

This meeting will be by teleconference pursuant to Executive Orders N-25-20 and N-29-20.

The Board of Directors (“Board”) and employees of the Pacific View Charter School shall meet via the Zoom meeting platform. Members of the public who wish to access this Board meeting may do so at:

<https://us04web.zoom.us/j/72959063713?pwd=RC90ZjdIQ1N3MEJLSFZ4dUk4OXpVUT09>

Members of the public who wish to comment during the Board meeting may use the “raise hand” tool on the Zoom platform. Members of the public calling in 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 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.

**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.

# **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, July 20, 2021 3:30pm**

1.0 **Call to Order/Roll Call**

2.0 **Approval of Agenda**

**Action**

3.0 **Pledge of Alligence**

4.0 **Public Comment**

## 5.0 Introductions

## 6.0 Executive Director's Report

## Information

## 7.0 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.

## 7.1 Minutes from Board Meeting of June 22, 2021

## Action

## 8.0 Action/Discussion Items

## 8.1 Board of Trustee Application – Candice Weber

## Action

## 8.2 2021-2022 Annual Organizational Meeting

## Elections

Day

Time

Location

## Action

### 8.3 Executive Director Transition Plan Calendar

## Information

#### 8.4 Board Warrant Listing June 1, 2021 through June 30, 2021

## Action

## 8.5 California School Business Consultants Independent Contractor

Agreement 2021-22

## Action

## 8.6 Consolidated Application Reporting System

## Action

## 8.7 Public Hearing Independent Study Policy #7

## Information

## 8.8 Independent Study Policy #7

## Action

## 9.0 Personnel

## 9.1 One-to-One Instructional Aide- Special Education Job Description

## Action

## 9.2 2021-2022 Classified Salary Schedule

## Action

### 9.3 International Travel Requirements COVID-19

## Action

## 10.0 Board Staff Discussion

## 11.0 Adjournment

**7.1**

# **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**

**Board of Trustees' Meeting –Tuesday, June 22, 2021**

**3:30 p.m.**

**Board Minutes**

## **1.0 Call to Order/Roll Call**

Chairperson Walters called the meeting to order at 3:34pm. Present Trustee Vice Chair Taylor. Absent Trustee Meyer

## **2.0 Approval of Agenda**

Moved by Chairperson Walters and seconded by Vice Chair Taylor to approve the agenda with removal of 7.1 and 7.2 as presented.

AYES: Taylor, Walters

NOES: None

ABSTAIN: None

ABSENT: Meyer

## **3.0 Pledge of Allegiance**

The Pledge of Allegiance was let by Erin Gorence

## **4.0 Public Comment - None**

## **5.0 Introductions**

Erin Gorence, Director of Curriculum; Lori Bentley, Human Resources & Business Services Coordinator; Kathy Meck, Interim Site Supervisor, Dr. Richard Lawrence, OUSD Liaison; Linda Moore, Special Education Coordinator.

## **6.0 Consent Calendar**

**6.1** Moved by Chair Walters & seconded by Vice Chair Taylor to approve the Consent Calendar as presented.

AYES: Taylor, Walters

NOES: None

ABSTAIN: None

ABSENT: Meyer

## **7.0 Action/Discussion Items**

**7.3** Moved by Vice-Chair Taylor & seconded Chair Walters by to approve the Board Warrant Listing for May 2021 as presented.

AYES: Taylor, Walters  
NOES: None  
ABSTAIN: None  
ABSENT: Meyer

**7.4** Moved by Chair Walters & seconded by Vice-Chair Taylor to approve the 2021-2022 Local Indicators as presented

AYES: Taylor, Walters  
NOES: None  
ABSTAIN: None  
ABSENT: Meyer

**7.5** Moved by Chair Walters & seconded by Vice-Chair Taylor to approve the 2021-2022 LCAP as presented.

AYES: Taylor, Walters  
NOES: None  
ABSTAIN: None  
ABSENT: Meyer

**7.6** Moved by Chair Walters and seconded by Vice Chair Taylor to approve the 2021-2022 Working Adopted Budget as presented.

AYES: Taylor, Walters  
NOES: None  
ABSTAIN: None  
ABSENT: Meyer

**7.7** Moved by Vice-Chair Taylor and seconded by Chair Walters to approve the Nonpublic, Nonsectarian School/Agency Services Master Contracts as presented.

AYES: Taylor, Walters  
NOES: None  
ABSTAIN: None  
ABSENT: Meyer

## **8.0 Curriculum**

**8.1** Moved by Chair Walters and seconded by Vice Chair Taylor to approve the Edgenuity Course Option 2021-2022 (new) as presented.

AYES: Taylor, Walters  
NOES: None  
ABSTAIN: None  
ABSENT: Meyer

## **9.0 Personnel**

**9.1** Moved by Chair Walters and seconded by Vice Chair Taylor to approve the Employee COVID-19 Testing Policy as presented.

AYES: Taylor, Walters

NOES: None

ABSTAIN: None

ABSENT: Meyer

**9.2** Moved by Vice Chair Taylor and seconded by Chair Walters to approve the 2021-2022 Executive Director Salary Schedule as presented.

AYES: Taylor, Walters

NOES: None

ABSTAIN: None

ABSENT: Meyer

**9.3** Moved by Chair Walters and seconded by Vice Chair Taylor to approve the 2021-2022 Declaration of Need for Fully Qualified Educators Request as presented.

AYES: Taylor, Walters

NOES: None

ABSTAIN: None

ABSENT: Meyer

## **10.0 Board Staff Discussion**

 None

## **11.0 Adjournment**

Chair Walters adjourned the meeting at 4:06pm

8.1

## Pacific View Charter School Board of Trustees Application Form

Complete this form and return to the Pacific View Charter School Board of Trustees Development Committee by \_\_\_\_\_.

Name Candice Weber Phone \_\_\_\_\_

Address \_\_\_\_\_

Relevant Community Experience and/or Employment (attach a resume if relevant):

I have been employed at College of the Desert community college for fifteen years as adjunct faculty. Courses include Conservation of Natural Resources, lectures and labs, as well as Geographic Information Systems lecture & lab.

Why are you interested in serving as a Pacific View Charter School Board of Trustee? Pacific View Charter School provided our family with high quality education & guidance in a serious time of need. We are so grateful to have been able to participate in this homeschool experience with PVC.

Area (s) of expertise/Contributions you feel you can make to Pacific View Charter School as a Board of Trustee:

I can analyze curriculum & offer advisement; offer support for fundraising efforts; help the board accomplish monthly business details as needed.

Other volunteer commitments:

- I serve as Vice President of the Palm Desert Charter Middle School Band Boosters board.
- I volunteer in the classroom and at events for Washington Charter School.
- Volunteer for a local conservation organization, Friends of the Desert Mountains Wildflower Festival.



**For Board Committee Use**

\_\_\_\_ Nominee has had a personal meeting with the Board of Trustee Development Committee Chair, Board of Trustee Chair, Pacific View Charter School Administrator, or other Board of Trustee. Date \_\_\_\_\_

\_\_\_\_ Nominee reviewed by the Board of Trustee Development Committee. Date \_\_\_\_\_

\_\_\_\_ Nominee attended a Board of Trustee meeting. Date \_\_\_\_\_

\_\_\_\_ Nominee interviewed by the Board of Trustees. Date \_\_\_\_\_

Action taken by the board:

# CANDICE J. WEBER

Palm Desert ·

cweber@collegeofthedesert.edu

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Seeking an opportunity to combine my educational experience and knowledge of local natural resources and geotechnology with the complex field of land use planning to help promote responsible and sustainable development. Additionally, to foster professional opportunities for Natural Resources students at College of the Desert.

## EXPERIENCE

### AUGUST 2005 – CURRENT

#### ADJUNCT FACULTY, COLLEGE OF THE DESERT, APPLIED SCIENCE AND BUSINESS

- Design lecture and lab curriculum for Conservation of Natural Resources and Geographic Information Systems classes.
- Conduct classes for approximately 175 undergraduates per year.
- Adapted lecture and lab in-person learning environments to online distance education environments in response to new Covid-19 classroom guidelines.
- Source appropriate course materials to support a wide variety of student learning styles.
- Integrate multimedia technology for a more engaging approach to instruction.
- Collaborate with other faculty and staff to foster a supportive and engaging professional environment.
- Participate in continuing development and training to bolster teaching skills.
- Build strong rapport with students via class discussions, providing personal feedback to every student on every assignment, as well as writing letters of recommendation.
- Seek out professional opportunities for students outside the classroom.

