



Regular Meeting of the Board of Trustees
Board Packet

Tuesday, April 16, 2024 at 3:00 pm

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

3670 Ocean Ranch Blvd., Oceanside, CA 92056

22695 Alessandro Blvd., Moreno Valley, CA 92533

Phone # (760) 757-0161

Phone # (951) 697-1990

Meeting of the Board of Trustees

Agenda

Tuesday, April 16, 2024 at 3:00 pm

- 1.0 Call to Order/Roll Call
- 2.0 Pledge of Allegiance
- 3.0 Approval of Agenda Action
Recommended Action:
That the Board approve the agenda for the Regular Board Meeting of April 16, 2024, as presented.
- 4.0 Public Comment
Members of the public will be given the opportunity to address the Board during the meeting. Individual comments will be limited to three (3) minutes. If an interpreter is needed for comments, they will be translated to English and the time limit shall be for six (6) minutes. The Board may limit the total time for public comment to a reasonable time. The Board reserves the right to mute or remove a participant from the meeting if the participant unreasonably disrupts the Board Meeting.
- 5.0 Introductions
- 6.0 [Executive Director's Report](#) Information
- 7.0 Consent Calendar Action
These agenda items are considered routine and will be approved in one action without discussion. If a Board Trustee requests that an item be removed from the consent calendar or a citizen wishes to speak to an item, the item will be considered under Action Items.
 - 7.1 [Meeting Minutes from March 12, 2024](#)
- 8.0 Action/Discussion Items
Administrative
 - 8.1 [Board Member Application: Noel Ross](#) Action
Information Summary
The recent board member resignation left a parent representative opening on the board
Responsible Party
Executive Director will discuss board opening and introduce prospective board member
Recommended Action:
To approve the new member application
Business and Financial
 - 8.2 [Board Warrant Listing March 1-31, 2024](#) Action
Information Summary
Warrants and Automated Clearing House (ACH) payments are issued in accordance with approved budget and/or contracts
Responsible Party
Fiscal and Operations Coordinator Chang will discuss the Board Warrant Listing

Recommended Action:

That the Board approve the warrants and Automated Clearing House (ACH) payments issued in March 2024

Personnel

- 8.3 [TK-8 Program Coordinator Job Description](#) Action
Information/Summary
 The TK-8 Program Coordinator is a new position
Responsible Party
 Executive Director Gorence will discuss this job description
Recommended Action:
 That the Board approve the job description as presented
- 8.4 [Lead Teacher K-8 Stipend Description](#) Action
Information/Summary
 Updates to the existing Stipend Lead Teacher K-8 Description
Responsible Party
 Executive Director Gorence will discuss this stipend description
Recommended Action:
 That the Board approve the job description as presented
- 8.5 [Special Education Lead IA Job Description](#) Action
Information/Summary
 The Sped Lead IA is a new position that will be responsible for developing and coaching aids working in the Special Education department
Responsible Party
 Executive Director Gorence will discuss this job description
Recommended Action:
 That the Board approve the job description as presented
- 8.6 [Declaration of Need](#) Action
Information Summary
 Declaration of Need for CDE for possible needed positions for 24/25 school year
Responsible Party
 H&R and Business Services Coordinator Bentley will discuss the Declaration of Need
Recommended Action:
 That the Board approve the Declaration of Need as presented

Curriculum

- 8.7 [Math Essentials Course](#) Action
Information/Summary
 New Math Essentials course will replace Math Readiness A
Responsible Party
 Director of Curriculum and Instruction Gibson will discuss the new course
Recommended Action:
 That the Board approves the Math Essentials course as presented

9.0 Board/Staff Discussion

Upcoming events: Staff Appreciation Week - May 6-10; 8th Grade Promotion - May 21;
 High School Graduation - May 22. Invitations will be sent

10.0 Adjournment/Next Meeting

Due to Middle School Promotion on the same day, we need to reschedule our May meeting

Access to Board Materials: A copy of the written materials which will be submitted to the Board may be reviewed by any interested persons on The Pacific View Charter School's website along with this agenda following the posting of the agenda at least 72 hours in advance of this meeting.

Disability Access: Requests for disability-related modifications or accommodations to participate in this public meeting should be made 24 hours prior to the meeting by calling (760) 757-0161x105. All efforts will be made for reasonable accommodations. The agenda and public documents can be modified upon request as required by Section 202 of the Americans with Disabilities Act.

7.1



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Phone # (760) 757-0161

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Meeting of the Board of Trustees

