division 4, Title I of the Government Code (**all districts**), the following person(s) be and is hereby designated to ascertain and certify that each employee of said district has taken the oath of allegiance.

Gina Campbell or Lori Bentley.

IT IS FURTHER RESOLVED AND ORDERED that, in accordance with the payroll procedure provided in Education Code Section 45310 (**merit system districts only**), no warrant shall be drawn by or on behalf of the governing board of this district for the payment of any salary or wage to any employee in the classified service unless the assignment bears the certification of the following person:

N/A, Personnel Director

IT IS FURTHER RESOLVED that this motion shall stand and that all additions and deletions shall be submitted in writing to the San Diego County Office of Education.

PASSED AND ADOPTED by said Governing Board on April 17, 2012 by the following vote:

AYES: \_\_\_\_\_ MEMBERS

NOES: \_\_\_\_\_ MEMBERS

ABSENT: \_\_\_\_\_ MEMBERS

STATE OF CALIFORNIA )  
COUNTY OF SAN DIEGO ) SS

I, Gina Campbell, Clerk of the Governing Board, do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly passed and adopted by said Board at a regularly called and conducted meeting held on said date.

\_\_\_\_\_  
Secretary/Clerk of the Governing Board

Manual signature(s) of authorized person(s):

Facsimile signature(s), if applicable:  
(Rubber Stamp) Gov Code Sec. 5501

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**RESOLUTION AUTHORIZING THE COUNTY OFFICE OF EDUCATION CREDENTIALS  
DEPARTMENT TO RELEASE CREDENTIAL HELD WARRANTS TO EMPLOYEES**

Pacific View Charter\_School, San Diego County ON MOTION OF member \_\_\_\_\_,  
seconded by member \_\_\_\_\_  
effective March 1, 2012 through June 30, 2012.

IT IS RESOLVED AND ORDERED that, The County Office of Education Credentials Department is authorized to release credentials held warrants to employees who have provided the required credential paper work.

PASSED AND ADOPTED by said Governing Board on April 17, 2012 by the following vote:

AYES: \_\_\_\_\_ MEMBERS

NOES: \_\_\_\_\_ MEMBERS

ABSENT: \_\_\_\_\_ MEMBERS

STATE OF CALIFORNIA )  
COUNTY OF SAN DIEGO ) SS

I, Gina Campbell, Clerk of the Governing Board, do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly passed and adopted by said Board at a regularly called and conducted meeting held on said date.

\_\_\_\_\_  
Secretary/Clerk of the Governing Board

**RESOLUTION DESIGNATING AUTHORIZED AGENT TO SIGN SCHOOL ORDERS  
(COMMERCIAL WARRANTS)**

Pacific View Charter\_School, San Diego County ON MOTION

OF member \_\_\_\_\_, seconded by member \_\_\_\_\_

effective March 1, 2012 through June 30, 2012.

IT IS RESOLVED AND ORDERED that, pursuant to the provisions of Education Code Section 42632 or 85232, Gina Campbell or her authorized representative, Kira Fox be and is hereby authorized to sign any and all orders in the name of said District, drawn on the funds of said District.

IT IS FURTHER RESOLVED that this motion shall stand and that all additions and deletions shall be submitted in writing to the San Diego County Office of Education.

PASSED AND ADOPTED by said Governing Board on April 17, 2012 by the following vote

AYES:\_\_\_ MEMBERS

NOES:\_\_\_ MEMBERS

ABSENT:\_\_\_ MEMBERS

STATE OF CALIFORNIA )  
COUNTY OF SAN DIEGO ) SS

I, Gina Campbell, Clerk of the Governing Board, do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly passed and adopted by said Board at a regularly called and conducted meeting held on said date.

\_\_\_\_\_  
Secretary/Clerk of the Governing Board

Manual signature(s) of authorized person(s):

Facsimile signature(s), if applicable:  
(Rubber Stamp)

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\_\_\_\_\_

**9.1**

## SDCOE Uniform Complaint Quarterly Reports Database

Williams and Valenzuela Settlements

**Quarterly Complaint Summary**

**ADD a new summary record**

[Back to Home Menu](#)

---

User ID:

3731221

Quarter to Add:

2011-12 3rd Qtr Jan-Mar

Please fill in the following table. Enter 0 in any cell that does not apply.