### AUGUST 2002 – 2010

#### SENIOR ZOOKEEPER & WILDLIFE PROGRAMS TRAINER, THE LIVING DESERT

- Cared for carnivores, herbivores, birds and reptiles with daily feeding, watering, and specific behavioral enrichment activities for each species.
- Managed facilities upkeep, including cleaning and restocking housing and habitats.
- Used operant conditioning and positive reinforcement to train animals for stage production as well as for safety protocols.
- Presented formal and informal educational programs to excite and inform zoo visitors.
- Wrote show scripts for the Wildlife Programs wildlife show.
- Researched each species' natural history and conservation status.

## **EDUCATION & TRAINING**

**2018**

**GEOGRAPHIC INFORMATION SYSTEMS CERTIFICATES, UNIVERSITY OF CALIFORNIA RIVERSIDE**

**2010**

**DESERT NATURALIST CERTIFICATE, COLLEGE OF THE DESERT**

**MAY 2006**

**MASTER OF ARTS, UNIVERSITY OF AKRON, THEATRE ARTS**

Emphasis on the performing arts including acting, directing, script analysis, costume and stage design.

**JUNE 1995**

**BACHELOR OF ARTS, PRINCIPIA COLLEGE, ENVIRONMENTAL SCIENCE & FRENCH**

## **SKILLS**

- Knowledge of ESRI geotechnology software
- Knowledge of Microsoft applications & Apple computers
- Basic understanding of environmental impact statements and reports per NEPA and CEQA
- Deep understanding of our local wildlife, habitats and the challenges posed by population growth and development.
- Take initiative; focused; strong work ethic
- Adaptable; flexible; collaborative
- Critical thinking and writing skills; multi-tasking abilities

## **COMMUNITY INVOLVEMENT**

- Serve on the Palm Desert Charter Middle School Band Booster board as Vice President.
- Serve as a classroom and event volunteer for Washington Charter School.
- Volunteer for Friends of the Desert Mountains annual Wildflower Festival.

8.3

	A	B	C	D
1	<b>Pacific View Charter School</b>			
2	<b>Executive Director Transition Plan Calendar</b>			
3	<b>2021/2022 School Year</b>			
4				
5	<b>Date</b>	<b>Item</b>	<b>Description</b>	<b>Action</b>
6				
7	<b>July 2021</b>	<b>Agenda Item</b>	<b>Executive Director Transition Plan Calendar</b>	<b>Discussion &amp; Direction</b>
8				
9	<b>August 2021</b>	<b>Internal</b>	<b>Team Review Executive Director Job Description</b>	<b>Read, Review &amp; Update</b>
10				
11	<b>September 2021</b>	<b>Internal</b>	<b>Team Review Executive Director Job Description finalized</b>	<b>Finalize Review &amp; Update</b>
12				
13	<b>October 2021</b>	<b>Agenda Item</b>	<b>Review Executive Director job description</b>	<b>Discussion, Revise &amp; Update</b>
14				
15	<b>November 2021</b>	<b>Internal</b>	<b>Review Executive Director salary scale</b>	<b>Update effective July 1, 2022</b>
16				
17	<b>November 2021</b>	<b>Agenda Item</b>	<b>Action on final Executive Director job description and salary scale</b>	<b>Discussion &amp; Action</b>
18				
19	<b>November 2021</b>	<b>Internal</b>	<b>Prepare structured interview questions</b>	<b>Prepare, Read &amp; Review</b>
20				
21	<b>November 2021</b>	<b>Closed Session</b>	<b>Board to select Structured interview participants</b>	<b>Discussion, Update &amp; Action</b>
22			<b>Board to review, discuss, update structured interview questions</b>	
23				
24	<b>December 2021</b>	<b>Agenda Item</b>	<b>Approve posting of Executive Director position on Edjoin</b>	<b>Action</b>
25				
26	<b>December 2021</b>	<b>Internal</b>	<b>Post Executive Director position on Edjoin</b>	<b>Post for 2 weeks internally</b>
27				
28	<b>January 2022</b>	<b>Internal</b>	<b>Select location &amp; arrange structured interview team calendars</b>	<b>Personnel Action</b>
29			<b>and Candidate appointments</b>	
30				
31				

	A	B	C	D
32	<b>Pacific View Charter School</b>			
33	<b>Executive Director Transition Plan Calendar</b>			
34	<b>2021/2022 School Year</b>			
35				
36	<b>Date</b>	<b>Item</b>	<b>Description</b>	<b>Action</b>
37				
38	<b>February/March 2022</b>	<b>Closed session</b>	<b>If internal candidate is selected discuss salary placement, contract negotiations and personnel documents</b>	<b>Action</b>
39				
40				
41	<b>February/March 2022</b>	<b>Board Agenda</b>	<b>Recognize internal candidate selection</b>	<b>Action</b>
42				
43	<b>February 2022</b>	<b>Internal</b>	<b>If qualified candidate is not selected internally, post Executive Director position on Edjoin externally</b>	<b>Post for 2 weeks externally</b>
44				
45				
46	<b>March 2022</b>	<b>Internal</b>	<b>Select location &amp; arrange structured interview team calendars and Candidate appointments - Interview Team remain the same</b>	<b>Personnel Action</b>
47				
48				
49	<b>April/May 2022</b>	<b>Closed session</b>	<b>If external candidate is selected discuss salary placement, contract negotiations and personnel documents</b>	<b>Action</b>
50				
51				
52	<b>April/May 2022</b>	<b>Board Agenda</b>	<b>Recognize External candidate selection</b>	<b>Action</b>
53				
54	<b>June 2022</b>	<b>Closed session</b>	<b>Executive Director retirement personnel documentation</b>	<b>Action</b>