Minutes

Tuesday, March 12, 2024 at 2:30pm

- 1.0 Call to Order/Roll Call: 2:31
Present: Kathi Cohen, Jon Wlaters, Ricardo Sanchez
Absent: Julie Walley
- 2.0 Pledge of Allegiance
- 3.0 Approval of Agenda Action
Recommended Action:
That the Board approve the agenda for the Regular Board Meeting of March 12, 2024, as presented.
Motion to approve the March 12, 2024 agenda was made by: Jon Walters
Seconded Motion: Ricardo Sanchez
Ayes: Jon Walters, Kathi Cohen, Ricardo Sanchez
Noes:
Abstain:
Absent: Julie Walley
- 4.0 Public Comment
Members of the public will be given the opportunity to address the Board during the meeting. Individual comments will be limited to three (3) minutes. If an interpreter is needed for comments, they will be translated to English and the time limit shall be for six (6) minutes. The Board may limit the total time for public comment to a reasonable time. The Board reserves the right to mute or remove a participant from the meeting if the participant unreasonably disrupts the Board Meeting.
- 5.0 Introductions
Present: Erin Gorence, Jill Chang, Stephanie Whitehouse, Gayl Johnson, Geoff Weeks, Jodi Campanelli, Diane Gibson, Linda Moore, Lori Bentley, Kathy Meck, and Dr. Richard Lawrence
- 6.0 [Executive Director's Report](#) Information
- 7.0 Consent Calendar Action
These agenda items are considered routine and will be approved in one action without discussion. If a Board Trustee requests that an item be removed from the consent calendar or a citizen wishes to speak to an item, the item will be considered under Action Items.
7.1 [Meeting Minutes from February 20, 2024](#)
Motion to approve February 20, 2024 meeting minutes was made by: Jon Walters
Seconded Motion: Ricardo Sanchez
Ayes: Kathi Cohen, Jon Walters, Ricardo Sanchez
Noes:
Abstain:
Absent: Julie Walley
- 8.0 Action/Discussion Items
Business and Financial

- 8.1 [2023-2024 Second Interim Financial Report](#) Action
 Motion to approve the 2023-2024 Second Interim Report was made by: Ricardo Sanchez
 Seconded Motion: Jon Walters
 Ayes: Kathi Cohen, Jon Walters, Ricardo Sanchez
 Noes:
 Abstain:
 Absent: Julie Walley
- 8.2 [Board Warrant Listing February 1-29, 2024](#) Action
 Motion to approve the Board Warrant Listing for February was made by: Ricardo Sanchez
 Seconded Motion: Jon Walters
 Ayes: Kathi Cohen, Jon Walters, Ricardo Sanchez
 Noes:
 Abstain:
 Absent: Julie Walley

Personnel

- 8.3 [Educational Assistance Program Policy](#) Action
 Motion to approve the Educational Assistance Program Policy was made by: Jon Walters
 Seconded Motion: Ricardo Sanchez
 Ayes: Kathi Cohen, Jon Walters, Ricardo Sanchez
 Noes:
 Abstain:
 Absent: Julie Walley
- 8.4 [School Counseling Coordinator](#) Action
 Motion to approve the School Counseling Coordinator was made by: Ricardo Sanchez
 Seconded Motion: Jon Walters
 Ayes: Kathi Cohen, Jon Walters, Ricardo Sanchez
 Noes:
 Abstain:
 Absent: Julie Walley
- 8.5 [College Liaison Job Description](#) Action
 Motion to approve the College Liaison Job Description was made by: Ricardo Sanchez
 Seconded Motion: Jon Walters
 Ayes: Kathi Cohen, Jon Walters, Ricardo Sanchez
 Noes:
 Abstain:
 Absent: Julie Walley
- 8.6 [Salary Schedules](#) Action
 Motion to approve 224-2025 Salary Schedules was made by: Jon Walters
 Seconded Motion: Ricardo Sanchez
 Ayes: Kathi Cohen, Jon Walters, Ricardo Sanchez
 Noes:
 Abstain:
 Absent: Julie Walley

Curriculum

- 8.7 [New Courses: Functional Life Skills
1A & 1B, 2A & 2B, 3A & 3B, 4A & 4B](#) Action
 Motion to approve the Functional Life Skill courses was made by: Ricardo Sanchez
 Seconded Motion: Jon Walters
 Ayes: Kathi Cohen, Jon Walters, Ricardo Sanchez
 Noes:
 Abstain:
 Absent: Julie Walley

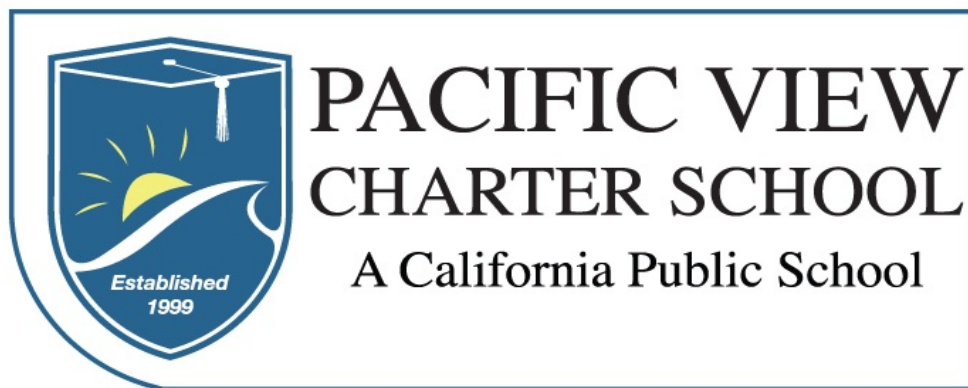
9.0 Board/Staff Discussion

Julie Walley resigned from her position as Board Trustee as of March 12, 2024.

10.0 Adjournment/Next Meeting: 3:04

The next regularly scheduled board meeting will be held on Tuesday, April 16 at 3:00 PM.

8.1



BOARD MEMBER PROFILE

Thank you for your interest in our board. We look forward to having you share your experience, skills and background with us. By providing us with the following information, you will assist us in creating a partnership that is mutually beneficial.