Number of Complaints for Quarter			
	Received	Resolved	Unresolved
CAHSEE Intensive Instruction	0	0	0

Submitted By:

Sandra Benson

Title:

Business Consultant

[Main Menu](#)

**10.1**



# Pacific View Charter School

## Course Outline

**Course Title:** Spanish by Examination  
**Department:** Foreign Language

**Course #:** 1111  
**Credits:** 10

**Course Description:** Credit shall be granted for the first year of Spanish. The student will exhibit a reasonable level of mastery of the subject matter of the course by attaining a grade of not less than 75% in a comprehensive final exam of the course.

**Eligibility:** A student is eligible for mastery through examination if not currently enrolled in the course and has earned no more than five credits in the course that is being tested. A highly qualified teacher in the subject area will pre-approve the comprehensive exam. Upon passing, the student will receive full credit for the course and it may be counted toward graduation requirements. Once credit is earned under this policy, a student may not receive credit thereafter for a course lower in course sequence concerning the same subject area. A student will be allowed two attempts to pass the comprehensive final exam to earn credit for the course. The student will be required to fill out a request to take the exam and the request must be signed by the parent or legal guardian. Students are eligible to earn 10 credits upon the passing of the exam.

### **Student Outcomes:**

The students will be able to:

- 1) Pass a written examination which consists of 150 questions in Multiple Choice and True/False format.
- 2) Pass an oral examination which consists of 5 questions. These questions will be asked in Spanish and answered in Spanish.
- 3) Write three complete paragraphs in Spanish.

**Assessment:** Evaluation of student outcomes will be based on a 150-question Multiple Choice/True False written exam, an oral exam, and a writing test that consists of three paragraphs. Each section is worth 24 points for a total of 72 points. A total of 54 points are needed to pass. The course is graded Pass/Fail.

**Instructional Materials:** None

**Board Approval Date:**

**11.1**



## Certified Job Description

# Curriculum Coordinator I

### **Description:**

The Curriculum Coordinator I is directly responsible to the Executive Director and assumes responsibility for leadership of all phases of curriculum and instruction for the assigned school. The Curriculum Coordinator I will be a member of the Executive Director's Advisory Team.

### **Job Functions:**

#### Essential:

- Supervises curriculum development process, including program accountability and performance-based assessment.
- Supervises and evaluates certified and classified personnel as assigned by the director.
- Attends parent/community meetings, board meetings and school meetings and makes presentations as appropriate.
- Provides assistance to staff and administration in the development of instructional programs and projects.
- Coordinates site's programs with regional, state and federal requirements/guidelines and oversees compliance with all applicable rules and regulations.
- Assists Achievement Coordinator with site staff development in curriculum, including scheduling, monitoring and evaluating.
- Co-Chair Curriculum/RTI Committee (Response to Intervention) and meet with various committees to regulate curriculum success and development.
- Direct and monitor the design, development, implementation and continuous improvement of the School's curriculum.
- Plan and direct the piloting, evaluation and selection of K-12 textbooks, instructional materials and curriculum.
- Prepare reports and provide guidance to the Executive Director and Advisory Team concerning state-of-the-art instructional theories, techniques and methodologies.

- Coordinate and organize standardized testing in close collaboration with Associate Director.
- Other duties as assigned.

**Other:**

- Performs other duties related to the position.
- Work toward team and school goals.

**Requirements:**

**Education and Experience:**

Valid California Teaching Credential  
Minimum of three years teaching experience and experience in delegating and administering school programs and workshops

**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

**Work Environment:**

School office environment  
Constant interruptions  
Evening or variable hours

**Reasoning Ability:**

Prioritize, organize, and multi task. Set high-level goals, develop long-range plans, problem-solve, lead and accept personal accountability for moving in the direction of the Executive Director's goals. Coach and mentor staff using a reflective approach and dialogue to work collaboratively with other administrative leaders in carrying out the work of the School. Interpret, apply and explain rules, regulations, policies and procedures. Prepare 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.