8.4

Pacific View Charter School  
June, 2021

Warrant ID	Name	Payment Date	Total Warrant Amount	Description	Invoice Fund Amount	PO No.
14785680	Hanna Plumbing	6/1/2021	\$ 120.00	Plumbing Maintenance for Ocean	\$ 120.00	0000001074
14785681	Citi Cards	6/1/2021	\$ 5,040.40	Citibank - Student Nutrition	\$ 2,717.56	0000001152
14785681	Citi Cards	6/1/2021	\$ 5,040.40	Citibank - Costco supplies	\$ 268.25	0000001151
14785681	Citi Cards	6/1/2021	\$ 5,040.40	COSTCO -Janitorial Supplies M	\$ 82.40	0000001139
14785681	Citi Cards	6/1/2021	\$ 5,040.40	Sound System for Graduation Oc	\$ 324.73	0000001269
14785681	Citi Cards	6/1/2021	\$ 5,040.40	COSTCO - Janitorial Supplies &	\$ 386.34	0000001138
14785681	Citi Cards	6/1/2021	\$ 5,040.40	Rogue - Gas, Maintenance & Fas	\$ 814.90	0000001065
14785681	Citi Cards	6/1/2021	\$ 5,040.40	Oceanside Supplies	\$ 388.81	0000001085
14785681	Citi Cards	6/1/2021	\$ 5,040.40	Moreno Valley Admin Sujpplies	\$ 57.41	0000001086
14785682	Eide Bailly LLP	6/1/2021	\$ 1,050.00	Auditors & 990 Tax Return	\$ 1,050.00	0000001119
14785683	Diamond Environmental Services, LP	6/1/2021	\$ 383.92	Rental Fees - Outdoor Wash Bas	\$ 268.54	0000001285
14785683	Diamond Environmental Services, LP	6/1/2021	\$ 383.92	Rental Fees - Outdoor Wash Bas	\$ 115.38	0000001285
14785684	AT&T MOBILITY	6/1/2021	\$ 424.10	Cell Phone Service	\$ 380.76	0000001064
14785684	AT&T MOBILITY	6/1/2021	\$ 424.10	Cell Phone Replacements	\$ 43.34	0000001064
14785685	KELLY SERVICES, INC	6/1/2021	\$ 1,136.82	2 Temps for Registration	\$ 1,136.82	0000001270
14785686	MV MEDICAL CTR MASTER ASSOC	6/1/2021	\$ 1,132.00	Moreno Valley Property Associa	\$ 1,132.00	0000001182
14785687	OFFICE DEPOT	6/1/2021	\$ 184.53	Oceanside Admin Supplies	\$ 15.24	0000001107
14785687	OFFICE DEPOT	6/1/2021	\$ 184.53	Office Depot - Student Supplie	\$ 65.79	0000001146
14785687	OFFICE DEPOT	6/1/2021	\$ 184.53	Moreno Valley Admin Supplies	\$ 19.11	0000001108
14785687	OFFICE DEPOT	6/1/2021	\$ 184.53	Office Depot - Student Supplie	\$ 65.79	0000001146
14785687	OFFICE DEPOT	6/1/2021	\$ 184.53	Oceanside Admin Supplies	\$ 18.60	0000001107
14785688	LINDSEY PAK	6/1/2021	\$ 63.17	Travel Expenses	\$ 63.17	ER
14787656	Total Education Solutions	6/7/2021	\$ 125.00	TES	\$ 125.00	0000001197
14787657	HopSkipDrive, INC	6/7/2021	\$ 698.11	Transportation NPS	\$ 698.11	0000001225
14787658	Dynamic Improvement, Inc	6/7/2021	\$ 11,250.00	Interior Painting - Building7	\$ 11,250.00	0000001283
14787659	Diamond Environmental Services, LP	6/7/2021	\$ 268.54	Rental Fees - Outdoor Wash Bas	\$ 268.54	0000001285
14787660	CDW GOVERNMENT, INC.	6/7/2021	\$ 1,124.95	COLOR PRINTER AND MOUSE	\$ 1,124.95	0000001284
14787661	KELLY SERVICES, INC	6/7/2021	\$ 1,076.95	2 Temps for Registration	\$ 1,076.95	0000001270
14787662	NATIONAL BENEFIT SERVICES, LLC	6/7/2021	\$ 75.00	Admin Fees - Cafe 125	\$ 75.00	0000001105
14787663	RONALD LARRY HOLDEN	6/7/2021	\$ 2,700.00	Handyman Services	\$ 100.00	0000001128
14787663	RONALD LARRY HOLDEN	6/7/2021	\$ 2,700.00	Janitorial Services	\$ 2,600.00	0000001128
14787664	RONALD LARRY HOLDEN	6/7/2021	\$ 2,600.00	Janitorial Services	\$ 2,600.00	0000001128



Pacific View Charter School  
June, 2021

Warrant ID	Name	Payment Date	Total Warrant Amount	Description	Invoice Fund Amount	PO No.
14787665	Cintas Fire Protection	6/7/2021	\$ 1,910.30	Fire Safety Equipment Service/	\$ 1,910.30	0000001141
14787666	SAN DIEGO GAS & ELECTRIC	6/7/2021	\$ 2,031.08	Utilities - Electrical	\$ 2,031.08	0000001130
14787667	VCC OCEAN RANCH CONDO. ASSOC.	6/7/2021	\$ 6,024.00	Association Fees - Oceanside C	\$ 6,024.00	0000001133
14787668	WASTE MANAGEMENT	6/7/2021	\$ 132.40	Trash Services - MoVal	\$ 132.40	0000001134
14789132	Citi Cards	6/10/2021	\$ 876.76	6 2 door filing cabinets -summ	\$ 876.76	0000001287
14789133	Reliable Translations Inc.	6/10/2021	\$ 461.00	Translation Services	\$ 245.00	0000001187
14789133	Reliable Translations Inc.	6/10/2021	\$ 461.00	Translation Services	\$ 216.00	0000001187
14789134	Pediatric Therapy Services, LLC	6/10/2021	\$ 29,196.50	Stepping Stones	\$ 14,845.00	0000001208
14789134	Pediatric Therapy Services, LLC	6/10/2021	\$ 29,196.50	Stepping Stones	\$ 14,351.50	0000001208
14789135	Schools Excess Liability Fund	6/10/2021	\$ 2,146.07	Annual Premium - AB218 Liabili	\$ 2,146.07	0000001288
14789136	AIR CRAFTS HEATING & AC INC.	6/10/2021	\$ 2,260.00	HVAc Maintenance & Service Oce	\$ 2,260.00	0000001066
14789137	ADT SECURITY SERVICES	6/10/2021	\$ 64.36	Security System - Moreno Valle	\$ 64.36	0000001135
14789138	SPARKLETTS & SIERRA SPRINGS	6/10/2021	\$ 177.26	Bottled Water	\$ 145.00	0000001132
14789138	SPARKLETTS & SIERRA SPRINGS	6/10/2021	\$ 177.26	Bottled Water	\$ 32.26	0000001132
14789139	KELLY SERVICES, INC	6/10/2021	\$ 1,079.25	2 Temps for Registration	\$ 1,079.25	0000001270
14789140	MORENO VALLEY UTILITY	6/10/2021	\$ 1,222.88	Utilities - Electrical Moreno	\$ 1,222.88	0000001080
14789141	ERIN L GORENCE	6/10/2021	\$ 243.04	Travel Expenses	\$ 243.04	ER
14789142	MECK, KATHY	6/10/2021	\$ 200.93	Travel Expenses	\$ 200.93	ER
14791456	Cordata Shredding	6/14/2021	\$ 93.83	Secure Storage Off Site	\$ 93.83	0000001087
14791457	CDW GOVERNMENT, INC.	6/14/2021	\$ 378.93	ADMIN SCANNER	\$ 378.93	0000001282
14791458	CHARTER SCHOOLS DEVELOPMENT	6/14/2021	\$ 590.25	Leadership Intensive Training	\$ 590.25	0000001290
14791459	KONICA MINOLTA BUS. SOLUTIONS	6/14/2021	\$ 11.47	Oceanside Cume Copier	\$ 11.47	0000001124
14791460	SCHOOL PATHWAYS HOLDINGS, LLC	6/14/2021	\$ 2,668.77	School Pathways	\$ 1,737.10	0000001143
14791460	SCHOOL PATHWAYS HOLDINGS, LLC	6/14/2021	\$ 2,668.77	CalPad, Spec, SVCS, Online Reg	\$ 931.67	0000001111
14794299	Mary Jane Gardner	6/17/2021	\$ 40.66	Travel Expenses	\$ 40.66	ER
14794300	COX BUSINESS SERVICES	6/17/2021	\$ 281.15	Video Security Services - Ocea	\$ 281.15	0000001137
14794301	BILLY R BENSON,	6/17/2021	\$ 3,484.50	Presentation/ Consulting SB740	\$ 3,484.50	0000001090
14794302	KELLY SERVICES, INC	6/17/2021	\$ 1,144.01	2 Temps for Registration	\$ 1,144.01	0000001270
14795660	Cordata Shredding	6/21/2021	\$ 79.37	Oceanside Shredding	\$ 79.37	0000001087
14795661	Nissan Motor Acceptance Corporation	6/21/2021	\$ 705.19	Nissan	\$ 343.20	0000001158
14795661	Nissan Motor Acceptance Corporation	6/21/2021	\$ 705.19	Nissan	\$ 361.99	0000001158
14795662	Pediatric Therapy Services, LLC	6/21/2021	\$ 14,282.50	Stepping Stones	\$ 14,282.50	0000001208