Name:

Office Address:

Home Address:

(Please mark the address you would like us to use for mail and other written communication)

Office Phone:

E-Mail:

How are you familiar with our organization? Do you have any relationships with current board members or employees?

What would you hope to help us accomplish as a member of the board?

How do you view the role of a board member? Discuss your approach to governance and commitment and the importance of meeting attendance.

What specific skills or experience would you most like to share with us as a potential board member?

What is your educational philosophy?

Educational background (please include schools/institutions, city/state, degree(s) – also continuing education):

What is your current occupation? (Please include a brief statement of duties.)

Boards on which you serve or have served:

Organization:

Type of Involvement:

Organization:

Type of Involvement:

Community and professional organizations:

Organization:

Type of Involvement:

Please provide the names of three references not affiliated with our organization:

- 1.*
- 2.*
- 3.*

Which specific committees interest you?

Public Relations Development

Fund Development

Marketing

New Program

Other (please describe below)



Noel B. Ross

Objective: I am a hard working, dependable prospective employee, who is presently seeking full or part time employment in the fields of: child development and/or healthcare.

Experience:

2017-Present

San Diego, CA

Baker/Business Owner at Noel's Cookies

I run a successful cookie business that is based out of Oceanside CA. I've been in business for almost 3 years now. I do all my own marketing, sales, design and baking. I've recently been able to streamline my business so that my employees are now able to do the ground work, freeing up my schedule again. We do a lot of business with Welks Restort, the Bernadro Winery, as well as the cities of Del Mar, Poway, Escondido, Vista and Oceanside.

2020-Present

Oceanside, CA

Certified Nursing Assistant

Helped patients with their movements and activities of daily living. Helped to change the linens of patients. Took patient vitals, administered medications and collected different biological samples that are required for different clinical assessments.

2017-2020

Carlsbad, CA

Nanny

Cared for two boys, ages 1 and 2. Managed daily care routines, including; deep cleaning, feeding, bathing, appointments, diaper changes etc. Created and maintained developmentally appropriate environments and activities. Charted and documented all activities and milestones. Provided bi-yearly DRDP assessments to track child's growth.

2015-2018

San Diego, CA

All Saint's Preschool

Teacher

Lead teacher in infant/toddler room.

Created and implemented weekly lesson plans & environments.

Maintain Needs & Services reports.

2013-2014

San Diego, CA

New Venture Christian Fellowship

Teacher

Lead teacher for the two's room.

Created and implemented weekly lesson plans.

Maintained DRDP's.

2011-2013 Mercy Child Care Center Bakersfield, CA

Teacher

Co-teacher for infant room, with ages 6weeks to 12 months.

Creating and implementing weekly lesson plans.

Creating and maintaining individual learning plans.

2006-2011 Cole's Cleaning Bakersfield, CA

Sales Representative

Typing, filling and billing.

Setting up and going on bids.

Supervised and managed crews in the field.

2004-2006 Kinder Care Preschool Buena Park, CA

Teacher

Worked with thirty-two four-year-old boys and girls.

Created and implemented weekly lesson plans.

Suggested new ideas and activities to enhance social interaction and personal hygiene.

2003-2004 La Petite Academy Preschool Bakersfield, CA

Teacher

Worked with infants and toddlers.

Created and implemented weekly lesson plans.

Worked with staff to incorporate better community based programming.

2002-2003 N.A.P.D - Bakersfield, CA

Teacher Aide

Worked with sixteen 11-13 year-old boys with learning and behavioral disabilities.

Implemented activities that further enhanced communication and functional living skills.

Worked with students in a Discrete Trial Teaching format.

Education

2001-20013 Bakersfield College - Bakersfield, CA

2020-2023 Mira Costa College – Oceanside, CA

(PENDING) AS in Child Development & Family Relations with Specialization in Infants/Toddlers
109.5 completed semester units.

45 units of child development, 12 of which are infant toddler, 3 adult supervision and 6 Admin.

References

- Sharon Brown, Director. Bakersfield, CA - [REDACTED]
- Lori Haskel, Assistant Director. Vista, CA - [REDACTED]
- Laura Miles, Former Employer. San Marcos, CA - [REDACTED]
- Lisa Anderson, Director. San Diego CA - [REDACTED]