**Supervisor:** Executive Director

**WORK YEAR:** 248 Days

Board Approved: April 17, 2012

**11.2**



## Certified Job Description

### **Achievement Coordinator I**

#### **Description:**

The Achievement Coordinator I is directly responsible to the Executive Director and assumes responsibility for leadership in the areas of Assessment, Data Analysis, RTI, Student Achievement and Student and Staff Professional Growth. The Achievement Coordinator I will be a member of the Executive Director's Advisory Team.

#### **Job Functions:**

##### Essential:

- Work collaboratively with the Executive Director to develop, implement and maintain the most effective Response to Intervention program and school culture.
- Provide leadership in determining goals and objectives related to student and staff achievement.
- Examine student achievement data and prescribe improvement initiative for school.
- Coordinate and facilitate the planning and implementation of staff development programs.
- Provide leadership to administration and staff in the use of student assessments and test data to define specific student performance standards for academic achievement in content areas throughout the School.
- Assist Resource Specialist and SST team to monitor the instructional practices of Supervisory Teachers, ensuring that student with IEPs, 504s, and SSTs are receiving appropriate modifications and accommodations.
- Support the Curriculum Committee for the development and continuous improvement of curriculum and instruction.
- Plan and direct the piloting, evaluation and selection of student assessment program software.

- Work collaboratively with the Business Department to maintain the accuracy and integrity of assigned curriculum budgets.
- Coordinate site's programs with regional, state and federal requirements/guidelines and oversee compliance with all applicable rules and regulations.
- Co-Chair the School Curriculum/ RTI (Response to Intervention) Committee.
- Attend parent/community meetings, board meetings and school meetings and make presentations as appropriate.
- Other duties as assigned.

**Other:**

- Perform other duties related to the position.
- Work toward team and school goals

**Requirements:**

**Education and Experience:**

Valid California Teaching Credential  
 Minimum of three years teaching experience and experience in delegating and administering school programs and workshops

**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

**Work Environment:**

School office environment  
 Constant interruptions  
 Evening or variable hours



**Reasoning Ability:**

Prioritize, organize, and multi task. Set high-level goals, develop long-range plans, problem-solve, lead and accept personal accountability for moving in the direction of the Executive Director's goals. Coach and mentor staff using a reflective approach and dialogue to work collaboratively with other administrative leaders in carrying out the work of the School. Interpret, apply and explain rules, regulations, policies and procedures. Prepare 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.

**Supervisor:** Executive Director

**WORK YEAR:** 248

Board Approved: April 17, 2012

Amended:

**11.3**



## **Certificated Position**

### **Job Description: Lead Teacher**

#### **Description of Position:**

The Lead Teacher is directly responsible to the Associate Director. The Lead Teacher will assume responsibility for assisting Supervisory Teachers in curricular choices, monitor caseloads, perform monthly file checks, train new teachers, serve as team leader in implementing assessment testing, and serve as liaison to Advisory and Administration in general. Provide an educational program for students in grades K-12 or a combination thereof, and assist in other school programs as assigned based on 50% caseload. Supervisory teacher job description attached.

#### **Essential Duties and Responsibilities include but are not limited to the following:**

- Act as liaison with Administration, as well as, attend instructionally related portion of the Advisory meeting
- Advise Supervisory Teachers concerning appropriate curricular choices and field a variety of questions
- Approve AGS curriculum and sign for the use of AGS textbooks
- Supervise and delegate SST, 504 responsibilities. Attend workshops and remain current on programs and information available to incorporate in the school's SST and 504 processes.
- Oversee, delegate and provide leadership for scholarship, financial aid, fundraiser and community outreach events.
- Chair collaborative meetings concerning Best Practices and available resources
- Chair Graduation Committee
- Manage and evaluate all high school transcripts
- Prepare report and provide guidance to the Executive Director and Advisory Team concerning state-of-the-art instructional theories, techniques and methodologies.
- Assist with standardized testing in close collaboration with Curriculum Coordinator
- Maintain knowledge of enrollment process, student policies, and instructional lab policies
- Maintain thorough knowledge of the curriculum and appropriate modifications to meet student needs
- Oversee the organization of field trips and ensure appropriate rules are followed
- Perform student file checks on grades Kindergarten through 12<sup>th</sup> grade