Pacific View Charter School  
June, 2021

Warrant ID	Name	Payment Date	Total Warrant Amount	Description	Invoice Fund Amount	PO No.
14795663	HopSkipDrive, INC	6/21/2021	\$ 958.08	Transportation NPS	\$ 958.08	0000001225
14795664	Dynamic Improvement, Inc	6/21/2021	\$ 11,250.00	Interior Painting - Building7	\$ 11,250.00	0000001283
14795665	The Iris Group, Inc.	6/21/2021	\$ 11,701.86	Modern Postcard Marketing Mail	\$ 3,184.23	0000001291
14795665	The Iris Group, Inc.	6/21/2021	\$ 11,701.86	Modern Postcard Marketing Mail	\$ 1,726.30	0000001291
14795665	The Iris Group, Inc.	6/21/2021	\$ 11,701.86	Modern Postcard Marketing Mail	\$ 6,791.33	0000001291
14795666	CORY BRAY	6/21/2021	\$ 3,547.79	Cory Bray FB/Google Commission	\$ 3,547.79	0000001157
14795667	COX BUSINESS SERVICES	6/21/2021	\$ 344.52	Oceanside Phone & Internet - S	\$ 292.84	0000001089
14795667	COX BUSINESS SERVICES	6/21/2021	\$ 344.52	Oceanside Phone & Internet - A	\$ 51.68	0000001089
14795668	KELLY SERVICES, INC	6/21/2021	\$ 1,091.34	2 Temps for Registration	\$ 1,091.34	0000001270
14795669	OFFICE DEPOT	6/21/2021	\$ 55.72	Oceanside Admin Supplies	\$ 55.72	0000001107
14795670	SCHOOL SERVICES OF CALIFORNIA	6/21/2021	\$ 920.00	Gov Workshop/May Revised	\$ 920.00	0000001112
14797771	SOUTH COUNTY PEST CONTROL, INC	6/24/2021	\$ 90.00	Pest Control Services	\$ 90.00	0000001131
14797772	EASTERN MUNICIPAL WATER DIST	6/24/2021	\$ 262.47	Water Utilities - MV	\$ 262.47	0000001072
14797773	JAN-PRO OF SAN DIEGO	6/24/2021	\$ 2,393.00	Janitorial Services & Supplies	\$ 2,393.00	0000001075
14797774	OFFICE DEPOT	6/24/2021	\$ 366.78	Office Depot - Student Supplie	\$ 265.46	0000001146
14797774	OFFICE DEPOT	6/24/2021	\$ 366.78	Oceanside Admin Supplies	\$ 101.32	0000001107
14797775	BYRON WINICK	6/24/2021	\$ 1,800.00		\$ 1,800.00	ER
14799340	Citi Cards	6/28/2021	\$ 783.84	Janitorial Supplies Oceanside	\$ 207.79	0000001138
14799340	Citi Cards	6/28/2021	\$ 783.84	Citibank - Costco supplies	\$ 15.68	0000001151
14799340	Citi Cards	6/28/2021	\$ 783.84	Rogue - Gas, Maintenance & Fas	\$ 505.96	0000001065
14799340	Citi Cards	6/28/2021	\$ 783.84	Admin Supplies Oceanside	\$ 54.41	0000001085
14799341	Specialized Therapy Services, Inc	6/28/2021	\$ 9,152.50	Specialized Therapy	\$ 9,152.50	0000001207
14799342	MISSION FEDERAL CREDIT UNION	6/28/2021	\$ 6,387.94	Admin Postage 25%	\$ 25.00	0000001165
14799342	MISSION FEDERAL CREDIT UNION	6/28/2021	\$ 6,387.94	Student Postage 75%	\$ 75.00	0000001165
14799342	MISSION FEDERAL CREDIT UNION	6/28/2021	\$ 6,387.94	Lease Web/Web Hosting	\$ 81.37	0000001188
14799342	MISSION FEDERAL CREDIT UNION	6/28/2021	\$ 6,387.94	Great Call Cell Phone	\$ 21.17	0000001204
14799342	MISSION FEDERAL CREDIT UNION	6/28/2021	\$ 6,387.94	MFCU Misc supplies, Podium, gr	\$ 69.06	0000001264
14799342	MISSION FEDERAL CREDIT UNION	6/28/2021	\$ 6,387.94	Leadership Intensive Deposit	\$ 250.00	0000001279
14799342	MISSION FEDERAL CREDIT UNION	6/28/2021	\$ 6,387.94	Textbook Order	\$ 2,045.20	0000001289
14799342	MISSION FEDERAL CREDIT UNION	6/28/2021	\$ 6,387.94	Postage Services	\$ 49.98	0000001165
14799342	MISSION FEDERAL CREDIT UNION	6/28/2021	\$ 6,387.94	Building Maintenance Supplies	\$ 120.09	0000001078
14799342	MISSION FEDERAL CREDIT UNION	6/28/2021	\$ 6,387.94	POD Storage Fees	\$ 425.59	0000001082

Pacific View Charter School  
June, 2021

Warrant ID	Name	Payment Date	Total Warrant Amount	Description	Invoice Fund Amount	PO No.
14799342	MISSION FEDERAL CREDIT UNION	6/28/2021	\$ 6,387.94	MFCU - Instructional Supplies	\$ 925.48	0000001148
14799342	MISSION FEDERAL CREDIT UNION	6/28/2021	\$ 6,387.94	Google Adworks	\$ 2,000.00	0000001160
14799342	MISSION FEDERAL CREDIT UNION	6/28/2021	\$ 6,387.94	Admin Postage 25%	\$ 75.00	0000001164
14799342	MISSION FEDERAL CREDIT UNION	6/28/2021	\$ 6,387.94	Student Postage 75%	\$ 225.00	0000001164
14799343	KIRA FOX	6/28/2021	\$ 79.86	Petty Cash MV Office Supplies	\$ 25.28	0000001235
14799343	KIRA FOX	6/28/2021	\$ 79.86	Student Supplies	\$ 1.08	0000001118
14799343	KIRA FOX	6/28/2021	\$ 79.86	Office Supplies	\$ 18.50	0000001118
14799343	KIRA FOX	6/28/2021	\$ 79.86	Office Services	\$ 35.00	0000001118
14799344	FRONTIER	6/28/2021	\$ 392.26	Moreno Valley Phone & Internet	\$ 333.42	0000001095
14799344	FRONTIER	6/28/2021	\$ 392.26	Moreno Valley Phone & Internet	\$ 58.84	0000001095

8.5

# **Independent Contractor Agreement**

## **2021/22 School Year**

Contract Date: July 1, 2021

This Agreement is entered into between the Pacific View Charter School hereinafter called the **“The Charter School”** and California School Business Consultants hereinafter called **“The Contractor”**.

WHEREAS, The Charter School is authorized to contract with and employ any persons for furnishing advice in financial, economic, accounting, engineering, legal or administrative matters, if such persons are specially trained, experienced and competent to perform the special services required; and

WHEREAS, The Charter School is in need of such special services and advice, and

WHEREAS, The Contractor is specially trained and experienced and competent to perform the special services required by The Charter School, and such services are needed on a limited basis;

NOW THEREFORE, the parties agree as follows:

1. Services to be provided by Independent Contractor:
  - Review and discuss Year End Closing documentation on revenue, expense and budget on a as needed basis
  - Consult during Auditor’s visit & preparation of necessary schedules and journal entries as determined necessary by the Director of Central Office & Finance
  - Perform budget and financial analysis on a as needed basis
  - Assist with Personnel documentation related to Job descriptions and salary surveys as needed
  - Perform Personnel related duties as assigned by the Executive Direction
  - Assist with Administrative planning, site related issues as determined necessary by the Director of Central Office & Finance and the Executive Director
  - Review staff prepared documents for Local, State and Federal budget and assists in monitoring budget on a as needed basis
  - Assist Director of Central Office & Finance during the filing of SB740 Nonclassroom-Based Determination of Funding and related documentation
  - Review staff transaction and budget adjustments on a as needed basis
  - Answer questions and discuss options via email, telephone, virtually or in person on a as needed basis

## **Independent Contractor Agreement 2021/22 School Year**

2. Term of Agreement:

1. The Contractor shall commence providing services under this Agreement on July 1, 2021 through June 30, 2022 and services may be discontinued by either party to this agreement.
2. It shall be expressly understood by The Contractor that time is of the essence per this Agreement and The Charter School may terminate this Agreement in the event of an unexcused delay in Contractor's performance hereunder.
3. The Contractor has the right to perform services for other agencies and/or schools during the term of this agreement.
4. The Charter School shall not obtain workers' compensation insurance on behalf of the Contractor. Contractor shall pay all income taxes and FICA (Social Security and Medicare taxes) incurred while performing services under this Agreement.

3. Compensation:

- A. The Charter School agrees to pay The Contractor for services rendered pursuant to this Agreement on an hourly basis at a rate of \$125.00 on an as needed basis. The annual contract is not to exceed \$12,000.00 (Twelve Thousand and No/100 Dollars). Invoice shall be submitted bi-monthly and contain a breakdown of services provided by The Contractor and time onsite training specified in hours as relevant in section 1.
- B. The Charter School agrees to pay The Contractor's hourly rate for services rendered onsite, offsite and by other forms of communication.
- C. The Charter School shall pay the The Contractor according to the following terms and conditions: Upon presentation of a bi-monthly invoice, payment will be made 30 working days after completion of service and presentation of invoice.