8.2

Pacific View Charter
April 2024 Board Meeting
March Warrant Listing

Warrant ID	Name	Payment Date	Total Warrant Amount	Description	Fund	Invoice Amount	Purchase Order #
019910	Total Education Solutions	3/4/2024	\$ 3,656.25	SPED Services	6200	\$ 93.75	0000001918
019910	Total Education Solutions	3/4/2024		SPEECH SERVICES	6200	\$ 3,562.50	0000002011
019911	Reliable Translations Inc.	3/4/2024	\$ 342.00	SPED Translations	6200	\$ 171.00	0000001905
019911	Reliable Translations Inc.	3/4/2024		SPED Translations	6200	\$ 171.00	0000001905
019912	Pediatric Therapy Services, LLC	3/4/2024	\$ 6,880.00	SPED Physical Therapist	6200	\$ 26.00	0000001995
019912	Pediatric Therapy Services, LLC	3/4/2024		SPED Teacher	6200	\$ 6,854.00	0000002015
020021	JAN-PRO OF SAN DIEGO	3/6/2024	\$ 3,799.00	Janitorial Services- Oceanside	6200	\$ 3,799.00	0000001844
020022	MV MEDICAL CTR MASTER ASSOC	3/6/2024	\$ 1,343.00	Prop Assoc Fees Moreno Valley	6200	\$ 1,343.00	0000001848
020023	NANPOR SECURITY SERVICES	3/6/2024	\$ 2,359.50	Security Guard - Oceanside	6200	\$ 2,359.50	0000001849
020157	Reliable Translations Inc.	3/11/2024	\$ 1,093.92	SPED Translations	6200	\$ 171.00	0000001905
020157	Reliable Translations Inc.	3/11/2024		SPED Translations	6200	\$ 231.00	0000001905
020157	Reliable Translations Inc.	3/11/2024		SPED Translations	6200	\$ 171.00	0000001905
020157	Reliable Translations Inc.	3/11/2024		SPED Translations	6200	\$ 520.92	0000001905
020158	Pediatric Therapy Services, LLC	3/11/2024	\$ 13,350.00	SPED Physical Therapist	6200	\$ 130.00	0000001995
020158	Pediatric Therapy Services, LLC	3/11/2024		SPED Teacher	6200	\$ 6,854.00	0000002015
020158	Pediatric Therapy Services, LLC	3/11/2024		SPED Teacher	6200	\$ 6,210.00	0000002015
020158	Pediatric Therapy Services, LLC	3/11/2024		SPED Physical Therapist	6200	\$ 156.00	0000001995
020270	PACIFIC VIEW CHARTER SCHOOL	3/13/2024	\$ 18,130.94	Mortgage Payment- Oceanside- 1	6200	\$ 2,719.64	0000001852
020270	PACIFIC VIEW CHARTER SCHOOL	3/13/2024		Mortgage Payment- Oceanside- 8	6200	\$ 15,411.30	0000001852
020271	PACIFIC VIEW CHARTER SCHOOL	3/13/2024	\$ 12,355.89	Mortgage Payment- MV \$2471.18	6200	\$ 2,471.18	0000001851
020271	PACIFIC VIEW CHARTER SCHOOL	3/13/2024		Mortgage Payment- MV- \$9884.71	6200	\$ 9,884.71	0000001851
020272	WASTE MANAGEMENT	3/13/2024	\$ 225.62	Trash Service- MV	6200	\$ 225.62	0000001843
020385	Total Education Solutions	3/18/2024	\$ 2,406.25	SPEECH SERVICES	6200	\$ 1,968.75	0000002011
020385	Total Education Solutions	3/18/2024		SPED Services	6200	\$ 437.50	0000001918
020386	Reliable Translations Inc.	3/18/2024	\$ 171.00	SPED Translations	6200	\$ 171.00	0000001905
020387	Intersection R & M Services, Inc	3/18/2024	\$ 405.00	Handyman Services- Oceanside	6200	\$ 405.00	0000001922
020485	OFFICE DEPOT	3/20/2024	\$ 635.81	Student Supplies	6200	\$ 46.54	0000001853
020485	OFFICE DEPOT	3/20/2024		Student Supplies	6200	\$ 213.48	0000001853
020485	OFFICE DEPOT	3/20/2024		Oceanside- Admin Office Suppli	6200	\$ 47.10	0000001894
020485	OFFICE DEPOT	3/20/2024		Oceanside- Admin Office Suppli	6200	\$ 8.33	0000001894
020485	OFFICE DEPOT	3/20/2024		Student Supplies	6200	\$ 255.10	0000001853
020485	OFFICE DEPOT	3/20/2024		SPED Instructional Supplies	6200	\$ 11.90	0000001932
020485	OFFICE DEPOT	3/20/2024		SPED Instructional Supplies	6200	\$ 53.36	0000001932
020775	Reliable Translations Inc.	3/27/2024		\$ 342.00	SPED Translations	6200	\$ 171.00
020775	Reliable Translations Inc.	3/27/2024	SPED Translations		6200	\$ 171.00	0000001905
020776	AIR CRAFTS HEATING & AC INC.	3/27/2024	\$ 13,300.00	HVAC - PM Services Oceanside	6200	\$ 13,300.00	0000001921

Pacific View Charter
April 2024 Board Meeting
March Warrant Listing

Warrant ID	Name	Payment Date	Total Warrant Amount	Description	Fund	Invoice Amount	Purchase Order #
020777	PACIFIC VIEW CHARTER SCHOOL	3/27/2024	\$ 12,355.89	Mortgage Payment- MV \$2471.18	6200	\$ 2,471.18	0000001851
020777	PACIFIC VIEW CHARTER SCHOOL	3/27/2024		Mortgage Payment- MV- \$9884.71	6200	\$ 9,884.71	0000001851
020778	SCHOOL PATHWAYS HOLDINGS, LLC	3/27/2024	\$ 551.25	CalPads, Online Registration,	6200	\$ 551.25	0000001879
14123669	Baker Tilly US, LLP	3/4/2024	\$ 866.00	Auditors & 990 Tax Return	6200	\$ 866.00	0000002050
14123670	MORENO VALLEY CHAMBER	3/4/2024	\$ 275.00	MV Chamber of Commerce	6200	\$ 275.00	0000002046
14123671	VCC OCEAN RANCH CONDO. ASSOC.	3/4/2024	\$ 6,272.00	Property Association Fees - Oc	6200	\$ 6,272.00	0000001846
14125455	Aidan Chenault	3/7/2024	\$ 79.00	New employee reimbursement	6200	\$ 79.00	
14125456	NATIONAL BENEFIT SERVICES, LLC	3/7/2024	\$ 79.00	Admin Fees for Cafe 125	6200	\$ 79.00	0000001929
14126866	Top Notch Catering	3/11/2024	\$ 6,090.00	SPED- Student Nutrition Food S	6200	\$ 1,218.00	0000001945
14126866	Top Notch Catering	3/11/2024		Gen-Ed Student Nutrition Food	6200	\$ 4,872.00	0000001945
14126867	Whitehouse CPAs, Inc	3/11/2024	\$ 21,500.00	Back Office Services	6200	\$ 10,750.00	0000002037
14126867	Whitehouse CPAs, Inc	3/11/2024		Back Office Services	6200	\$ 10,750.00	0000002037
14126868	MORENO VALLEY UTILITY	3/11/2024	\$ 207.12	Electricity Utility- MV	6200	\$ 207.12	0000001841
14126869	SAN DIEGO GAS & ELECTRIC	3/11/2024	\$ 3,103.25	Electricity Utilities- Oceansi	6200	\$ 3,103.25	0000001842
14126870	SCHOOL SERVICES OF CALIFORNIA	3/11/2024	\$ 650.00	Gov. Budget Workshop	6200	\$ 325.00	0000001960
14126870	SCHOOL SERVICES OF CALIFORNIA	3/11/2024		Gov. Budget Workshop	6200	\$ 325.00	0000001960
14126871	FRONTIER	3/11/2024	\$ 23.92	Student- Phone & Internet Serv	6200	\$ 12.44	0000001901
14126871	FRONTIER	3/11/2024		Admin-Phone & Internet Service	6200	\$ 4.31	0000001901
14126871	FRONTIER	3/11/2024		SPED-Student Phone & Internet-	6200	\$ 7.17	0000001901
14128430	Specialized Therapy Services, Inc	3/14/2024	\$ 6,237.50	SPED Therapy Services	6200	\$ 4,512.50	0000001916
14128430	Specialized Therapy Services, Inc	3/14/2024		Audiology, DHH, APE, OT Vision	6200	\$ 1,463.75	0000001916
14128430	Specialized Therapy Services, Inc	3/14/2024		Nursing Services	6200	\$ 261.25	0000001916
14128431	AED BRANDS, LLC	3/14/2024	\$ 498.38	AED Battery- Oceanside	6200	\$ 498.38	0000002038
14128432	GoTo Technologies USA, Inc	3/14/2024	\$ 272.39	Phones for Moreno Valley	6200	\$ 272.39	0000001938
14128433	YOUNG, MINNEY & CORR, LLP	3/14/2024	\$ 487.50	Legal Counsel	6200	\$ 487.50	0000001868
14129438	Cordata Shredding	3/18/2024	\$ 387.93	Off-Site Secure Storage	6200	\$ 387.93	0000001893
14129439	AT&T MOBILITY	3/18/2024	\$ 495.77	Cell Phone Service	6200	\$ 495.77	0000001869
14129440	COX BUSINESS SERVICES	3/18/2024	\$ 460.95	SPED- Student Internet & Phone	6200	\$ 147.49	0000001878
14129440	COX BUSINESS SERVICES	3/18/2024		Student- Internet & Phone Serv	6200	\$ 244.31	0000001878
14129440	COX BUSINESS SERVICES	3/18/2024		Admin- Internet & Phone Servic	6200	\$ 69.15	0000001878
14129441	SPARKLETTS & SIERRA SPRINGS	3/18/2024	\$ 337.46	Bottled Water Service - Both C	6200	\$ 30.18	0000001845
14129441	SPARKLETTS & SIERRA SPRINGS	3/18/2024		Bottled Water Service - Both C	6200	\$ 307.28	0000001845
14129442	KONICA MINOLTA BUS. SOLUTIONS	3/18/2024	\$ 916.81	Admin Fee: Copier- 25 %	6200	\$ 64.72	0000001862
14129442	KONICA MINOLTA BUS. SOLUTIONS	3/18/2024		LEASE: Admin Fee- 15%	6200	\$ 98.69	0000001862
14129442	KONICA MINOLTA BUS. SOLUTIONS	3/18/2024		LEASE- Student Fee- 85 %	6200	\$ 559.24	0000001862
14129442	KONICA MINOLTA BUS. SOLUTIONS	3/18/2024		Student Fee- Copier- 75%	6200	\$ 194.16	0000001862