- Plan, organize, and facilitate Middle School Muscle and Ready to Learn
- Prepare and update teacher training manual
- Prepare, organize, and review distribution of Newsletter and Meet and Greet communications
- Represent K-8 and High School, as a specialist, at Meet & Greets
- Research grant opportunities and provide support for teachers to begin writing grants
- Respond to Kindergarten through 12<sup>th</sup> grade information requests
- Work collaboratively with Administration on assessment, test data, and response to intervention
- Other duties as assigned.

**Requirements:**

**Education and Experience:**

Valid California Teaching Credential.

Minimum of three years teaching experience and SST/504 experience preferred.

**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.

**Work Environment:**

School office environment

Constant interruptions

Evening or variable hours

**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.

**Work Year:** Grades 9-12: 223 Days, Grades K-8: 192 Days

Supervisor: Associate Director

Board Approved:



## **Certificated Position**

### **Job Description: SUPERVISORY TEACHER**

#### **DESCRIPTION OF POSITION:**

Provides an educational program for students in grades K-12 or a combination thereof, and assists in other school programs as assigned.

#### **DUTIES:**

1. Develop a Personalized Learning Plan encompassing the expected standards of each particular student's progress and communicating the expectation of high standards and learning goals.
2. Assess each student's academic and social growth, and communicate with parents on the individual student's progress.
3. Maintain professional competence through participation in in-service educational activities provided by the School and/or self-directed professional growth activities.
4. Meet with the K-5<sup>th</sup> grade student and parent every three weeks; the 6-8<sup>th</sup> grade every two weeks and the 9-12<sup>th</sup> grade every week to:
  - Collect, review, and grade work
  - Discuss the current work samples
  - Complete lesson plans for upcoming week
  - Complete attendance record
  - Distribute educational material when appropriate
  - Notify parents and students of school-related updates
5. Suggest appropriate instructional techniques that involve and motivate students.
6. Administer group standardized tests in accordance with state testing program.
7. Follow-up with students who are not meeting expectations and with students who require more challenging material through the Student Success Team Process (SST).

8. Become knowledgeable of the PVCS Menu of Services to provide students and parents additional support through PVCS and other community resources.
9. Be a contributing member of the staff and work as part of a team toward school goals.
10. Stay up-to-date on curriculum content and “best practices”.
11. May serve on at least one committee throughout the school year.
12. Supervise students on field trips.
13. Complete requisitions for instructional supplies as needed.
14. Other duties as assigned.

**QUALIFICATION REQUIREMENTS:**

A valid California Teaching Credential.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**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.

**WORK ENVIRONMENT:**

School office environment.  
Constant interruptions.  
Evening or variable hours.

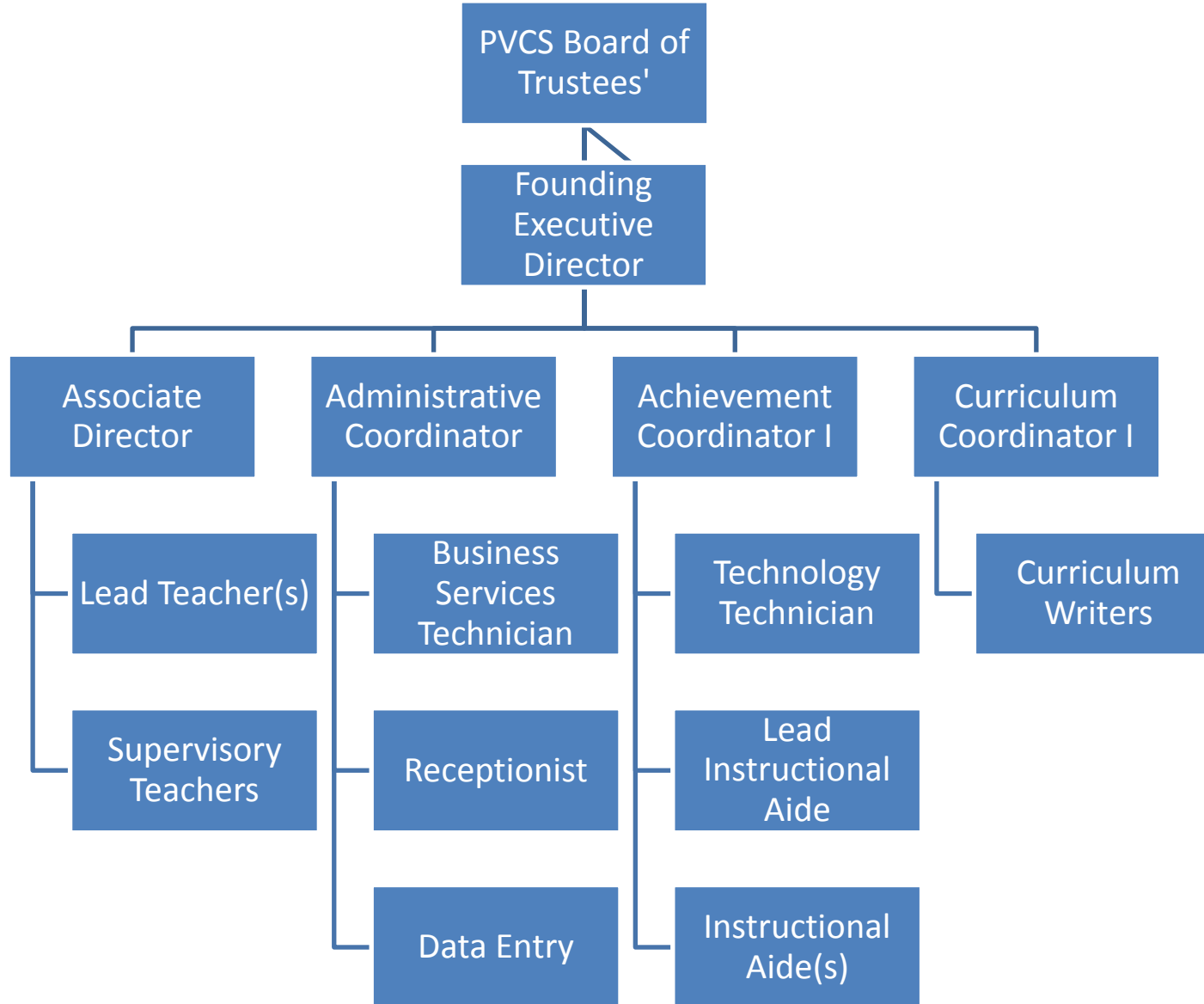
**WORK YEAR:**

As per the salary schedule.

Board Approved: June 19, 2007

Amended: November 10, 2009  
March 16, 2010

**11.4**





**11.5**

**PACIFIC VIEW CHARTER SCHOOL  
2011/12 EXECUTIVE LEADERSHIP SALARY SCHEDULE**

**CERTIFICATED**

<b>POSITION</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>	<b>STEP 7</b>
Executive Director	117,014	121,694	126,562	131,624	136,889	142,365	-
Associate Director*	85,176	88,583	92,126	95,811	99,644	103,630	-
<b>Achievement Coordinator I*</b>	<b>80,798</b>	<b>84,030</b>	<b>87,391</b>	<b>90,887</b>	<b>94,522</b>	<b>98,303</b>	<b>102,235</b>
<b>Curriculum Coordinator I*</b>	<b>77,690</b>	<b>80,798</b>	<b>84,030</b>	<b>87,391</b>	<b>90,886</b>	<b>94,522</b>	<b>98,303</b>

**CLASSIFIED**

<b>POSITION</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>	<b>STEP 7</b>
Administrative Coordinator*	54,050	56,212	58,460	60,799	63,231	65,760	68,390

**Stipends for advanced degrees**

Masters	2,000
Doctorate	3,500

**Achievement Coordinator/Curriculum Coordinator  
50% Student Caseload**

**\*Stipend for Longevity**

8th Year	5%
13th Year	5%
18th Year	3%

**11.6**

**PACIFIC VIEW CHARTER SCHOOL  
2011/12 CERTIFICATED SALARY SCHEDULE  
LEAD 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	51,192	229.56	28.70		53,752	241.04	30.13		56,440	253.09	31.64		59,261	265.75	33.22
2	53,240	238.74	29.84		55,902	250.68	31.34		58,697	263.22	32.90		61,632	276.38	34.55
3	55,370	248.29	31.04		58,138	260.71	32.59		61,045	273.74	34.22		64,097	287.43	35.93
4	57,584	258.23	32.28		60,464	271.14	33.89		63,487	284.69	35.59		66,661	298.93	37.37
5	59,888	268.55	33.57		62,882	281.98	35.25		66,026	296.08	37.01		69,328	310.89	38.86
6	62,283	279.30	34.91		65,397	293.26	36.66		68,667	307.93	38.49		72,101	323.32	40.42
7	64,775	290.47	36.31		68,013	304.99	38.12		71,414	320.24	40.03		74,985	336.25	42.03
8	67,366	302.09	37.76		70,734	317.19	39.65		74,271	333.05	41.63		77,984	349.70	43.71
9	70,060	314.17	39.27		73,563	329.88	41.23		77,241	346.37	43.30		81,103	363.69	45.46
10	72,863	326.74	40.84		76,506	343.08	42.88		80,331	360.23	45.03		84,348	378.24	47.28
11	76,506	343.08	42.88		80,331	360.23	45.03		84,348	378.24	47.28		88,565	397.15	49.64
16	80,331	360.23	45.03		84,348	378.24	47.28		88,565	397.15	49.64		92,993	417.01	52.13
21	82,741	371.04	46.38		86,878	389.59	48.70		91,222	409.07	51.13		95,783	429.52	53.69

**Stipends for Advanced Degrees**

Masters	2,000
Doctorate	3,500

**Extra Duty Pay**

Curriculum Writers - \$26.06 per hour

**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

**PACIFIC VIEW CHARTER SCHOOL  
2011/12 CERTIFICATED SALARY SCHEDULE  
LEAD 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	44,562	232.09	29.01	46,790	243.70	30.46	49,130	255.88	31.99	51,586	268.68	33.58
2	46,344	222.42	27.80	48,662	253.45	31.68	51,095	266.12	33.26	53,650	279.42	34.93
3	48,198	231.32	28.92	50,608	263.58	32.95	53,139	276.76	34.60	55,796	290.60	36.33
4	50,126	240.57	30.07	52,632	274.13	34.27	55,264	287.83	35.98	58,027	302.23	37.78
5	52,131	250.19	31.27	54,738	285.09	35.64	57,475	299.35	37.42	60,348	314.31	39.29
6	54,216	260.20	32.53	56,927	296.50	37.06	59,774	311.32	38.92	62,762	326.89	40.86
7	56,385	270.61	33.83	59,204	308.36	38.54	62,165	323.77	40.47	65,273	339.96	42.50
8	58,641	281.49	35.19	61,573	320.69	40.09	64,651	336.73	42.09	67,884	353.56	44.20
9	60,986	292.69	36.59	64,035	333.52	41.69	67,237	350.19	43.77	70,599	367.70	45.96
10	63,426	304.40	38.05	66,597	346.86	43.36	69,927	364.20	45.53	73,423	382.41	47.80
11	66,597	319.62	39.95	69,927	364.20	45.53	73,423	382.41	47.80	77,094	401.53	50.19
16	69,927	335.60	41.95	73,423	382.41	47.80	77,094	401.53	50.19	80,949	421.61	52.70
21	72,025	345.67	43.21	75,626	393.88	49.24	79,407	413.58	51.70	83,377	434.26	54.28

**Stipends for Advanced Degrees**

Masters	2,000
Doctorate	3,500

**Extra Duty Pay**

Curriculum Writers - \$26.06 per hour

**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