4. Termination of Agreement:

The Charter School may terminate this Agreement and will be relieved of all obligations under this Agreement should The Contractor fail to perform any of the terms and conditions hereof at the time and places set forth herein. In the event of such termination, The Contractor shall be paid the reasonable value of the services rendered up to the date of such terminations, less any payments theretofore made, as determined by The Charter School, and The Contractor

## **Independent Contractor Agreement 2021/22 School Year**

hereby expressly waives any and all claims for damages or compensation arising under this Agreement in the event of such terminations.

5. Status of the Contractor:

It is expressly understood that at all times while rendering the services described herein and in complying with any terms and conditions of this Agreement, The Contractor is acting as an Independent Contractor and not as an officer, agent, or employee of The Charter School.

6. Compliance with Law:

The Contractor shall be subject to and shall comply with all Federal, State, and local laws and regulations applicable with respect to its performance under this Agreement including, but not limited to: licensing, employment and purchasing practices, and wages, hours and conditions of employment, including nondiscrimination.

7. Alterations or Variance:

No alterations to this Agreement or variance from the provisions hereof shall be valid unless made in writing and executed by both of the parties hereto.

IN WITNESS WHEREOF the parties hereto have executed this Agreement as of the date hereinabove first written.

**The Charter School**

**the Contractor**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Pacific View Charter School  
3670 Ocean Ranch Blvd.  
Oceanside, California 92056  
760-757-0161

CSBC  
4731 Silent Knoll Drive  
Fallbrook, California 92028  
760-450-4179

8.6



**2021-22 Certification of Assurances**

Submission of Certification of Assurances is required every fiscal year. A complete list of legal and program assurances for the fiscal year can be found at <https://www.cde.ca.gov/fg/aa/co/ca21assurancetoc.asp>.

**CDE Program Contact:**

Consolidated Application Support Desk, Education Data Office, [ConAppSupport@cde.ca.gov](mailto:ConAppSupport@cde.ca.gov), 916-319-0297

**Consolidated Application Certification Statement**

I hereby certify that all of the applicable state and federal rules and regulations will be observed by this applicant; that to the best of my knowledge the information contained in this application is correct and complete; and I agree to participate in the monitoring process regarding the use of these funds according to the standards and criteria set forth by the California Department of Education Federal Program Monitoring (FPM) Office. Legal assurances for all programs are accepted as the basic legal condition for the operation of selected projects and programs and copies of assurances are retained on site. I certify that we accept all assurances except for those for which a waiver has been obtained or requested. A copy of all waivers or requests is on file. I certify that actual ink signatures for this form are on file.

Authorized Representative's Full Name	Gina Campbell
Authorized Representative's Signature	
Authorized Representative's Title	Founding Executive Director
Authorized Representative's Signature Date	06/11/2021

**\*\*\*Warning\*\*\***

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

**2021-22 Protected Prayer Certification**

Every Student Succeeds Act (ESSA) Section 8524 specifies federal requirements regarding constitutionally protected prayer in public elementary and secondary schools. This form meets the annual requirement and provides written certification.

**CDE Program Contact:**

Carrie Lopes, Title I Policy, Program, and Support Office, [CLopes@cde.ca.gov](mailto:CLopes@cde.ca.gov), 916-319-0126

**Protected Prayer Certification Statement**

The local educational agency (LEA) hereby assures and certifies to the California State Board of Education that the LEA has no policy that prevents, or otherwise denies participation in, constitutionally protected prayer in public schools as set forth in the "Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools."

The LEA hereby assures that this page has been printed and contains an ink signature. The ink signature copy shall be made available to the California Department of Education upon request or as part of an audit, a compliance review, or a complaint investigation.

The authorized representative agrees to the above statement	Yes
Authorized Representative's Full Name	Gina Campbell
Authorized Representative's Title	Founding Executive Director
Authorized Representative's Signature Date	06/14/2021
Comment If the LEA is not able to certify at this time, then an explanation must be provided in the comment field. (Maximum 500 characters)	

**\*\*\*Warning\*\*\***

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**2021-22 LCAP Federal Addendum Certification****CDE Program Contact:**Local Agency Systems Support Office, [LCAPAddendum@cde.ca.gov](mailto:LCAPAddendum@cde.ca.gov), 916-323-5233**Initial Application**

To receive initial funding under the Every Student Succeeds Act (ESSA), a local educational agency (LEA) must have a plan approved by the State Educational Agency on file with the State. Within California, LEAs that apply for ESSA funds for the first time are required to complete the Local Control and Accountability Plan (LCAP), the LCAP Federal Addendum Template (Addendum), and the Consolidated Application (ConApp). The LCAP, in conjunction with the Addendum and the ConApp, serve to meet the requirements of the ESSA LEA Plan.

In order to initially apply for funds, the LEA must certify that the current LCAP has been approved by the local governing board or governing body of the LEA. As part of this certification, the LEA agrees to submit the LCAP Federal Addendum, that has been approved by the local governing board or governing body of the LEA, to the California Department of Education (CDE) and acknowledges that the LEA agrees to work with the CDE to ensure that the Addendum addresses all required provisions of the ESSA programs for which they are applying for federal education funds.

**Returning Application**

If the LEA certified a prior year LCAP Federal Addendum Certification data collection form in the Consolidated Application and Reporting System, then the LEA may use in this form the same original approval or adoption date used in the prior year form.

<b>County Office of Education (COE) or District</b> For a COE, enter the original approval date as the day the CDE approved the current LCAP. For a district, enter the original approval date as the day the COE approved the current LCAP	
<b>Direct Funded Charter</b> Enter the adoption date of the current LCAP	06/18/2019
Authorized Representative's Full Name	Gina Campbell
Authorized Representative's Title	Founding Executive Director

**\*\*\*Warning\*\*\***

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**2021-22 Application for Funding****CDE Program Contact:**Consolidated Application Support Desk, Education Data Office, [ConAppSupport@cde.ca.gov](mailto:ConAppSupport@cde.ca.gov), 916-319-0297**Local Governing Board Approval**

The local educational agency (LEA) is required to review and receive approval of their Application for Funding selections with their local governing board.

Date of approval by local governing board	
---	--

**District English Learner Advisory Committee Review**

Per Title 5 of the California Code of Regulations Section 11308, if your LEA has more than 50 English learners, then the LEA must establish a District English Learner Advisory Committee (DELAC) which shall review and advise on the development of the application for funding programs that serve English learners.

DELAC representative's full name (non-LEA employee)	Gayl Johnson/Lindsey Helms
DELAC review date	
Meeting minutes web address Please enter the web address of DELAC review meeting minutes (format <a href="http://SomeWebsiteName.xxx">http://SomeWebsiteName.xxx</a> ). If a web address is not available, then the LEA must keep the minutes on file which indicate that the application was reviewed by the committee.	
DELAC comment If an advisory committee refused to review the application, or if DELAC review is not applicable, enter a comment. (Maximum 500 characters)	

**Application for Categorical Programs**

To receive specific categorical funds for a school year, the LEA must apply for the funds by selecting Yes below. Only the categorical funds that the LEA is eligible to receive are displayed.

<b>Title I, Part A (Basic Grant)</b> ESSA Sec. 1111 et seq. SACS 3010	No
<b>Title II, Part A (Supporting Effective Instruction)</b> ESEA Sec. 2104 SACS 4035	No
<b>Title III English Learner</b> ESEA Sec. 3102 SACS 4203	No
<b>Title III Immigrant</b> ESEA Sec. 3102 SACS 4201	No

**\*\*\*Warning\*\*\***

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**2021-22 Application for Funding****CDE Program Contact:**Consolidated Application Support Desk, Education Data Office, [ConAppSupport@cde.ca.gov](mailto:ConAppSupport@cde.ca.gov), 916-319-0297

<b>Title IV, Part A (Student and School Support)</b> ESSA Sec. 4101 SACS 4127	No
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**\*\*\*Warning\*\*\***

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**2021-22 Substitute System for Time Accounting**

This certification may be used by auditors and by California Department of Education oversight personnel when conducting audits and sub-recipient monitoring of the substitute time-and-effort system. Approval is automatically granted when the local educational agency (LEA) submits and certifies this data collection.

**CDE Program Contact:**

Hilary Thomson, Fiscal Oversight and Support Office, [HThomson@cde.ca.gov](mailto:HThomson@cde.ca.gov), 916-323-0765

The LEA certifies that only eligible employees will participate in the substitute system and that the system used to document employee work schedules includes sufficient controls to ensure that the schedules are accurate.

Detailed information on documenting salaries and wages, including both substitute systems of time accounting, are described in Procedure 905 of the California School Accounting Manual posted on the web at <https://www.cde.ca.gov/fg/ac/sa/>.

2021-22 Request for authorization	No
LEA certifies that the following is a full disclosure of any known deficiencies with the substitute system or known challenges with implementing the system (Maximum 500 characters)	

**\*\*\*Warning\*\*\***

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

8.8

# Pacific View Charter School

## Curriculum and Instruction

## Policy #7

### Independent Study Policy

Instruction:

The Governing Board ("Board") of *Pacific View Charter School* ("Charter School") authorizes independent study as an optional alternative instructional strategy by which students may reach curriculum objectives and fulfill graduation requirements. Independent study shall offer a means of individualizing the educational plan for students whose needs may be best met through study outside of the regular classroom setting. *The Charter School shall provide appropriate existing services and resources to enable students to complete their independent study successfully.*

Independent study entails a commitment by both the parent/guardian and the student, and as the student gets older, the student assumes a greater portion of the responsibility involved. The Executive Director or designee shall determine that the prospective independent student understands and is prepared to meet the school's requirements for independent study.

The Board recognizes that independent study may be used as an option to encourage students to remain in school. Each student's Independent Study shall be coordinated, implemented, and continuously evaluated under the general supervision of an assigned certificated employee(s).

Contracts and assignments will stipulate amounts of time allowed to complete assignments for elementary, middle and high school students. Specific programs will establish appropriate checkpoints during the assignment period in order to monitor student progress

*The following written policies have been adopted by the Board for implementation at the Charter School:*

1. **Maximum Length of Assignments:** For students in all programs and in all grade levels at the *Charter School*, the maximum length of time that may elapse between the time an assignment is made and the date by which the student must complete the assigned work shall be **five (5) school days**.

2. **Missed Assignments/Lack of Satisfactory Progress:** When any pupil fails to complete **ten (10) assignments for high school (9-12)** and **fifteen (15) assignments for elementary (TK-8)** during any period of **five(5) school days**, and/or has failed to make satisfactory progress, , the Executive Director or designee shall conduct an evaluation to determine whether it is in the best interest of the pupil to remain in independent study. A written record of the findings of any evaluation conducted pursuant to this Policy shall be treated as a mandatory interim pupil record. This record shall be maintained for a period of three (3) years from the date of the evaluation and if the pupil transfers to another California public school, the record shall be forwarded to that school.

Lack of Satisfactory progress shall be determined based on all of the following indicators:

(A) The pupil's achievement and engagement in the independent study program, as indicated by the pupil's performance on applicable pupil-level measures of pupil



achievement and pupil engagement set forth in paragraphs (4) and (5) of subdivision (d) of Section 52060.

(B) The completion of assignments, assessments, or other indicators that evidence that the pupil is working on assignments.

(C) Learning required concepts, as determined by the supervising teacher.

(D) Progressing toward successful completion of the course of study or individual course, as determined by the supervising teacher.

Any pupil that fails to meet standards in four or more courses in a semester shall be identified as failing to make satisfactory progress.

3. Curriculum for all students is aligned to grade level state standards and is of equivalent quality and intellectual challenge and rigor as that which would be provided through in-person instruction. For high school grade levels, this shall include access to all courses offered by the Charter School for graduation and approved by the University of California or the California State University as creditable under the A-G admissions criteria.

3. 4. A current written agreement shall be maintained on file for each independent study pupil, including but not limited to, all of the following:

- *The manner, time, frequency, and place for submitting a pupil's assignments and for reporting the pupil's academic progress, and for communicating with a pupil's parent or guardian regarding a pupil's academic progress.*

- *The objectives and methods of study for the pupil's work, and the methods used to evaluate that work.*

- *The specific resources, including materials and personnel, that will be made available to the pupil. These resources shall include confirming or providing access to all pupils to the connectivity and devices adequate to participate in the educational program and complete assigned work.*

- *A statement of the policies adopted herein regarding the maximum length of time allowed between the assignment and the completion of a pupil's assigned work, and the number of missed assignments and level of satisfactory progress allowed prior to an evaluation of whether or not the pupil should be allowed to continue in independent study.*

- *The duration of the independent study agreement, including beginning and ending dates for the pupil's participation in independent study under the agreement. No independent study agreement shall be valid for any period longer than one school year.*

- *A statement of the number of course credits or, for the elementary grades, other measures of academic accomplishment appropriate to the agreement, to be earned by the pupil upon completion.*

- *A statement detailing the academic and other supports that will be provided to address the needs of pupils who are not performing at grade level, or need support in other areas, such as English learners, individuals with exceptional needs in order to be consistent with the pupil's individualized education program or plan pursuant to Section 504 of the federal Rehabilitation Act of 1973 (29 U.S.C. Sec. 794), pupils in*

*foster care or experiencing homelessness, and pupils requiring mental health supports.*

*· The inclusion of a statement in each independent study agreement that independent study is an optional educational alternative in which no pupil may be required to participate. In the case of a pupil who is referred or assigned to any school, class or program pursuant to Education Code Section 48915 or 48917, the agreement also shall include the statement that instruction may be provided to the pupil through independent study only if the pupil is offered the alternative of classroom instruction.*

*· Each written agreement shall be signed, prior to the commencement of independent study, by the pupil, the pupil's parent, legal guardian, or care giver, if the pupil is less than 18 years of age, the certificated employee who has been designated as having responsibility for the general supervision of independent study, and all persons who have direct responsibility for providing assistance to the pupil. For purposes of this paragraph "caregiver" means a person who has met the requirements of Part 1.5 (commencing with Section 6550) of the Family Code.*

5. The following Tiered Re-Engagement Strategies will be implemented for all students who are not generating attendance for more than three schooldays or 60 percent of the instructional day in the school week or who are in violation of the written agreement:

- Verification of current contact information
- Notification to parent or guardian of lack of participation within one school day of the absence or lack of participation
- Outreach from the Charter School to determine pupil needs including connection with health and social services as necessary.
- Conference held with pupil, parent and educator to review the pupil's written agreement and progress and reconsider the independent study program's impact on the pupil's achievement and well being, consistent with the evaluation for satisfactory progress as defined by this board policy.

6. Synchronous learning opportunities will be offered at minimum:

Daily for students in grades K -3rd

Weekly for students in grades 4-12

Live interactions will be offered daily for students in grades 4-8.

7. When families request a return to in person instruction the school will work with families to identify options in or around the pupil's school district of residence for in person instruction to

assist the family in their transition to in-person instruction expeditiously and in no case, later than five instructional days. A meeting will be held to discuss options.

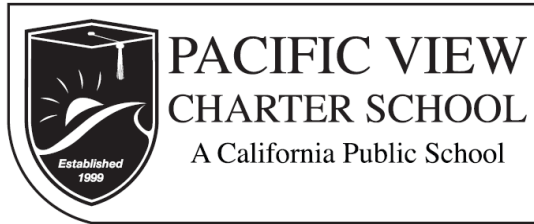
~~4.~~ 8. The Charter School shall comply with the Education Code Sections 51745 through 51749.3 and the provisions of the Charter Schools Act of 1992 and the State Board of Education regulations adopted there under.

~~5.~~ 9. The Executive Director shall establish regulations to implement these policies in accordance with the law.

**Adopted: 11-02-04**

**Amended: 11-17-11**  
5.19.2020

9.1



**Classified Position – Non Exempt**

## **Job Description: One-to-One Instructional Aide – Special Education**

### **DESCRIPTION OF POSITION:**

Provides assistance under the immediate supervision of the Special Education Coordinator offering one-to-one instruction to an individual with special needs, monitors and reports student progress regarding behavior and performance. Performs a variety of clerical duties as assigned.

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

- Provide direct services to participating student under the direction of certificated staff to reinforce language development, reading, and/or math skills.
- Prepare copies of instructional material and other documents as directed.
- Provide reinforcement skills within the learning environment.
- Participate in teacher/aide activities and instructional planning with teacher.
- Work closely with the Certificated Special Education Teacher in order to maintain accurate student records, attendance and files.
- Understand the function of the individual student's computerized educational software and equipment.
- Facilitate daily arrival and departure of student.
- Development of positive self-concept in student with special needs.
- May assist student with dressing, standing, toileting, feeding and grooming as per IEP accommodations.
- Monitor and assists in the remediation of specific learning problems and conditions.
- Provides a variety of skill building activities with special needs student.
- Monitor administration of student testing.
- Confers frequently with certificated staff, psychologist and other professional staff concerning student's progress.
- Oversees and supervises student during classroom activities and field trips.
- Participates in school in-service educational activities and professional development.
- Other duties as assigned.

## **Requirements:**

### **Education and Experience:**

- High School Diploma or equivalent.
- Knowledge of psychology and methods used in the care, controlling and motivating of students with disabilities
- Completion of college-level course work in general subject areas such as Math, Science, and English, and work experience in a special education environment highly desirable.
- Work experience in a special education environment highly desirable

### **Knowledge, Skills and Abilities:**

- Possess the skill set necessary to tutor students across multiple grade levels and subjects
- Ability to follow and apply general school policies and procedures during interaction with students and staff.
- Understand and utilize technology for education purposes
- Strong written and verbal communication skills
- Correct English usage, spelling, grammar and punctuation.
- Ability to understand and carry out written and oral instructions
- Maintain cooperative and effective working relationships with students, fellow employees, staff, and administrators.
- Proficient knowledge of current office practices, procedures and equipment

### **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.
- Moderate physical exertion. Ability to lift 20 pound maximum and carrying any object weighing up to 15 pounds.
- Ability to walk and access all areas of the School.
- Exercise physical control over students who are acting out and/or offer physical assistance to students who might be themselves physically impaired.

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 environment
- The noise level in the work environment is usually moderate
- Constant interruptions
- Daily deadlines, meetings and reports
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK YEAR:** 158, 192 or 223 depending on *the needs of specific assignment* grade-level of student

**SUPERVISOR:** Special Education Coordinator  
EMPLOYEE ASSIGNED TO MORENO VALLEY – Site Supervisor

**Board Approved:** June 18, 2019

**Board Revised:** November 19, 2019  
May 18, 2021  
July XX, 2021

9.2



**PACIFIC VIEW CHARTER SCHOOL**  
**2021-2022**  
**CLASSIFIED SALARY SCHEDULE**  
**Effective 7/1/2021**

**DRAFT**

**Work Year      233 Days**

STEP	Receptionist	Per	Hourly	Inst. Aide	Per	Hourly	Office	Per	Hourly	Office	Per	Hourly
	Data Entry	Diem		Ed Spec IA	Diem		Clerk	Diem		Clerk	Diem	
										Bilingual		
1	27,960	120.00	15.00	31,097	133.46	16.68	34,304	147.23	18.40	38,808	166.56	20.82
2	29,078	124.80	15.60	32,341	138.80	17.35	35,676	153.12	19.14	40,360	173.22	21.65
3	30,242	129.79	16.22	33,635	144.35	18.04	37,103	159.24	19.91	41,975	180.15	22.52
4	31,451	134.98	16.87	34,980	150.13	18.77	38,587	165.61	20.70	43,654	187.36	23.42
5	32,709	140.38	17.55	36,379	156.13	19.52	40,131	172.24	21.53	45,400	194.85	24.36
6	34,018	146.00	18.25	37,834	162.38	20.30	41,736	179.12	22.39	47,216	202.64	25.33
7	35,378	151.84	18.98	39,348	168.87	21.11	43,406	186.29	23.29	49,105	210.75	26.34
8	37,147	159.43	19.93	41,315	177.32	22.16	45,576	195.60	24.45	51,560	221.29	27.66
9	37,890	162.62	20.33	42,141	180.86	22.61	46,487	199.52	24.94	52,591	225.71	28.21
10	38,648	165.87	20.73	42,984	184.48	23.06	47,417	203.51	25.44	53,643	230.23	28.78
11	39,421	169.19	21.15	43,844	188.17	23.52	48,365	207.58	25.95	54,716	234.83	29.35
12	40,209	172.57	21.57	44,721	191.93	23.99	49,333	211.73	26.47	55,810	239.53	29.94
13	41,014	176.02	22.00	45,615	195.77	24.47	50,319	215.96	27.00	56,926	244.32	30.54
14	41,834	179.54	22.44	46,527	199.69	24.96	51,326	220.28	27.54	58,065	249.20	31.15
15	42,670	183.14	22.89	47,458	203.68	25.46	52,352	224.69	28.09	59,226	254.19	31.77
16	43,524	186.80	23.35	48,407	207.76	25.97	53,399	229.18	28.65	60,410	259.27	32.41
17	44,394	190.53	23.82	49,375	211.91	26.49	54,467	233.77	29.22	61,619	264.46	33.06
18	45,282	194.34	24.29	50,363	216.15	27.02	55,557	238.44	29.81	62,851	269.75	33.72
19	46,188	198.23	24.78	51,370	220.47	27.56	56,668	243.21	30.40	64,108	275.14	34.39
20	47,112	202.20	25.27	52,397	224.88	28.11	57,801	248.07	31.01	65,390	280.64	35.08
21	48,054	206.24	25.78	53,445	229.38	28.67	58,957	253.03	31.63	66,698	286.26	35.78

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**PACIFIC VIEW CHARTER SCHOOL**  
**2021-2022**  
**CLASSIFIED SALARY SCHEDULE**  
**Effective 7/1/2021**

**DRAFT**

**Work Year      233 Days**

STEP	Lead	Per	Hourly	Lead Inst. Aide	Per	Hourly	Enrichment	Per	Hourly	Administrative	Per	Hourly
	Instructional	Diem		Student	Diem		Intervention	Diem		Assistant	Diem	
	Aide			Support Asst.			Instructor					
1	36,024	154.61	19.33	45,924	197.10	24.64	44,426	190.67	23.83	44,918	192.78	24.10
2	37,465	160.79	20.10	47,761	204.98	25.62	46,203	198.30	24.79	46,715	200.49	25.06
3	38,964	167.23	20.90	49,671	213.18	26.65	48,051	206.23	25.78	48,583	208.51	26.06
4	40,522	173.91	21.74	51,658	221.71	27.71	49,973	214.48	26.81	50,527	216.85	27.11
5	42,143	180.87	22.61	53,725	230.58	28.82	51,972	223.06	27.88	52,548	225.53	28.19
6	43,829	188.11	23.51	55,874	239.80	29.98	54,051	231.98	29.00	54,650	234.55	29.32
7	45,582	195.63	24.45	58,109	249.39	31.17	56,213	241.26	30.16	56,836	243.93	30.49
8	47,861	205.41	25.68	61,014	261.86	32.73	59,024	253.32	31.67	59,677	256.13	32.02
9	48,818	209.52	26.19	62,234	267.10	33.39	60,204	258.39	32.30	60,871	261.25	32.66
10	49,795	213.71	26.71	63,479	272.44	34.06	61,408	263.55	32.94	62,088	266.47	33.31
11	50,790	217.98	27.25	64,748	277.89	34.74	62,636	268.83	33.60	63,330	271.80	33.98
12	51,806	222.34	27.79	66,043	283.45	35.43	63,889	274.20	34.28	64,597	277.24	34.65
13	52,842	226.79	28.35	67,364	289.12	36.14	65,167	279.69	34.96	65,889	282.78	35.35
14	53,899	231.33	28.92	68,712	294.90	36.86	66,470	285.28	35.66	67,206	288.44	36.05
15	54,977	235.95	29.49	70,086	300.80	37.60	67,800	290.99	36.37	68,551	294.21	36.78
16	56,077	240.67	30.08	71,488	306.81	38.35	69,156	296.81	37.10	69,922	300.09	37.51
17	57,198	245.49	30.69	72,917	312.95	39.12	70,539	302.74	37.84	71,320	306.09	38.26
18	58,342	250.40	31.30	74,376	319.21	39.90	71,950	308.80	38.60	72,746	312.22	39.03
19	59,509	255.40	31.93	75,863	325.59	40.70	73,389	314.97	39.37	74,201	318.46	39.81
20	60,699	260.51	32.56	77,380	332.10	41.51	74,856	321.27	40.16	75,685	324.83	40.60
21	61,913	265.72	33.22	78,928	338.75	42.34	76,353	327.70	40.96	77,199	331.33	41.42

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**PACIFIC VIEW CHARTER SCHOOL**  
**2021-2022**  
**CLASSIFIED SALARY SCHEDULE**  
**Effective 7/1/2021**

**DRAFT**

**Work Year      233 Days**

STEP	Inst. Aide	Per	Hourly	Inst Aide	Per	Hourly	Business	Per	Hourly	Registrar	Per	Hourly
	1-1 (192 Day)	Diem		1-1 (223 day)	Diem		Services	Diem			Diem	
							Asst. I					
1	31,099	161.97	20.25	36,119	161.97	20.25	40,836	175.26	21.91	43,100	184.98	23.12
2	32,343	168.45	21.06	37,564	168.45	21.06	42,469	182.27	22.78	44,824	192.38	24.05
3	33,637	175.19	21.90	39,066	175.19	21.90	44,168	189.56	23.70	46,617	200.07	25.01
4	34,982	182.20	22.77	40,629	182.19	22.77	45,935	197.15	24.64	48,482	208.08	26.01
5	36,381	189.49	23.69	42,254	189.48	23.69	47,772	205.03	25.63	50,421	216.40	27.05
6	37,837	197.07	24.63	43,944	197.06	24.63	49,683	213.23	26.65	52,438	225.05	28.13
7	39,350	204.95	25.62	45,702	204.94	25.62	51,671	221.76	27.72	54,535	234.06	29.26
8	41,318	215.20	26.90	47,987	215.19	26.90	54,254	232.85	29.11	57,262	245.76	30.72
9	42,144	219.50	27.44	48,947	219.49	27.44	55,339	237.51	29.69	58,407	250.67	31.33
10	42,987	223.89	27.99	49,926	223.88	27.99	56,446	242.26	30.28	59,575	255.69	31.96
11	43,847	228.37	28.55	50,924	228.36	28.55	57,575	247.10	30.89	60,767	260.80	32.60
12	44,724	232.94	29.12	51,943	232.93	29.12	58,726	252.04	31.51	61,982	266.02	33.25
13	45,618	237.59	29.70	52,982	237.59	29.70	59,901	257.09	32.14	63,222	271.34	33.92
14	46,530	242.35	30.29	54,041	242.34	30.29	61,099	262.23	32.78	64,486	276.77	34.60
15	47,461	247.19	30.90	55,122	247.18	30.90	62,321	267.47	33.43	65,776	282.30	35.29
16	48,410	252.14	31.52	56,225	252.13	31.52	63,567	272.82	34.10	67,092	287.95	35.99
17	49,378	257.18	32.15	57,349	257.17	32.15	64,839	278.28	34.78	68,433	293.71	36.71
18	50,366	262.32	32.79	58,496	262.31	32.79	66,135	283.84	35.48	69,802	299.58	37.45
19	51,373	267.57	33.45	59,666	267.56	33.45	67,458	289.52	36.19	71,198	305.57	38.20
20	52,401	272.92	34.12	60,859	272.91	34.11	68,807	295.31	36.91	72,622	311.68	38.96
21	53,449	278.38	34.80	62,077	278.37	34.80	70,183	301.22	37.65	74,075	317.92	39.74

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**PACIFIC VIEW CHARTER SCHOOL**  
**2021-2022**  
**CLASSIFIED SALARY SCHEDULE**  
**Effective 7/1/2021**

**DRAFT**

**Work Year      233 Days**

STEP	Business	Per	Hourly	<i>Inst. Aide</i>	<i>Per</i>	<i>Hourly</i>		Per	Hourly		Per	Hourly
	Services	Diem		<i>1-1 (158 Day)</i>	<i>Diem</i>			Diem			Diem	
	Assistant II											
1	44,918	192.78	24.10	25,592	161.97	20.25		0.00	0.00	0	0.00	0.00
2	46,715	200.49	25.06	26,616	168.45	21.06		0.00	0.00	0	0.00	0.00
3	48,583	208.51	26.06	27,680	175.19	21.90		0.00	0.00	0	0.00	0.00
4	50,527	216.85	27.11	28,788	182.20	22.77		0.00	0.00	0	0.00	0.00
5	52,548	225.53	28.19	29,939	189.49	23.69		0.00	0.00	0	0.00	0.00
6	54,650	234.55	29.32	31,137	197.07	24.63		0.00	0.00	0	0.00	0.00
7	56,836	243.93	30.49	32,382	204.95	25.62		0.00	0.00	0	0.00	0.00
8	59,677	256.13	32.02	34,001	215.20	26.90		0.00	0.00	0	0.00	0.00
9	60,871	261.25	32.66	34,681	219.50	27.44		0.00	0.00	0	0.00	0.00
10	62,088	266.47	33.31	35,375	223.89	27.99		0.00	0.00	0	0.00	0.00
11	63,330	271.80	33.98	36,082	228.37	28.55		0.00	0.00	0	0.00	0.00
12	64,597	277.24	34.65	36,804	232.94	29.12		0.00	0.00	0	0.00	0.00
13	65,889	282.78	35.35	37,540	237.60	29.70		0.00	0.00	0	0.00	0.00
14	67,206	288.44	36.05	38,291	242.35	30.29		0.00	0.00	0	0.00	0.00
15	68,551	294.21	36.78	39,057	247.19	30.90		0.00	0.00	0	0.00	0.00
16	69,922	300.09	37.51	39,838	252.14	31.52		0.00	0.00	0	0.00	0.00
17	71,320	306.09	38.26	40,635	257.18	32.15		0.00	0.00	0	0.00	0.00
18	72,746	312.22	39.03	41,447	262.32	32.79		0.00	0.00	0	0.00	0.00
19	74,201	318.46	39.81	42,276	267.57	33.45		0.00	0.00	0	0.00	0.00
20	75,685	324.83	40.60	43,122	272.92	34.12		0.00	0.00	0	0.00	0.00
21	77,199	331.33	41.42	43,984	278.38	34.80		0.00	0.00	0	0.00	0.00

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**2021-2022**  
**CLASSIFIED SALARY SCHEDULE**  
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The Board may elect, in its sole discretion, to approve a bonus for all PVCS employees based upon the financial stability of the school, as well as, overall employee performance as it relates to the success and growth of PVCS as a whole.

Part time positions will be paid hourly rate

Board Approved:

6/18/2019

Revised:

7/16/2019

8/20/2019

9/12/2019

11/19/2019

5/19/2020

9/10/2020

5/18/2021

07/xx/2021

9.3

## **Pacific View Charter School International Travel Requirements**

During the Covid-19 crisis and in accordance with the [CDC recommendations](#) for international travel, the following will be required of any staff member or students traveling outside of the United States.

### **For Those Who Are Unvaccinated**

#### **Prior to Flying to United States:**

On January 12, 2021, CDC issued an [Order](#) requiring all air passengers arriving to the US from a foreign country to **get tested no more than 3 days before their flight departs and to provide proof of the negative result or documentation of having recovered from COVID-19 to the airline before boarding the flight**. This Order will go into effect on January 26, 2021.

#### **Upon Arrival in United States:**

Person Shall either:

- Get tested for Covid-19 3–5 days after travel AND stay home for 7 days after travel.
- OR
- Quarantine for 10 days without testing.

### **For Those Who Are Fully Vaccinated**

- You do NOT need to get tested before leaving the United States unless your destination requires it.
- You still need to show a negative test result or documentation of recovery from COVID-19 before boarding an international flight to the United States.
- You do NOT need to self-quarantine after arriving in the United States.

These travel requirements will stay in effect until CDC recommendations for international travel have changed.

Board Approval Date: 1/19/2021

Amended: