



Regular Meeting of the Board of Trustees Agenda

Tuesday, December 10, 2024 at 2:00pm

- 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 November 19, 2024, as presented.
- 4.0 Introductions
- 5.0 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.
- 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 November 19, 2024](#)
- 8.0 Action/Discussion Items
Business and Financial
 - 8.1 [2023-2024 Annual Audit / Financial Report](#) Action
Information/Summary
In accordance with Education Code 47605(m) the PVC 2023-2024 Annual Audit will be submitted prior to December 15, 2023, and is available for the Board to review.
Responsible Party
A representative from our audit firm Baker Tilly will present the 2023-2024 Pacific View Charter Annual Audit Report and Financial Statements.
Recommended Action:
That the Board accept the audit report for the fiscal year ending June 30, 2024, as presented.
 - 8.2 [2024-25 First Interim Report](#) Action
Information Summary
All LEAs are required to file two interim reports during a fiscal year on the status of the LEA's financial health. The first interim report is due December 15 for the period ending October 31.
Responsible Party
Financial Consultant Stephanie Whitehouse will discuss the first interim report

Recommended Action:

That the Board approve the 2024-25 first interim report

- 8.3 [Board Warrant Listing November 1-30, 2024](#) Action

Information Summary

Warrants and Automated Clearing House (ACH) payments are issued in accordance with approved budgets and/or contracts.

Responsible Party

Fiscal Services Coordinator Chang will discuss the Board Warrant Listing.

Recommended Action:

That the Board approves the warrants and Automated Clearing House (ACH) payments issued from November 1-30, 2024.

Personnel

- 8.4 [Temporary Instructional Aide Job Description](#) Action

Information Summary

Job description for a new position for a Temporary Instructional Aide

Responsible Party

HR & Business Services Coordinator Hernandez will discuss the new job description

Recommended Action:

That the Board approve the job description as presented

- 8.5 [24-25 Employee Handbook Updates](#) Action

Information Summary

Recently passed legislation effective January 1, 2025 necessitates updated language to our current employee handbook.

Responsible Party

HR & Business Services Coordinator Hernandez will discuss the employee handbook updates

Recommended Action:

That the Board approves

Administrative

None

Curriculum

None

- 9.0 Board/Staff Discussion
Next Meeting: **January 21 at 3:00 pm**

- 10.0 Adjournment

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.