Pacific View Charter
 April 2024 Board Meeting
 March Warrant Listing

Warrant ID	Name	Payment Date	Total Warrant Amount	Description	Fund	Invoice Amount	Purchase Order #
14129443	RONALD LARRY HOLDEN	3/18/2024	\$ 2,600.00	Janitorial Services	6200	\$ 2,600.00	0000001839
14129444	V TECHNOLOGY SOLUTION	3/18/2024	\$ 119.08	Universal Power Supply Battery	6200	\$ 119.08	0000002036
14132343	Cordata Shredding	3/25/2024	\$ 83.32	Oceanside Shred	6200	\$ 83.32	0000001893
14132344	ADT SECURITY SERVICES	3/25/2024	\$ 71.63	MV Security Alarm	6200	\$ 71.63	0000001880
14132345	COX BUSINESS SERVICES	3/25/2024	\$ 281.16	Oceanside Video Security	6200	\$ 281.16	0000001886
14132346	KONICA MINOLTA BUS. SOLUTIONS	3/25/2024	\$ 4.48	Cume Copier	6200	\$ 4.48	0000001862
14133739	Ari - Thane Foam Products Inc	3/28/2024	\$ 3,654.00	MV_Roofing Maintenance	6200	\$ 3,654.00	0000002064
14133740	Code Rev Kids, Inc	3/28/2024	\$ 2,800.00	CODING AFTER SCHOOL	6200	\$ 2,800.00	0000002065
14133741	EASTERN MUNICIPAL WATER DIST	3/28/2024	\$ 283.53	Water Utility- MV	6200	\$ 283.53	0000001840
14133742	VCC OCEAN RANCH CONDO. ASSOC.	3/28/2024	\$ 6,272.00	Property Association Fees - Oc	6200	\$ 6,272.00	0000001846
14133743	V TECHNOLOGY SOLUTION	3/28/2024	\$ 1,982.97	V-TECH MAINTENANCE	6200	\$ 675.00	0000001907
14133743	V TECHNOLOGY SOLUTION	3/28/2024		WINDOWS LAPTOP V-TECH	6200	\$ 1,064.41	0000002019
14133743	V TECHNOLOGY SOLUTION	3/28/2024		SSD HARD DIVES	6200	\$ 243.56	0000002062
			\$ 161,095.47			\$ 161,095.47	

8.3



**Certificate - Exempt
Job Description TK-8 Program Coordinator**

Description of Position:

The TK-8 Program Coordinator is directly responsible to the Executive Director and oversees the TK-8 programs. The TK-8 Program Coordinator provides leadership in the management of assigned teaching staff, and implements the school's curricular, instruction and discipline programs in close collaboration with the Director of Student Services and Director of Curriculum and Instruction. The TK-8 Program Coordinator serves as a member of the Executive Director's Leadership Team.

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

- Assist in developing, administering, and monitoring instructional programs for TK-8 Home Study and Hybrid students.
- Supervise the TK-8 Lead Teacher and assigned teaching staff.
- Assist the TK Lead Teacher in the training and coaching of Supervisory Teachers in best practices related to instruction, curriculum, classroom management, student files and paperwork.
- Implement schoolwide initiatives for instruction and behavior management in the TK-8 programs.
- Serve as administrator for IEPs, 504s and SSTs and other meetings as needed.
- Enforce school rules and procedures and assist in positive based solutions for student discipline in collaboration with the Director of Student Services.
- Conduct meetings to address parent and student concerns.
- Develop and maintain master schedules for all TK-8 instructional programs.
- In collaboration with the Director of Curriculum and Instruction, develop an infrastructure for lesson plan monitoring (weekly lesson plans, sub plans, emergency plans).
- Prepare reports and provide guidance to the Executive Director and Leadership Team concerning state-of-the-art instructional theories, techniques and methodologies related to TK-8th grade students
- Assist with standardized testing in close collaboration with the Director of Curriculum and Director of Student Services
- Collaborate with Administration to oversee the organization of school events and ensure appropriate rules are followed
- Maintain knowledge of enrollment process, student policies, school rules
- Maintain thorough knowledge of the curriculum and appropriate modifications to meet student needs
- Perform and participate in a variety of certificated personnel matters, including annual performance evaluations, reprimands and dismissals of Supervisory Teachers
- Plan, organize, and facilitate student enrichment and intervention programs for grades TK-8
- Work collaboratively with the Administration on assessment, test data, and response to intervention
- Perform other duties related to the assignment
- Work toward team and school goals

Requirements:**Education and Experience:**

- Valid California Teaching Credential
- Valid Administrative Credential or willingness to enroll in a program to obtain Administrative credential within two years of employment.
- Minimum of three years teaching experience and experience in educational leadership

Knowledge, Skills, and Abilities:

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

Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard
- Sitting or standing for extended periods of time
- Hearing and speaking to exchange information and making presentations
- Seeing to read a variety of materials
 - The amount of time for each activity varies depending on daily work load and priority schedules.
 - Some days, sitting could occur more frequently, and on other days standing and walking could occur throughout the workday.
 - May sit for prolonged time when completing projects; however, standing breaks are encouraged. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Work Environment:

- School office environment in a moderate-to-loud noise level
- 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.

License:

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

Supervisor: Executive Director

Board Approved: 04/xx/2024

WORK YEAR: 198 Days

8.4



Stipend Description **TK-8 Lead Teacher**

Description of Assignment:

The **TK-8 Lead Teacher** Stipend is assigned to a Supervisory Teacher by the Executive Director. The Supervisory Teacher receiving the stipend will serve as a liaison to ~~Advisory and Administration,~~ **reports to the TK-8 Program Coordinator and assists in the oversight of** the ~~oversees an educational program for~~ **TK-8 grade** students. ~~and reports directly to the Executive Director or their Designee.~~

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

- Train and coach Supervisory Teachers in best practices related to instruction, curriculum, classroom management, student files and paperwork in close collaboration with school Leadership. ~~With Advise Supervisory Teachers concerning appropriate curricular choices and field a variety of questions in collaboration with the Director of Curriculum and Instruction.~~
- Document 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
- Lead and plan fundraisers and community outreach events
- Assist the TK-8 Program Coordinator in the preparation of reports and provide guidance to the Executive Director and Leadership Team concerning state-of-the-art instructional theories, techniques and methodologies
- Assist with standardized testing in close collaboration with the Director of Curriculum and Director of Student Services
- Collaborate with Administration to oversee the organization of school events and ensure appropriate rules are followed
- Maintain knowledge of enrollment process, student policies, and curriculum
- Maintain thorough knowledge of the curriculum and appropriate modifications to meet student needs
- Perform student file checks on grades **Transitional** Kindergarten through 8th grade
- Participate in a variety of certificated personnel matters, including annual performance evaluations.
- ~~Plan, organize, and facilitate student enrichment and intervention programs for grades K-8~~
- Prepare and update the teacher training manual
- Respond to **Transitional** Kindergarten through 8th grade information requests
- ~~Work collaboratively with Administration on assessment, test data, and response to intervention~~
- **Teach courses and** maintain a student caseload as determined by the Executive Director
- Perform other duties related to the assignment

Board Approved: 05/08/2021 Effective 07/01/2021

Board Revised: April xx, 2024

8.5



Classified – Non-Exempt

Job description – Special Education Lead Instructional Aide

Description of Position:

The Special Education Lead Instructional Aide will manage the Resource Rooms during daily operation, assist students in their learning, assist in training and the evaluation of special education instructional aides, assist the Special Education Coordinator in the successful implementation of policies and procedures within the special education learning environments.

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

- Assist in the daily operations of Resource Room needs and coverages.
- Ensure safety procedures are met.
- Tutor and assist students with daily assignments and technology usage both in-person and virtually.
- Understand and use the functionality of PVC's computerized educational software while implementing IEP's.
- Supply PVC staff with IEP information and strategies for student engagement and report progress.
- Collaborate with the Education Specialists to create and organize systems and materials as needed.
- Assist with clerical duties and file management, both electronic and hard copy systems.
- Assist the Special Education Coordinator to facilitate special education instructional aide meetings and agendas.
- Provide information to the Director of Curriculum and Instruction of LEA's testing procedures according to IEP implementation.
- Attend staff meetings and professional development opportunities as needed.
- Provided feedback and data to the Special Education Coordinator.
- Perform other duties as assigned.

Qualifications:

- High School Diploma.
- Strong math skills in Algebra 1 or higher.
- Completion of college-level course work in general academic subject areas such as: Math, Science, and English
- Work experience in a school or other educational environment, special education experience is highly desirable.
- Knowledge of basic computer software.
- Strong Communication Skills.
- Ability to supervise others and maintain a productive environment.

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 required:

- To sit, stand, and bend.
- Use hands to finger, handle or feel objects, tools or controls.
- Be able to lift and carry up to 25 pounds.
- The employee is required to walk and access all areas of the school.

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 the essential functions.

- School environment
- The noise level in the work environment is usually moderate
- Constant interruptions
- Daily deadlines, meetings and reports

Supervisor: Special Education Coordinator

Work Year: 229 days

Board Approved: April xx, 2024

8.6



State of California
Commission on Teacher Credentialing
Certification Division
1900 Capitol Avenue
Sacramento, CA 95811-4213

Email: credentials@ctc.ca.gov
Website: www.ctc.ca.gov

DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

Original Declaration of Need for year: _____

Revised Declaration of Need for year: _____

FOR SERVICE IN A SCHOOL DISTRICT OR DISTRICT/COUNTY AUTHORIZED CHARTER SCHOOL

Name of District or Charter: _____ District CDS Code: _____

Name of County: _____ County CDS Code: _____

By submitting this annual declaration, the district is certifying the following:

- A diligent search, as defined below, to recruit a fully prepared teacher for the assignment(s) was made
- If a suitable fully prepared teacher is not available to the school district, the district will make a reasonable effort to recruit based on the priority stated below

The governing board/body of the school district or charter school specified above adopted a declaration at a regularly scheduled public meeting held on ___/___/___ certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar.

► **Enclose a copy of the board agenda item**

With my signature below, I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, _____.

Submitted by (Superintendent, Board Secretary, or Designee):

_____ *Name* _____ *Signature* _____ *Title*

_____ *Fax Number* _____ *Telephone Number* _____ *Date*

_____ *Mailing Address*

_____ *E-Mail Address*

FOR SERVICE IN A COUNTY OFFICE OF EDUCATION, STATE AGENCY OR NONPUBLIC SCHOOL AGENCY

Name of County _____ County CDS Code _____

Name of State Agency _____

Name of NPS/NPA _____ County of Location _____

The Superintendent of the County Office of Education or the Director of the State Agency or the Director of the NPS/NPA specified above adopted a declaration on ___/___/___, at least 72 hours following his or her public announcement that such a declaration would be made, certifying that there is an insufficient number of certificated persons who meet the county's, agency's or school's specified employment criteria for the position(s) listed on the attached form.

The declaration shall remain in force until June 30, _____.

► **Enclose a copy of the public announcement**

Submitted by Superintendent, Director, or Designee:

Name	Signature	Title
Fax Number	Telephone Number	Date
Mailing Address		
EMail Address		

► *This declaration must be on file with the Commission on Teacher Credentialing before any emergency permits will be issued for service with the employing agency*

AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS

Based on the previous year's actual needs and projections of enrollment, please indicate the number of emergency permits the employing agency estimates it will need in each of the identified areas during the valid period of this Declaration of Need for Fully Qualified Educators. This declaration shall be valid only for the type(s) and subjects(s) identified below.

This declaration must be revised by the employing agency when the total number of emergency permits applied for exceeds the estimate by ten percent. Board approval is required for a revision.

Type of Emergency Permit	Estimated Number Needed
CLAD/English Learner Authorization (applicant already holds teaching credential)	_____
Bilingual Authorization (applicant already holds teaching credential)	_____
List target language(s) for bilingual authorization: _____	
Resource Specialist	_____
Teacher Librarian Services	_____
Emergency Transitional Kindergarten (ETK)	_____

LIMITED ASSIGNMENT PERMITS

Limited Assignment Permits may only be issued to applicants holding a valid California teaching credential based on a baccalaureate degree and a professional preparation program including student teaching.

Based on the previous year's actual needs and projections of enrollment, please indicate the number of Limited Assignment Permits the employing agency estimates it will need in the following areas. Additionally, for the Single Subject Limited Assignment Permits estimated, please include the authorization(s) which will be requested:

TYPE OF LIMITED ASSIGNMENT PERMIT	ESTIMATED NUMBER NEEDED
Multiple Subject	
Single Subject	
Special Education	
TOTAL	

Authorizations for Single Subject Limited Assignment Permits

SUBJECT	ESTIMATED NUMBER NEEDED	SUBJECT	ESTIMATED NUMBER NEEDED
Agriculture		Mathematics	
Art		Music	
Business		Physical Education	
Dance		Science: Biological Sciences	
English		Science: Chemistry	
Foundational-Level Math		Science: Geoscience	
Foundational-Level Science		Science: Physics	
Health		Social Science	
Home Economics		Theater	
Industrial & Technology Education		World Languages (specify)	

EFFORTS TO RECRUIT CERTIFIED PERSONNEL

The employing agency declares that it has implemented in policy and practices a process for conducting a diligent search that includes, but is not limited to, distributing job announcements, contacting college and university placement centers, advertising in local newspapers, exploring incentives included in the Teaching as a Priority Block Grant (refer to www.cde.ca.gov for details), participating in state and regional recruitment centers and participating in job fairs in California.

If a suitable fully prepared teacher is not available to the school district, the district made reasonable efforts to recruit an individual for the assignment, in the following order:

- A candidate who qualifies and agrees to participate in an approved internship program in the region of the school district
- An individual who is scheduled to complete initial preparation requirements within six months

EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL

Has your agency established a District Intern program? Yes No

If no, explain. _____

Does your agency participate in a Commission-approved college or university internship program? Yes No

If yes, how many interns do you expect to have this year? _____

If yes, list each college or university with which you participate in an internship program.

If no, explain why you do not participate in an internship program.

8.7



PACIFIC VIEW CHARTER SCHOOL

Pacific View Charter School Course Outline

Course Title: Math Essentials

Department: Electives

Course #: 1368

Credits: 5

Course Description:

Math Essentials will formalize and extend the mathematical concepts that students learned in the middle grades. The course will focus on numeric and algebraic manipulation. Common Core math standards are addressed, including operations on real numbers, exponent rules, absolute value, order of operation, integer computations, square roots, solving and graphing linear equations and inequalities, determine and understand slope, basic geometric concepts, and basic statistics concepts. Students will develop the mathematical practice skills required for the Common Core State Standards. Students will build context and connections of the mathematics to the world around them through the use of real problems and situations. Students will be able to communicate their understanding by organizing, clarifying, and refining mathematical information for a given purpose. Students will build mathematical skills that allow them to solve problems and reason logically.

This will be a elective credit and six week course.

Student Outcomes:

Students will be able to:

1. Apply and extend previous understandings of operations within real numbers.
2. Understand, model, and compute with integers.
3. Develop and use the laws of exponents.
4. Simplify and compute square roots.
5. Represent and analyze mathematical situations and structures using algebraic symbols.
6. Specify locations and describe spatial relationships using coordinate geometry and other representational systems.
7. Write and graph an equation of a line given data points, slope and a point, or a graph.
8. Understand the concepts of parallel and perpendicular lines and how slopes are related.
9. Understand properties of angles, geometric shapes and terms.
10. Represent data with plots on the real number line (dot plots, histograms, and box plots).
11. Determine mean, median and mode given a situation. Decide which measure of central tendency is the most appropriate given the scenario.
12. Determine the absolute value.
13. Create, solve and graph linear equations and inequalities in one variable, including equations with coefficients represented by letters.

Assessment:

Assessments of student outcomes will be based on classwork, homework, and formal assessments.

Instructional Materials:

Edgenuity Common Core Math 1, Pre-Algebra (Prentice Hall), Core Connections Math 1 and a variety of supplemental materials.

Board Approval: