

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, January 17, 2012
Meeting begins at 5:00 pm

- 1.0 Call to Order/Roll Call
- 2.0 Approval of Agenda **Action**
- 3.0 Pledge of Allegiance
- 4.0 Closed Session
 - 4.1 Consideration of expelled student #678583 to attend Pacific View Charter School (Ed.Code 48918)
- 5.0 Report Out To Public Action Taken In Closed Session
 - 4.1
- 6.0 Introductions
- 7.0 Public Comment
- 8.0 Director's Report **Information**
- 9.0 Treasurer's Report For Period Ending December 31, 2011 **Information**
- 10.0 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.

 - 10.1 Minutes from Board Meeting of December 13,2011
 - Minutes from Special Board Meeting of December 13, 2011 **Action**
- 11.0 Action/Discussion Items
 - 11.1 Flexibility Transfer Public Hearing **Action**
 - 11.2 Internet Safety Policy Public Hearing **Action**
 - 11.3 PVCS Annual Audit 2010-2011 **Action**
 - 11.4 Donation from Hanni Andersen-Rymas **Action**
 - 11.5 SDCOE Uniform Complaint Quarterly Report **Action**
 - 11.6 Board Trustee Resignation(s) **Information**

12.0 Personnel
12.1 Receptionist Job Description

Action

13.0 Board/Staff Discussion

14.0 Adjournment

9.0

PACIFIC VIEW CHARTER SCHOOL

BOARD OF TRUSTEES' MEETING

January 17, 2012

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

PACIFIC VIEW CHARTER SCHOOL

Treasurer's Report

January 17, 2012 Board Meeting

2011/12 - General Fund (Charter Schools Enterprise Fund) Statement of Activities for the Period Ending December 31, 2011

Revenues			2011/12	2011/12	Year-to-Date	Remaining	%
<u>Object</u>	<u>Resource</u>	<u>Description</u>	<u>Adopted</u>	<u>Revised</u>	<u>7/1 - 12/31/11</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	2,459,564	1,938,183	589,912	1,348,271	70%
8096	0000	Transfer to Charter School Revenue Limit	982,321	939,078	382,789	556,289	59%
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	100%
8560	1100	Lottery	61,139	50,740	-110	50,850	100%
8560	6300	Restricted Lottery	9,639	8,006	-12	8,018	100%
8590	0000	Categorical Block Grant/Other State Funding	333,020	294,466	72,990	221,476	75%
8660	0000	Interest	2,000	1,800	192	1,608	89%
8699	0000	All Other Local Revenue	28,000	8,000	109	7,891	99%
8919	0000	Other Authorized Interfund Transfers	0	0	0	0	0%
Grand Total All Revenues:			<u>3,875,683</u>	<u>3,240,273</u>	<u>1,045,871</u>	<u>2,194,402</u>	<u>68%</u>

Expenditures

<u>Object</u>	<u>Certificated Personnel Salaries</u>					
1100	Teacher	1,256,793	1,167,701	589,704	577,997	49%
1300	Supervisors and Administrators	403,226	363,554	194,312	169,242	47%
1900	Other Certificated	0	0	0	0	0%
Total Certificated Personnel Salaries:		<u>1,660,019</u>	<u>1,531,255</u>	<u>784,016</u>	<u>747,239</u>	<u>49%</u>

PACIFIC VIEW CHARTER SCHOOL

Treasurer's Report

January 17, 2012 Board Meeting

2011/12 - General Fund (Charter Schools Enterprise Fund) Statement of Activities for the Period Ending December 31, 2011

<u>Description</u>	2011/12 Adopted Budget	2011/12 Revised Budget	Year-to-Date 7/1 - 12/31/11 Transactions	Remaining Budget	% Budget Remaining
<u>Object</u>					
<u>Classified Personnel Salaries</u>					
2100	27,419	27,419	13,710	13,709	50%
2300	178,846	183,473	89,003	94,470	51%
2400	30,761	34,863	17,431	17,432	50%
2900	59,411	56,559	27,525	29,034	51%
Total Classified Personnel Salaries:	296,437	302,314	147,669	154,645	51%
	419,736	383,930	192,365	191,565	50%
<u>Total Employee Benefits:</u>					
<u>Books and Supplies</u>					
4100	7,209	3,209	203	3,006	94%
4200	0	0	0	0	0%
4300	97,697	72,836	19,209	53,627	74%
4400	1,508	1,508	0	1,508	100%
Total Books and Supplies:	106,414	77,553	19,411	58,142	75%
<u>Services and Other Operating Expenditures</u>					
5200	19,548	19,548	14,376	5,172	26%
5300	11,693	11,693	3,239	8,454	72%
5500	20,050	20,050	9,792	10,258	51%
5600	660	660	354	306	46%
5800	1,164,302	894,773	358,802	535,971	60%

PACIFIC VIEW CHARTER SCHOOL

Treasurer's Report

January 17, 2012 Board Meeting

**2011/12 - General Fund (Charter Schools Enterprise Fund)
Statement of Activities for the Period Ending December 31, 2011**

<u>Description</u>	<u>2011/12 Adopted Budget</u>	<u>2011/12 Revised Budget</u>	<u>Year-to-Date 7/1 - 12/31/11 Transactions</u>	<u>Remaining Budget</u>	<u>% Budget Remaining</u>
Object	<u>Services & Other Operating Expenses (con't)</u>				
5900	8,251	9,251	3,163	6,088	66%
	1,224,504	955,975	389,726	566,249	59%
6XXX	160,237	160,237	80,118	80,119	50%
7XXX	<u>Other Outgo and Transfers Out</u>				
	3,867,347	3,411,264	1,613,305	1,797,959	53%
	425,519	596,222			
	8,336	-170,991			
	433,855	425,231			
9711 000	200	200			
9770 000	116,020	102,338			
9780 009	50,000	50,000			
9780 008	13,996	13,996			
9780 007	150,000	160,237			
9780 000	103,639				
9780 000		98,460			

PACIFIC VIEW CHARTER SCHOOL

Treasurer's Report

January 17, 2012 Board Meeting

2011/12 - Special Reserve/Capital Projects Fund

Statement of Activities for the Period Ending December 31, 2011

<u>Revenues</u>		2011/12	2011/12	Year-to-Date	Remaining	%
<u>Object</u>	<u>Description</u>	Adopted	Revised	7/1/-12/31/2011	Budget	Budget
		Budget	Budget	Transactions		Remaining
8660	Interest	5,000	5,000	-116	5,116	102.3%
8919	Other Transfers In - General Fund (CSEF)	0	0	0	0	0.0%
	Grand Total All Revenues:	<u>5,000</u>	<u>5,000</u>	<u>-116</u>	<u>5,116</u>	<u>102.3%</u>

Expenditures

<u>Object</u>	<u>Description</u>	2011/12	2011/12	Year-to-Date	Remaining	%
		Adopted	Revised	7/1/-12/31/2011	Budget	Budget
		Budget	Budget	Transactions		Remaining
	<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	0	300	300	0	0.0%
	Total Services and Other Operating Expenditures:	0	300	300	0	0.0%
	<u>Capital Outlay</u>					
6200	Buildings and Improvements of Buildings	35,897	35,597	5,450	30,147	84.7%
6400	Equipment	0	0	0	0	0.0%
6500	Equipment Replacement	0	0	0	0	0.0%
		<u>35,897</u>	<u>35,597</u>	<u>5,450</u>	<u>30,147</u>	<u>84.7%</u>
7619	<u>Transfers Out</u>	0	0	0	0	0.0%
	Grand Total All Expenditures:	<u>35,897</u>	<u>35,897</u>	<u>5,750</u>	<u>30,147</u>	<u>84.0%</u>
	Beginning Fund Balance	387,809	389,569			
	Increase/Decrease	-30,897	-30,897			
	Ending Fund Balance	356,912	358,672			

9780	Funds Loaned for Payroll Due From Other Funds		300,000	
			658,672	

10.1

Pacific View Charter School

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3670 Ocean Ranch Blvd., Oceanside, California 92056

Phone # (760) 757-0161

Minutes

Board of Trustees' Meeting – Tuesday, December 13, 2011

Meeting begins at 5:00 pm

15.0 Call to Order/Roll Call

President Brown called the meeting to order at 5:02pm will all Board Trustees present

16.0 Approval of Agenda

Moved by 1st Vice President Gleisberg and seconded by Trustee Cauzza to remove agenda item 9.1 and approve as revised.

AYES: Gleisberg, Cauzza, Miller, Stockwell, Brown, Curry, Spencer

NOES: None

ABSTAINED: None

17.0 Pledge of Allegiance

The pledge was led by Trustee Curry

18.0 Introductions

Lori Bentley, Business Services Technician

19.0 Public Comment

None

20.0 Director's Report

- ✚ I attended and was the speaker at Rotary on December 7, it was a great opportunity to share information about our program. Bob Gleisberg is working on scheduling a time for me to attend Kiwanis, possibly in January.
- ✚ We hosted our first annual Winter Wonderland Gingerbread House Contest on December 9th. There were approximately 15 contestants, we had cookie decorating, crafts (provided by K12®) and the possibility of three students enrolling.
- ✚ Our Science Fair will take place on December 15th. Both Martha and Bob have agreed to be judges again.
- ✚ Enrollment is at 473 with our cutoff being March 1. There are 115 in K-8; 312 in H/S and 46 in our K12®/9-12 program. We will only be using K12® for our K-8 program at the semester break and use Aventa at the high school level.

21.0 Treasurer's Report

- ✚ Only 24% of our revenues have been received but 44% of expenses have been spent
- ✚ There has been an increase in legal fees but a decrease in curriculum
- ✚ We are being very careful with our reserves as the information from the state regarding deferrals continue to come in
- ✚ The information seems to be saying that the 12/13 school year is going to be worse than the 11/12 school year

22.0 **Consent Calendar**

Moved by Trustee Curry and seconded by 1st Vice President Gleisberg to correct items 11.1 & 2 by removing Trustee Curry's name from the vote from the minutes of November 15 and approve the Consent Calendar as presented.

AYES: Gleisberg, Brown, Curry, Miller, Spencer, Cauzza, Stockwell

NOES: None

ABSTAIN: None

23.0 **Action/Discussion Items**

23.1 Board Trustee Application

Removed from the agenda

23.2 Moved by Trustee Curry and seconded by Trustee Spencer to remove from Article 4 Section 3b the language "on an annual basis mandatory" and approve the revised By-laws as presented.

AYES: Brown, Gleisberg, Curry, Miller, Spencer, Cauzza, Stockwell

NOES: None

ABSTAIN: None

23.3 Crisis Response Plan

Moved by Trustee Cauzza and seconded by 1st Vice President Gleisberg to approve the Crisis Response Plan as presented.

AYES: Brown, Gleisberg, Curry, Miller, Spencer, Cauzza, Stockwell

NOES: None

ABSTAIN: None

24.0 **Personnel**

24.1 Moved by 1st Vice President and seconded by Trustee Curry to change the Educational Coordinator job description title to Associate Director.

AYES: Brown, Gleisberg, Curry, Miller, Spencer, Cauzza, Stockwell

NOES: None

ABSTAIN: None

25.0 **Board/Staff Discussion**

Trustee Cauzza would like us to continue to look for other Trustee but she would be leaving in January.

26.0 **Adjournment**

The meeting was adjourned at 5:54pm

Pacific View Charter School

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3670 Ocean Ranch Blvd., Oceanside, CA 92056

Phone # (760) 757-0161

Minutes

Board of Trustees' Special Meeting – December 13, 2011

1. Call To Order

President Brown called the meeting to order at 5:55 pm with Board Trustees Curry, Spencer, Cauzza, Miller, Stockwell present.

2. Approval of Agenda

Moved by Trustee Cauzza and seconded by Trustee Spencer to approve the agenda as presented.

AYES: Brown, Spencer, Miller, Stockwell, Cauzza, Curry

NOES: None

ABSTAINED: None

3. Pledge of Allegiance

The pledge was led by Trustee Curry

4. Introduction - None

5. Public Comment – None

6. Closed Session

The Board convened to Closed Session at 5:57pm

6.1 Public Employee Discipline Dismissal/Release (Gov.Code 54957)

7. Report to Public Action Taken In Closed Session

The Board reconvened to Open Session at 6:57 pm

6.1 The Board directed the attorney to draft a letter to the complainant.

8. Board/Staff Discussion – None

9. Adjournment

President Brown adjourned the meeting at 6:59 pm

11.1

**Pacific View Charter School
Public Hearing for Flexibility Transfer
January 17, 2011**

The Budget trailer bill (SBX3 4) gives local school agencies the authority to use the funds received from the state for Tier III programs for “any educational purpose, to the extent permitted by federal law.”

Following are the Tier III categorical programs budgeted for 2011/12 which have been allocated to unrestricted general fund by resource.

<i>Resource</i>	<i>Description</i>	<i>2011/12 Entitlements</i>
0922	<i>Arts and Music Block Grant</i>	<i>\$ 4,974.00</i>
0923	<i>CAHSEE Intensive Instruction and Services</i>	<i>\$14,760.00</i>

Administration is inviting public discussion and requesting Board approval to consider the proposed use of 2011/12 Unrestricted General Fund Resource 0922 & 0923 for the 2011/12 school year. In addition these two state categorical programs can be transferred to any “educational purpose” for the period from 2008/09 to 2012/13 as provided in Budget trailer bill SBX3 4. These funds will be used for textbooks, books other than textbooks, curriculum software and instructional supplies.

The result of the transfer will be that the restrictions placed by the State on expenditures of these funds will be removed and the items listed are permitted expenditures under both state and federal law.

11.2

INTERNET SAFETY POLICY For Pacific View Charter School

Introduction

It is the policy of Pacific View Charter School to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Definitions

Key terms are as defined in the Children's Internet Protection Act.

Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Pacific View Charter School online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Supervision and Monitoring

It shall be the responsibility of all members of the Pacific View Charter School staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet protection Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of Technology Technician or designated representatives.

Internet Safety Education and Cyber Bullying

When any student enrolls for the first time with Pacific View Charter School they are given an “Introductory Packet”. One of the assignments of the “Introductory Packet” is a lesson on Internet safety. This lesson covers many aspects of Internet safety including e-mailing, social networks, cyber bullying and other dangerous aspects of the Internet.

CIPA definitions of terms:

TECHNOLOGY PROTECTION MEASURE. The term “technology protection measure” means a specific technology that blocks or filters Internet access to visual depictions that are:

1. **OBSCENE**, as that term is defined in section 1460 of title 18, United States Code;
2. **CHILD PORNOGRAPHY**, as that term is defined in section 2256 of title 18, United States Code; or
3. **HARMFUL TO MINORS.** The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:
 1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
 2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

SEXUAL ACT; SEXUAL CONTACT. The terms “sexual act” and “sexual contact” have the meanings given such terms in section 2246 of title 18, United States Code

Adoption

The Board of Pacific View Charter School adopted this Internet Safety Policy at a public meeting, following normal public notice, on <Month, Day, Year>.

Board Approved: July 19, 2011

Amended:

11.3

PACIFIC VIEW CHARTER SCHOOL

SAN DIEGO COUNTY

OCEANSIDE, CALIFORNIA

AUDIT REPORT

JUNE 30, 2011

**PACIFIC VIEW CHARTER SCHOOL
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JUNE 30, 2011**

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INDEPENDENT AUDITOR'S REPORT



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Aubrey W. King, CPA
Richard K. Savage, CPA

INDEPENDENT AUDITOR'S REPORT

**Governing Board
Pacific View Charter School
Oceanside, California**

We have audited the accompanying statement of financial position of Pacific View Charter School as of June 30, 2011, and the related statements of activities and cash flows for the year then ended. These financial statements are the responsibility of Pacific View Charter School's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Pacific View Charter School as of June 30, 2011, and the results of its changes in net assets and its cash flows, for the year then ended, in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated September 28, 2011, on our consideration of Pacific View Charter School's internal control over financial agreements, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

Our audit was performed for the purpose of forming an opinion on the financial statements taken as a whole of Pacific View Charter School. The accompanying supplementary information is presented for purposes of additional analysis as required by the State's audit guide, *Standards and Procedures for Audits of California K-12 Local Education Agencies 2010-11*, published by the Education Audit Appeals Panel, and is also not a required part of these financial statements. This information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements taken as a whole.

Wilkinson Hadley King & Co., LLP

El Cajon, California
September 28, 2011

FINANCIAL STATEMENT

**PACIFIC VIEW CHARTER SCHOOL
STATEMENT OF FINANCIAL POSITION
JUNE 30, 2011**

ASSETS

Current Assets

Cash in county treasury	\$ 203,723
Cash in bank	17,644
Accounts receivable	823,927
Prepaid expenditures	5,364

Total Current Assets	1,050,658
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Non-current Assets

Property and equipment, net	3,001,803
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Total Non-current Assets	3,001,803
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Total Assets	\$ 4,052,461
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LIABILITIES AND NET ASSETS

Current Liabilities

Accounts payable	\$ 64,870
Note payable, current portion	23,207

Total Current Liabilities	88,077
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Long Term Liabilities

Note payable	2,042,180
Less current portion	(23,207)

Total Long Term Liabilities	2,018,973
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Total Liabilities	2,107,050
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Net Assets

Temporarily restricted	411,918
Unrestricted	1,533,493

Total Net Assets	1,945,411
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Total Liabilities and Net Assets	\$ 4,052,461
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The accompanying notes are an integral part of these financial statements.

**PACIFIC VIEW CHARTER SCHOOL
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2011**

	Unrestricted	Temporarily Restricted		Total
		Charter School Fund	Special Reserve Fund	
REVENUES				
Revenue limit sources				
State aid	\$ 2,135,011	\$ -	\$ -	\$ 2,135,011
Local sources	844,638	-	-	844,638
Federal revenue	-	126,601	-	126,601
Other state revenue	315,906	10,489	-	326,395
Other local revenue	11,169	-	2,052	13,221
	<u>3,306,724</u>	<u>137,090</u>	<u>2,052</u>	<u>3,445,866</u>
Net assets released from restriction				
Restriction satisfied	1,110,241	(162,299)	(947,942)	-
	<u>4,416,965</u>	<u>(25,209)</u>	<u>(945,890)</u>	<u>3,445,866</u>
TOTAL SUPPORT AND REVENUES				
	<u>4,416,965</u>	<u>(25,209)</u>	<u>(945,890)</u>	<u>3,445,866</u>
EXPENSES				
Certificated salaries	1,467,887	-	-	1,467,887
Classified salaries	268,099	-	-	268,099
Employee benefits	355,651	-	-	355,651
Books and supplies	91,141	-	-	91,141
Services and other operating expenses	832,872	-	-	832,872
Capital outlay	2,595	-	-	2,595
Interest expense	116,959	-	-	116,959
Depreciation expense	36,812	-	-	36,812
	<u>3,172,016</u>	<u>-</u>	<u>-</u>	<u>3,172,016</u>
TOTAL EXPENSES				
	<u>3,172,016</u>	<u>-</u>	<u>-</u>	<u>3,172,016</u>
CHANGE IN NET ASSETS	1,244,949	(25,209)	(945,890)	273,850
NET ASSETS, BEGINNING OF YEAR	<u>288,544</u>	<u>47,948</u>	<u>1,335,069</u>	<u>1,671,561</u>
NET ASSETS, END OF YEAR	<u>\$ 1,533,493</u>	<u>\$ 22,739</u>	<u>\$ 389,179</u>	<u>\$ 1,945,411</u>

The accompanying notes are an integral part of these financial statements.

**PACIFIC VIEW CHARTER SCHOOL
COMBINED-STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED JUNE 30, 2011**

CASH FLOWS FROM OPERATING ACTIVITIES

Change in Net Assets	\$ 273,850
Adjustments to reconcile change in net assets to net cash provided by operating activities:	
Depreciation	36,812
(Increase) Decrease in accounts receivable	(474,936)
(Increase) Decrease in prepaid expenditures	157,875
Increase (Decrease) in accounts payable	<u>40,674</u>

NET CASH PROVIDED BY OPERATING ACTIVITIES 34,275

NET CASH USED IN INVESTING ACTIVITIES

Acquisition of fixed assets	<u>(2,452,629)</u>
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NET CASH USED IN INVESTING ACTIVITIES (2,452,629)

NET CASH PROVIDED BY FINANCING ACTIVITIES

Note payable less principal payments	<u>2,042,180</u>
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NET CASH PROVIDED BY FINANCING ACTIVITIES 2,042,180

NET DECREASE IN CASH AND CASH EQUIVALENTS (376,174)

CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR 597,541

CASH AND CASH EQUIVALENTS, END OF YEAR \$ 221,367

The accompanying notes are an integral part of these financial statements.

**PACIFIC VIEW CHARTER SCHOOL
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2011**

A. Organization and Summary of Significant Accounting Policies:

History

Pacific View Charter School is a K-12 public school that opened in August 1999. The school provides the Oceanside and neighboring communities an educational alternative to the traditional school setting. Enrollment at the school is strictly on a voluntary basis. Students in San Diego County and in any neighboring county are free to attend.

Pacific View Charter School strives to provide an educational opportunity for all students to work independently or in a small group setting and to pursue personalized educational plans created by the parents, students, and teachers. These plans provide for continuing academic progress and reflect the students yearly goals and objectives.

The staff of Pacific View Charter School desires to work in an atmosphere of collaboration and mutual understanding with all who attend. The learning team consists of the supervisory teacher, student, and parent. Parents are an integral part of their child's educational success and have an active voice in the governance of Pacific View Charter School.

The Vision of Pacific View Charter School

Students at Pacific View Charter School use technological tools and research based curriculum to achieve personal and academic success. In a Personalized Learning environment, the students develop 21st Century skills to be prepared for college and the workforce. Pacific View Charter School students are global communicators who listen, speak, read, and write in an effective manner. The individual needs and learning styles of students are accommodated through personalized learning.

The Mission of Pacific View Charter School

The Pacific View Charter School community is focused on the success of each student and partners with parents in the education of their children. The school is committed to providing a safe and exceptional learning environment utilizing 21st Century tools, resources, and curriculum. Highly Qualified Teachers guide the learning process through current research and methodologies.

Basis of Presentation

Financial statement presentation follows the recommendations of the Financial Accounting Standards Board in its Statement of Financial Accounting Standards (SFAS) No. 117, Financial Statements for Not-for-Profit Organizations. Under SFAS No. 117, the School is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets.

**PACIFIC VIEW CHARTER SCHOOL
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2011
(Continued)**

A. Organization and Summary of Significant Accounting Policies (continued)

Funds

The school reports the following funds:

Charter School Fund. This is the school's primary operating fund. It accounts for all financial resources of the school except those required to be accounted for in another fund.

Special Reserve Fund for Capital Outlay. This fund is used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specific purposes relating to capital projects.

Use of Estimates

The preparation of financial statements in accordance with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Cash and Cash Equivalents

For purposes of the statement of cash flows, Pacific View Charter School considers all unrestricted highly liquid investments with an initial maturity of three months or less to be cash equivalents.

Investments

The School's method of accounting for investments, in accordance with generally accepted accounting principles, is the fair value method. Fair value is determined by published quotes. Changes in fair value of investments results in increases or decreases to the unrealized fair values of equity investments. Adjustments to fair values are reflected as "Unrealized Gain or Loss on Investments" in the accompanying Combined Statement of Activities.

Advertising

Advertising costs are expensed when incurred.

Donated Property and Equipment

Donations of property and equipment are recorded as contributions at their estimated fair value at the date of donation. Such donations are reported as increases in unrestricted net assets unless the donor has restricted the donated asset to a specific purpose.

Revenue Recognition

Contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support, depending on the existence and/or nature of any donor restrictions.

**PACIFIC VIEW CHARTER SCHOOL
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2011
(Continued)**

A. Organization and Summary of Significant Accounting Policies (continued)

Revenue Recognition-continued

All donor-restricted support is reported as an increase in temporarily or permanently restricted net assets, depending on the nature of the restriction. When a restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

Income Taxes

The School is a 509(a) (1) publicly supported nonprofit organization that is exempt from income taxes under Sections 501(a) and 501(c) (3). This exemption is for all income taxes except for those assessed on unrelated business income, if any. The School is also exempt from state franchise or income tax under Section 23701 d of the California Revenue and Taxation Code.

Deferred Revenue

Deferred revenue arises when potential revenue does not meet both the “measurable” and “available” criteria for recognition in the current period or when resources are received by the charter school prior to the incurrence of qualifying expenditures. In subsequent periods, when both revenue recognition criteria are met or when the charter school has a legal claim to the resources, the liability for deferred revenue is removed from the combined balance sheet and revenue is recognized.

Property Tax Revenue

Secured property taxes attach as an enforceable lien on property as of March 1. Taxes are payable in two installments on December 10 and April 10. Unsecured property taxes are payable in one installment on or before August 31. The County of San Diego bills and collects the taxes for the charter school. Tax revenues are recognized by the charter school when earned.

Restricted, Temporarily Restricted, and Unrestricted Revenue and Expenses

Revenues received are recorded as unrestricted, temporarily restricted, or permanently restricted depending on the existence or nature of any donor restrictions.

Revenue that is restricted by the donor is reported as an increase in unrestricted net assets if the restriction expires in the reporting period in which the revenue is recognized. All other donor-restricted revenue is reported as an increase in temporarily or permanently restricted net assets, depending on the nature of the restriction.

When a restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), temporarily restricted net assets are reclassified to unrestricted net assets.

**PACIFIC VIEW CHARTER SCHOOL
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2011
(Continued)**

B. Cash

1. Cash in County Treasury:

In accordance with Education Code Section 41001, the School maintains substantially all of its cash in the San Diego County Treasury as part of the common investment pool (\$203,723 as of June 30, 2011). The fair value of the School's portion of this pool as of that date, as provided by the pool sponsor, was \$203,723. Assumptions made in determining the fair value of the pooled investment portfolio's are available from the County Treasurer.

2. Cash in Banks

Cash balances in banks and on hand (\$17,644 as of June 30, 2011) are insured up to \$250,000 by the Federal Depository Insurance Corporation. All cash held by the financial institution is fully insured or collateralized.

C. Accounts Receivable

Receivables at June 30, 2011 are deemed to be fully collectible by management. As a result, no allowance for uncollectible accounts has been established. As of June 30, 2011 accounts receivable consisted of:

	<u>General Fund</u>
Federal Government:	
Federal programs	\$ 29,095
State Government:	
Grants and entity grants	760,761
Lottery	28,800
Other state programs	4,916
Local Sources:	
Interest	400
Other local revenue	25
Total accounts receivable	\$ 823,927

D. Prepaid Expenditures

Prepaid expenditures at June 30, 2011 consist of:

Prepaid operating expenditures	\$ 5,364
Total prepaid expenditures	\$ 5,364

**PACIFIC VIEW CHARTER SCHOOL
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2011
(Continued)**

E. Property and Equipment:

Property and equipment consists of the following at June 30, 2011:

Land	\$ 829,926
Equipment	73,040
Building	<u>2,208,689</u>
 Total	 3,111,655
 Less accumulated depreciation	 <u>(109,852)</u>
 Property and equipment, net	 <u>\$ 3,001,803</u>

F. Accounts Payable

Accounts payable balances as of June 30, 2011 consists of:

Vendor payables	\$ 48,088
Payroll and related benefits	16,597
Other liabilities	<u>185</u>
 Total	 <u>\$ 64,870</u>

G. Joint Ventures (Joint Powers Agreements)

The School participates in one joint powers agreement (JPA) entity, the San Diego County Schools Risk Management (SDCSRМ). The relationship between the School and the JPA is such that the JPA is not a component unit of the District.

The JPA arranges for and provides for various types of insurances for its member districts as requested. The JPA is governed by a board consisting of a representative from each member. The board controls the operations of the JPA, including selection of management and approval of operating budgets, independent of any influence by the member districts beyond their representation on the board. Each member district pays a premium commensurate with the level of coverage requested and shares surpluses and deficits proportionate to their participation in the JPA.

Combined condensed unaudited financial information of the School's share of the JPA for the year ended June 30, 2011 is as follows:

Total Assets	\$ 24,829
Total Liabilities	4,691
Total Fund Balance	20,138
 Total Cash Receipts	 37,346
Total Cash Disbursements	22,692
Net Change in Fund Balance	14,654

**PACIFIC VIEW CHARTER SCHOOL
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2011
(Continued)**

H. Long Term Debt:

Long term debt at June 30, 2011 consists of:

In August 2010 the School obtained a loan in the amount of \$2,058,750 from Wells Fargo for the purchase of a building. The loan bears interest at a rate of 6.75%. The loan has a 30 year amortization with a ten year call. The loan is due on August 15, 2020.

Note payable to Wells Fargo	<u>\$ 2,042,180</u>
Total long term debt	2,042,180
Less portion due within one year	<u>(23,207)</u>
Long term debt, net of current portion	<u>\$ 2,018,973</u>

I. Donated Services:

During the year, many parents, administrators, and other individuals donate significant amounts of time and services to Pacific View Charter School in an effort to advance the programs and objectives of the school. These services have not been recorded in the financial statements because no objective basis is available to measure the value of such services.

J. Employee Retirement Systems:

Qualified employees are covered under multiple-employer defined benefit pension plans by agencies of the State of California. Certificated employees are members of the State Teachers' Retirement System (STRS).

STRS:

The School contributes to the State Teachers Retirement System (STRS), a cost-sharing multiple-employer public employee retirement system defined benefit pension plan administered by STRS. The plan provides retirement, disability, and survivor benefits to beneficiaries. Benefit provisions are established by state statutes, as legislatively amended, within the State Teachers' Retirement Law. STRS issues a separate comprehensive annual financial report that includes financial statements and required supplementary information. Copies of the STRS annual report may be obtained from the STRS, 7667 Folsom Boulevard, Sacramento, California 95826

Active plan members are required to contribute 8% of their salary and the School is required to contribute an actuarially determined rate. The actuarial methods and assumptions used for determining the rate are those adopted by STRS Teachers' Retirement Board. The required employer contribution rate for fiscal year 2010-11 was 8.25% of annual payroll. The contribution requirements of the plan members are established by state statute. The School's contribution to STRS for the fiscal year ended June 30, 2011 was \$ 121,085. For the year ended June 30, 2011 the state contributed \$ 62,635 on behalf of the school.

**PACIFIC VIEW CHARTER SCHOOL
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2011
(Continued)**

J. Employee Retirement Systems: (continued)

PERS:

The School contributes to the School Employer Pool under the California Employees' Retirement System (CalPERS), a cost-sharing multiple-employer public employee retirement system defined benefit pension plan administered by CalPERS. The plan provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. Benefit provisions are established by state statutes, as legislatively amended, with the Public Employee's Retirement Law. CalPERS issues a separate comprehensive annual financial report that includes financial statements and required supplementary information. Copies of the Cal PERS annual financial report may be obtained from the CalPERS Executive Office, 400 P Street, Sacramento, California 95814.

Active plan members are required to contribute 7% of their salary (7% of monthly salary over \$133.33 if the member participates in Social Security), and the School is required to contribute an actuarially determined rate. The actuarial methods and assumptions used for determining the rate are those adopted by the CalPERS Board of Administration. The required employer contribution rates for fiscal year 2010-11 were 10.707% of payroll. The contribution requirements of the plan members are established by state statute. The School's contribution to CalPERS for the fiscal year ending June 30, 2011 was \$ 22,771.

K. Commitments and Contingencies

State and Federal Allowances, Awards, and Grants

The School has received state and federal funds for specific purposes that are subject to review and audit by the grantor agencies. Although such audits could generate expenditure disallowances under terms of the grants, it is believed that any required reimbursement will not be material.

L. Subsequent Event

In preparing these financial statements, the School has evaluated events and transactions for potential recognition or disclosure between June 30, 2011 and the date the financial statements were issued.

SUPPLEMENTAL INFORMATION

**PACIFIC VIEW CHARTER SCHOOL
(A California Charter School)
ORGANIZATION STRUCTURE
JUNE 30, 2011**

Pacific View Charter School (Charter #247) was formed pursuant to Education Code Section 47600 under agreement with Oceanside Unified School District granted in July, 1999.

BOARD OF TRUSTEES

<u>Name</u>	<u>Office</u>	<u>Term/Term Expiration</u>
Martha Brown	President	Three Year Term Expires March 2014
Bob Gleisberg	1st Vice President	Three Year Term Expires January 2014
Ann Stanfield	Board Trustee	Three Year Term Expires March 2012
Darbi Neilson	Board Trustee	Three Year Term Expires November 2013

ADMINISTRATION

Gina Campbell	Executive Director
Kathy Crouse	Associate Director
Sandra R. Benson	Business Manager
Kira Fox	Administrative Coordinator
Jessica Venezia	Program Manager
Lena Rumps	Achievement Coordinator

EXECUTIVE LEADERSHIP

Gina Campbell	Kira Fox
Kathy Crouse	Lena Rumps
Sandra R. Benson	Jessica Venezia

**PACIFIC VIEW CHARTER SCHOOL
SCHEDULE OF AVERAGE DAILY ATTENDANCE
FOR THE YEAR ENDED JUNE 30, 2011**

	P2*		Annual*	
	Original	Revised (1)	Original	Revised (1)
Non-Classroom Based				
Kindergarten	8.41	8.41	9.75	9.75
Grades 1 through 3	34.80	34.80	36.05	36.05
Grades 4 through 6	35.05	35.05	34.53	34.53
Grades 7 through 8	49.73	49.73	48.94	48.94
Grades 9 through 12	360.02	360.02	368.58	368.58
Total ADA	488.01	488.01	497.85	497.85

Note (1): There were no revisions to the P-2 or Annual report

Average daily attendance is a measurement of the number of pupils attending classes of the charter school. The purpose of attendance accounting from a fiscal standpoint is to provide the basis on which apportionments of state funds are made to charter schools. This schedule provides information regarding the attendance of students at various grade levels and in different programs.

**PACIFIC VIEW CHARTER SCHOOL
SCHEDULE OF INSTRUCTIONAL TIME
FOR THE YEAR ENDED JUNE 30, 2011**

Pacific View Charter School is a non-classroom based school and not subject to the minimum instructional minutes required by Education Code Section 4620.

**PACIFIC VIEW CHARTER SCHOOL
RECONCILIATION OF ANNUAL FINANCIAL AND BUDGET
REPORT WITH AUDITED FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2011**

June 30, 2011 annual financial and budget report fund balance	\$ <u>985,791</u>
Adjustments and reclassifications:	
Assets Capitalized on Statement of Net Assets	3,001,803
Note payable recorded on Statement of Net Assets	<u>(2,042,183)</u>
June 30, 2011 audited financial statement net assets	\$ <u>1,945,411</u>

This schedule provides the information necessary to reconcile the fund balance as reported on the SACS report to the net assets reported on the audited financial statements.

OTHER INDEPENDENT AUDITOR'S REPORTS



Wilkinson Hadley King & Co. LLP

CPAs and Advisors

218 W. Douglas Avenue • El Cajon, CA 92020

Tel. (619) 447-6700 • Fax (619) 447-6707

P. Robert Wilkinson, CPA
Brian K. Hadley, CPA

Aubrey W. King, CPA
Richard K. Savage, CPA

**INDEPENDENT AUDITOR'S REPORT
REPORT ON INTERNAL CONTROL OVER FINANCIAL
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON
AN AUDIT OF FINANCIAL STATEMENTS PERFORMED
IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

**Board of Directors
Pacific View Charter School
San Diego, California**

We have audited the financial statements of Pacific View Charter School as of and for the year ended June 30, 2011, and have issued our report thereon dated September 28, 2011. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control over Financial Reporting

In planning and performing our audit, we considered the Pacific View Charter School's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Pacific View Charter School's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of Pacific View Charter School's internal control over financial reporting.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. *A material weakness* is a deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Pacific View Charter School's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

This report is intended solely for the information and use of management, others within the organization, the Board of Directors, and governmental awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Wilkinson Hadley King & Co., LLP

El Cajon, California
September 28, 2011

AUDITOR'S REPORT ON STATE COMPLIANCE

Board of Directors
Pacific View Charter School
Oceanside, California

Members of the Board of Directors:

We have audited the financial statements of the Pacific View Charter School ("School") as of and for the year ended June 30, 2011, and have issued our report thereon dated September 28, 2011. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. We have also audited the School's compliance with the requirements specified in the State's audit guide, *Standards and Procedures for Audits of California K-12 Local Education Agencies 2010-11*, published by the Education Audit Appeals Panel, applicable to the School's statutory requirements identified below for the year ended June 30, 2011. Compliance with the requirements referred to above is the responsibility of the School's management. Our responsibility is to express an opinion on the School's compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States; and the State's audit guide, *Standards and Procedures for Audits of California K-12 Local Education Agencies 2010-11*, published by the Education Audit Appeals Panel. Those standards and the State's audit guide, *Standards and Procedures for Audits of California K-12 Local Education Agencies 2010-11*, published by the Education Audit Appeals Panel require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the compliance requirements referred to above that could have a material effect on the state laws and regulations applicable to the items in the schedule below occurred. An audit includes examining on a test basis, evidence about the School's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination of the School's compliance with those requirements.

In connection with the audit referred to above, we selected and tested transactions and records to determine the School's compliance with the state laws and regulations applicable to the following items:

<u>Description</u>	<u>Procedures In Audit Guide</u>	<u>Procedures Performed</u>
Attendance Accounting:		
Attendance Reporting	8	N/A
Kindergarten Continuance	3	N/A
Independent Study	23	N/A
Continuation Education	10	N/A
Instructional Time:		
School Districts	6	N/A
County Offices of Education	3	N/A

Instructional Materials, General Requirements	8	N/A
Ratio of Administrative Employees to Teachers	1	N/A
Classroom Teacher Salaries	1	N/A
Early Retirement Incentive Program	4	N/A
GANN Limit Calculation	1	N/A
School Accountability Report Card	3	N/A
Public Hearing Requirement-Receipt of Funds	1	N/A
Class Size Reduction Program (Including In Charter Schools):		
General Requirements	7	N/A
Option One Classes	3	N/A
Option Two Classes	4	N/A
Only One School Serving Grades K-3	4	N/A
After School Education and Safety Program		
General Requirements	4	N/A
After School	4	N/A
Before School	5	N/A
Contemporaneous Records of Attendance, For Charter Schools	1	Yes
Mode of Instruction, for Charter Schools	1	Yes
Nonclassroom-Based Instruction/Independent Study, For Charter Schools	15	Yes
Determination of Funding for Nonclassroom-Based		
Instruction, For Charter Schools	3	Yes
Annual Instructional Minutes – Classroom Based, For Charter Schools	3	N/A

The term “N/A” is used above to mean either the School did not offer the program during the current fiscal year or the program applies to a different type of local education agency.

In our opinion, Pacific View Charter School complied, in all material respects, with the compliance requirements referred to above that are applicable to the statutory requirements listed in the schedule above for the year ended June 30, 2011.

This report is intended solely for the information and use of the Board of Directors, Management, State Controller’s Office, Department of Finance, Department of Education, and pass-through entities, and is not intended to be and should not be used by anyone other than these specified parties. However, this report is a matter of public record and its distribution is not limited.

Wilkinson Bradley King & Co., LLP

El Cajon, California
September 28, 2011

**PACIFIC VIEW CHARTER SCHOOL
SUMMARY OF AUDITOR'S RESULTS
FOR THE YEAR ENDED JUNE 30, 2011**

FINANCIAL STATEMENTS

Type of auditors' report issued:	<u>Unqualified</u>
Internal control over financial reporting:	
Material weaknesses identified?	<u>No</u>
Reporting conditions identified not considered to be material weaknesses?	<u>None reported</u>
Noncompliance material to financial statements noted?	<u>No</u>

STATE AWARDS

Internal control over State programs:	
Material weaknesses identified?	<u>No</u>
Reporting conditions identified not considered to be material weaknesses?	<u>None Reported</u>
Type of auditors' report issued on compliance for State programs:	<u>Unqualified</u>

**PACIFIC VIEW CHARTER SCHOOL
FINANCIAL STATEMENT FINDINGS
FOR THE YEAR ENDED JUNE 30, 2011**

None reported.

**PACIFIC VIEW CHARTER SCHOOL
STATE AWARDS FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED JUNE 30, 2011**

None reported.

**PACIFIC VIEW CHARTER SCHOOL
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
FOR THE YEAR ENDED JUNE 30, 2011**

There were no findings in the prior year audit report.

11.4

PACIFIC VIEW CHARTER SCHOOL
Board of Trustees Meeting
January 17, 2011

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
Hanni Andersen-Rymas	Whirlpool Refrigerator	Estimated value \$600.00
	TOTAL VALUE	\$600.00

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

11.5

SDCOE Uniform Complaint Quarterly Reports Database

Williams and Valenzuela Settlements

Quarterly Complaint Summary ADD a new summary record

[Back to Home Menu](#)

User ID:

Quarter to Add:

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	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Submitted By:

Title:

Main Menu

12.1



Classified Position

Job Description: RECEPTIONIST

DESCRIPTION OF POSITION:

~~Under general supervision, to perform any of a variety of clerical record keeping, record checking, filing, copying, compiling, keyboarding/typing duties and to perform a variety of supportive tasks to support the learning experiences for students in an instructional and office environment; and to do related work as required.~~

Under general supervision, to perform and coordinate varied and responsible secretarial and clerical services of average difficulty in a school office and to do related work as required.

DUTIES:

1. Performs a variety of clerical duties, such as filing, typing, keeping records, and duplicating materials for staff.
2. Answers the telephone, screens calls and visitors, and make appointments.
3. Receives the public or students and provides routine factual information.
4. Posts information to forms, accounts, and records.
5. Sorts and files papers, student records, and a variety of documents; searches files for specified information
- 6. Assist by registering new students and preparing necessary folders, forms, and records.**
7. May assist in administering of student tests.
8. May assist in the copying of a variety of instructional materials.
9. May receive and route correspondence.
10. May receive money and prepare receipts.
11. Operates office machines, and give assistance to staff members in the use of these machines.
12. Maintains the student, parent/guardian, & volunteer/visitor sign in/out notebook.
- 13. Performs initial data entry and updates database as needed.**
14. Performs other duties as required.

EMPLOYMENT STANDARDS

Knowledge of:

Confidential documentation policies – FERPA and HIPPA

Correct English usage, spelling, grammar, punctuation and composition.

Standard office methods, procedures, and equipment, including receptionist and telephone techniques.

Basic arithmetic, filing, and record-keeping practices.

Student behavior **policies** and characteristics.

Techniques used in controlling and motivating students.

~~General purposes and goals of public education.~~

Ability to:

~~Perform a variety of clerical work with accuracy and speed.~~

Perform clerical /secretarial work involving use of independent judgment, requiring accuracy and speed

~~Learn to operate standard office equipment.~~

Proficiently operate and maintain functionality of standard office equipment, including computers

~~Make basic arithmetical calculations with accuracy and speed.~~

Post information, check records, file and alphabetize rapidly and accurately.

Understand and carry out oral and written instructions.

Assume responsibility of supervising students.

Maintain cooperative and effective working relationships with ~~children~~ **students, parents, staff, and visitors** ~~adults.~~

Training and Experience:

~~Equivalent to the completion of the twelfth grade; no experience is required; however, character references may be checked; or any combination of training and/or experience that could likely provide the desired knowledge and abilities.~~

QUALIFICATION REQUIREMENTS:

~~To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.~~

Read, write and communicate in the English language. Training and experience equivalent to the completion of high school, preferably including courses in keyboarding and office methods; two years of progressively responsible clerical experience, some of which has included considerable contact with the public; or any combination of training and/or experience that could likely provide the desired knowledge and abilities. These requirements are not meant to be a comprehensive description of this position's duties, but an aid in determining an

individual's ability to perform the essential functions of the job, with or without accommodation.

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:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, ~~and~~ talk **and** or hear. The employee is occasionally required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; and ~~taste or~~ smell.

The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. **Specific hearing abilities require the ability to communicate with students, staff, parents, phones; respond to safety buzzers and emergencies.**

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. ~~Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.~~

The employee will work in an office environment with constant interruptions.

The noise level in the work environment is usually moderate.

Exposure to biohazard materials such as body fluids

Supervisor:

Administrative Coordinator

Board Approved: 08-16-05

Amended: 02-21-06