

Regular Meeting of the Board of Trustees

Tuesday, July 18, 2023 at 2:00pm

Board Packet

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PACIFIC VIEW CHARTER SCHOOL

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

3670 Ocean Ranch Blvd., Oceanside, CA 92056

Phone # (760) 757-0161

22695 Alessandro Blvd., Moreno Valley, CA 92533

Phone # (951) 697-1990

Regular Meeting of the Board of Trustees Agenda

Tuesday, July 18, 2023 at 2:00pm

- 1.0 Call to Order/Roll Call
- 2.0 Approval of Agenda Action
Recommended Action:
That the Board approve the agenda for the Regular Board Meeting of July 18, 2023, as presented.
- 3.0 Pledge of Allegiance
- 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 June 20, 2023
- 8.0 Action/Discussion Items
Business and Financial
 - 8.1 [Board Warrant Listing June 1-31](#) 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 from June 1-31, 2023.
Administrative
 - 8.2 2023-2024 Annual Organizational Meeting Action
Elections
Day
Time
Location

Information Summary

Per the bylaws of the Organization, the Board shall meet annually for the purpose of organization, appointment of officers and the transaction of such other business as may properly be brought before the meeting.

Responsible Party

Executive Director Gorence will lead a discussion to include: board position appointments of office, the regular meeting schedule, and the meeting calendar.

Recommended Action:

That the Board approve the results of the organizational meeting.

Personnel

8.3

Director of Curriculum and Instruction Job Description

Action

Information/Summary

Update to number of days worked for this position

Responsible Party

Human Resources and Business Services Coordinator Bentley will discuss the changes to this job description.

Recommended Action:

That the Board approve the job description as presented

8.4

Hourly Supervisory Teacher Job Description

Information/Summary

Update to the current job description

Responsible Party

Human Resources and Business Services Coordinator Bentley will discuss the changes to this job description.

Recommended Action:

That the board approve the revised job description

Curriculum

8.4 None

9.0 Board/Staff Discussion

10.0 Adjournment/Next Meeting

The next regularly scheduled meeting of the Board of Trustees will be held at a date and time determined by today's vote.

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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3670 Ocean Ranch Blvd., Oceanside, CA 92056

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Board of Trustees' Meeting Minutes

Tuesday, June 20, 2023

2:00pm

1.0 Call to Order/Roll Call

Meeting was called to order at 2:00

Present were: Jon Walters, Kathi Cohen, Julie Walley, Ricardo Sanchez,

Absent were:

2.0 Approval of Agenda

Action

Motion to approve the agenda was made by: Kathi

Seconded Motion: Jon

Ayes: Jon Walters, Kathi Cohen, Julie Walley, Ricardo Sanchez,

Noes:

Abstain:

Absent:

3.0 Pledge of Allegiance

Pledge of Allegiance was led by: Jon Walters

4.0 Public Comment

Public Comments: None

5.0 Introductions

Introductions were made and included: Erin Gorence, Greg Cohen, Kira Fox, Jill Chang, Geoff Weeks,

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 May 16, 2023](#)

7.2 [Integrated Pest Management Plan](#)

7.3 Fundraising Donation

Motion to approve the Consent Calendar was made by: Jon,

Seconded Motion: Julie

Ayes: Jon Walters, Kathi Cohen, Julie Walley, Ricardo Sanchez

Noes:

Abstain:

Absent:

8.0 Action/Discussion Items

Business and Financial

8.1 Board Warrant Listing May 1-31

Action

Motion to approve the Warrant listing was made by Kathi

Seconded Motion: Ricardo

Ayes: Jon Walters, Kathi Cohen, Julie Walley, Ricardo Sanchez

Noes:

Abstain:

Absent:

8.2 Proposed 2023/24 Budget

Action

Motion to approve the Budget was made by Kathi

Seconded Motion: Julie

Ayes: Jon Walters, Kathi Cohen, Julie Walley, Ricardo Sanchez

Noes:

Abstain:

Absent:

Administrative

8.3 2023-2024 LCAP

Action

Motion to approve the LCAP was made by Kathi

Seconded Motion: Julie

Ayes: Jon Walters, Kathi Cohen, Julie Walley, Ricardo Sanchez

Noes:

Abstain:

Absent:

8.4 Local Indicators

Action

Motion to approve the Local Indicators was made by Kathi

Seconded Motion: Jon

Ayes: Jon Walters, Kathi Cohen, Julie Walley, Ricardo Sanchez

Noes:

Abstain:

Absent:

8.5 School Policies

Action

Motion to approve the changes to the school policies was made by Kathi

Seconded Motion: Ricardo

Ayes: Jon Walters, Kathi Cohen, Julie Walley, Ricardo Sanchez

Noes:

Abstain:

Absent:

Personnel

8.6 Department Chair Stipend Job Description

Action

Motion to approve the Job Description was made by Kathi

Seconded Motion: Jon

Ayes: Jon Walters, Kathi Cohen, Julie Walley, Ricardo Sanchez

Noes:

Abstain:

Absent:

8.7 TOSA Job Description

Action

Motion to approve the Job Description was made by Kathi

Seconded Motion: Julie

Ayes: Jon Walters, Kathi Cohen, Julie Walley, Ricardo Sanchez

Noes:

Abstain:

Absent:

8.8 Salary Schedules

Action

Motion to approve the Salary Schedules was made by Kathi

Seconded Motion: Jon

Ayes: Jon Walters, Kathi Cohen, Julie Walley, Ricardo Sanchez

Noes:

Abstain:

Absent:

8.9 Hard to Fill Bonus Agreement

Action

Motion to approve the Bonus Agreement was made by Kathi

Seconded Motion: Julie

Ayes: Jon Walters, Kathi Cohen, Julie Walley, Ricardo Sanchez

Noes:

Abstain:

Absent:

Curriculum

8.10 Exit Course

Action

Motion to approve the Course Description was made by Kathi

Seconded Motion: Ricardo

Ayes: Jon Walters, Kathi Cohen, Julie Walley, Ricardo Sanchez

Noes:

Abstain:

Absent:

9.0 Public Comment on Closed Session

Public Comment: **No comments.**

Open Session Closed at 3:16

10.0 Closed Session

10.1 Public Employee Performance Evaluation

Govt. Code 54957: Executive Director Performance Evaluation

Action

Closed Session begins at: **3:17**

Motion to approve Executive Director Evaluation was made by: Kathi Cohen

Seconded Motion: Ricardo Sanchez

Ayes: Jon Walters, Kathi Cohen, Julie Walley, Ricardo Sanchez

Noes:

Abstain:

Absent:

Closed session adjourned at: 4:09

11.0 Board/Staff Discussion

Notes: Ricardo Sanchez asked for support in tech glitches with the board meeting zoom in MV. Jon Sturm will contact him directly to navigate issues. Ricardo also shared issues with PDF links in the Board Packet, these will be reviewed and addressed before the next board meeting.

12.0 Adjournment/Next Meeting

The next regularly scheduled meeting of the Board of Trustees will be held Tuesday, July 18, 2023 at 2:00pm

Meeting was adjourned at: 4:14 pm

8.1

Pacific View Charter
 July 2023 Board Meeting
 June 2023 Warrant Listing

Warrant ID	Name	Payment Date	Total Warrant Amount	Description	Fund	Invoice Fund Amount	Purchase Order #
011886	Reliable Translations Inc.	6/1/2023	\$147.00	SPED Reliable Translations	6200	\$147.00	0000001602
14024950	Moreno Valley Unified School District	6/1/2023	\$320.00	MV Bus For College Visit	6200	\$320.00	0000001775
14024951	Hollandia Dairy Inc.	6/1/2023	\$334.00	Child Nutrition- Dairy	6200	\$167.00	0000001618
14024951	Hollandia Dairy Inc.	6/1/2023	\$334.00	Child Nutrition- Dairy	6200	\$167.00	0000001618
14024952	EDD	6/1/2023	\$82.87	UE Tax Base - Experience Charge	6200	\$82.87	0000001560
14024953	EXPRESS SERVICES, INC.	6/1/2023	\$2,217.60	2 Temps For Registration	6200	\$2,217.60	0000001816
011972	NANPOR SECURITY SERVICES	6/5/2023	\$2,085.51	Security Guard HS Graduation	6200	\$156.00	0000001791
011972	NANPOR SECURITY SERVICES	6/5/2023	\$2,085.51	Security Guard - Oceanside	6200	\$1,929.51	0000001538
14026003	NWEA	6/5/2023	\$27,573.00	NWEA 3 Year License	6200	\$27,573.00	0000001830
14026004	Zeptive Inc	6/5/2023	\$10,484.68	Zeptive Vape Dectector	6200	\$10,484.68	0000001792
14026005	U.S. Bank	6/5/2023	\$14,188.70	Leaseweb	6200	\$176.03	0000001717
14026005	U.S. Bank	6/5/2023	\$14,188.70	Gen Dance Food	6200	\$232.07	0000001827
14026005	U.S. Bank	6/5/2023	\$14,188.70	Dance Decorations	6200	\$477.13	0000001813
14026005	U.S. Bank	6/5/2023	\$14,188.70	Student Nutrition	6200	\$5,497.64	0000001807
14026005	U.S. Bank	6/5/2023	\$14,188.70	Dance - Catering Opt Out	6200	\$200.00	0000001798
14026005	U.S. Bank	6/5/2023	\$14,188.70	Gn Tickets For School Dance Fr	6200	\$133.26	0000001797
14026005	U.S. Bank	6/5/2023	\$14,188.70	Exterior Riser Room - Door Maint	6200	\$160.36	0000001796
14026005	U.S. Bank	6/5/2023	\$14,188.70	MV MS Promotion Balloons Decor	6200	\$137.52	0000001805
14026005	U.S. Bank	6/5/2023	\$14,188.70	Sp Hand Warmers For Student	6200	\$32.46	0000001793
14026005	U.S. Bank	6/5/2023	\$14,188.70	Graduation Decorations - High	6200	\$311.37	0000001788
14026005	U.S. Bank	6/5/2023	\$14,188.70	Signage	6200	\$510.96	0000001782
14026005	U.S. Bank	6/5/2023	\$14,188.70	Oceanside Postage Supplies	6200	\$24.99	0000001777
14026005	U.S. Bank	6/5/2023	\$14,188.70	MV Postage SPED	6200	\$42.00	0000001776
14026005	U.S. Bank	6/5/2023	\$14,188.70	Student Fit & Fun Day Expenses	6200	\$211.93	0000001779
14026005	U.S. Bank	6/5/2023	\$14,188.70	Oceanside - Admin Postage	6200	\$22.55	0000001777
14026005	U.S. Bank	6/5/2023	\$14,188.70	MV - Postage Admin	6200	\$99.00	0000001776
14026005	U.S. Bank	6/5/2023	\$14,188.70	MV Postage Student	6200	\$159.00	0000001776
14026005	U.S. Bank	6/5/2023	\$14,188.70	Gen Textbooks	6200	\$1,244.88	0000001770
14026005	U.S. Bank	6/5/2023	\$14,188.70	Gen Instructional Supplies	6200	\$707.06	0000001768
14026005	U.S. Bank	6/5/2023	\$14,188.70	Ergo Supplies For Staff	6200	\$324.79	0000001721
14026005	U.S. Bank	6/5/2023	\$14,188.70	Building & Maintenance - Not Janitorial	6200	\$77.56	0000001719
14026005	U.S. Bank	6/5/2023	\$14,188.70	Oceanside- Costco Admin Suppli	6200	\$97.73	0000001713
14026005	U.S. Bank	6/5/2023	\$14,188.70	MV - Janitorial Supplies	6200	\$88.12	0000001712
14026005	U.S. Bank	6/5/2023	\$14,188.70	Oceanside - Janitorial Supplies	6200	\$982.10	0000001712

Pacific View Charter
 July 2023 Board Meeting
 June 2023 Warrant Listing

Warrant ID	Name	Payment Date	Total Warrant Amount	Description	Fund	Invoice Fund Amount	Purchase Order #
14026005	U.S. Bank	6/5/2023	\$14,188.70	SPED Child Nutrition	6200	\$1,374.41	0000001715
14026005	U.S. Bank	6/5/2023	\$14,188.70	MV- Costco Admin Supplies	6200	\$108.42	0000001713
14026005	U.S. Bank	6/5/2023	\$14,188.70	Student Supplies	6200	\$464.06	0000001716
14026005	U.S. Bank	6/5/2023	\$14,188.70	Building Supplies - Costco	6200	\$40.54	0000001707
14026005	U.S. Bank	6/5/2023	\$14,188.70	Auto Expenses: Gas, Maintenance	6200	\$134.75	0000001708
14026005	U.S. Bank	6/5/2023	\$14,188.70	SPED Instructional Supplies	6200	\$116.01	0000001711
14026006	EXPRESS SERVICES, INC.	6/5/2023	\$1,801.80	2 Temp Workers For Registration	6200	\$1,801.80	0000001816
14026007	HERFF JONES, INC	6/5/2023	\$641.38	HS Grad Diploma Paper	6200	\$641.38	0000001800
14026008	MISSION FEDERAL CREDIT UNION	6/5/2023	\$1,518.27	8Th MV Promotion	6200	\$665.20	0000001623
14026008	MISSION FEDERAL CREDIT UNION	6/5/2023	\$1,518.27	SPED Misfed Instructional Supp	6200	\$160.17	0000001597
14026008	MISSION FEDERAL CREDIT UNION	6/5/2023	\$1,518.27	Sports Equip	6200	\$210.22	0000001673
14026008	MISSION FEDERAL CREDIT UNION	6/5/2023	\$1,518.27	Attorney YMC - Trainings	6200	\$150.00	0000001570
14026008	MISSION FEDERAL CREDIT UNION	6/5/2023	\$1,518.27	Graduation Decorations	6200	\$332.68	0000001832
14026009	ONE STOP TONER & INKJET	6/5/2023	\$915.72	One Stop Toner and Ink	6200	\$915.72	0000001617
012036	MV MEDICAL CTR MASTER ASSOC	6/7/2023	\$1,343.00	Property Association Fees - MV	6200	\$1,343.00	0000001535
012037	OFFICE DEPOT	6/7/2023	\$223.15	SPED Office Depot Instructiona	6200	\$3.58	0000001598
012037	OFFICE DEPOT	6/7/2023	\$223.15	Oceanside- Admin Office Suppli	6200	\$19.84	0000001573
012037	OFFICE DEPOT	6/7/2023	\$223.15	Gencur Office Depot Student Su	6200	\$14.33	0000001604
012037	OFFICE DEPOT	6/7/2023	\$223.15	SPED Office Depot Instructiona	6200	\$3.58	0000001598
012037	OFFICE DEPOT	6/7/2023	\$223.15	Office Depot Student Supplies	6200	\$14.33	0000001604
012037	OFFICE DEPOT	6/7/2023	\$223.15	Oceanside - Admin Office SupplIEs	6200	\$167.49	0000001573
012038	WASTE MANAGEMENT	6/7/2023	\$216.16	Trash Services - MV	6200	\$216.16	0000001524
14027702	Hanna Plumbing	6/8/2023	\$592.15	Plumbing Maintenance And Repai	6200	\$592.15	0000001525
14027703	San Diego Sports Officials	6/8/2023	\$240.00	Referees For Sports Team	6200	\$240.00	0000001766
14027704	NATIONAL BENEFIT SERVICES, LLC	6/8/2023	\$79.00	Administrative Fees For Employ	6200	\$79.00	0000001572
14027705	SAN DIEGO GAS & ELECTRIC	6/8/2023	\$2,947.41	Electrical Utilities - Oceanside	6200	\$2,947.41	0000001523
012146	Pediatric Therapy Services, LLC	6/12/2023	\$4,080.00	Sp Stepping Stone	6200	\$4,080.00	0000001703
012147	CDW GOVERNMENT, INC.	6/12/2023	\$19,455.96	Student Chromebooks	6200	\$17,311.96	0000001821
012147	CDW GOVERNMENT, INC.	6/12/2023	\$19,455.96	Student Chromebooks	6200	\$2,144.00	0000001821
14028943	Vortex Industries, Inc	6/12/2023	\$5,279.58	3 Heavy Duty Surface Mount Doo	6200	\$5,279.58	0000001801
14028944	Jose Antonio	6/12/2023	\$21.42	Employee Mileage - Graduation	6200	\$21.42	
14028945	Specialized Therapy Services, Inc	6/12/2023	\$3,940.25	SPED ERMHS Specialized Therapy	6200	\$2,636.25	0000001672
14028945	Specialized Therapy Services, Inc	6/12/2023	\$3,940.25	SPED Specialized Therapy Servi	6200	\$1,304.00	0000001691
14028946	Derry Parler	6/12/2023	\$63.93	Employee Mileage - Graduation	6200	\$63.93	

Pacific View Charter
 July 2023 Board Meeting
 June 2023 Warrant Listing

Warrant ID	Name	Payment Date	Total Warrant Amount	Description	Fund	Invoice Fund Amount	Purchase Order #
14028947	Lisa Shultz	6/12/2023	\$22.73	Employee Mileage - Graduation	6200	\$22.73	
14028948	HopSkipDrive, INC	6/12/2023	\$1,162.65	SPED Student Transportation	6200	\$1,162.65	0000001733
14028949	Gregory Cohen	6/12/2023	\$699.61	Employee Mileage - Graduation	6200	\$699.61	
14028950	Jill Chang	6/12/2023	\$80.00	Employee Mileage - Graduation	6200	\$80.00	
14028951	PALOMAR FAMILY COUNSELING	6/12/2023	\$3,120.00	Gen Palomar Family Counseling	6200	\$3,120.00	0000001669
14028952	BOROMPORN LERTPAICHAISON	6/12/2023	\$65.11	Employee Mileage - Graduation	6200	\$65.11	
14028953	MINDY SHEA	6/12/2023	\$101.14	Employee Mileage - Graduation	6200	\$101.14	
14028954	WENDYAM OUEDRAOGO	6/12/2023	\$23.85	Employee Mileage - Graduation	6200	\$23.85	
012246	Pediatric Therapy Services, LLC	6/14/2023	\$3,740.00	Sp Stepping Stone	6200	\$3,740.00	0000001703
14030794	Brenda Cardona	6/15/2023	\$77.16	Employee Mileage - Graduation	6200	\$77.16	
14030795	Megan McCrary	6/15/2023	\$23.85	Employee Mileage - Graduation	6200	\$23.85	
14030796	Carlsbad Village Lock & Key, Inc	6/15/2023	\$68.91	Locksmith Services - Oceanside	6200	\$68.91	0000001531
14030797	Nuvia Castaneda	6/15/2023	\$81.22	Employee Mileage - Graduation	6200	\$81.22	
14030798	Maria Castellanos	6/15/2023	\$81.36	Employee Mileage - Graduation	6200	\$81.36	
14030799	Yesenia Llamas	6/15/2023	\$23.85	Employee Mileage - Graduation	6200	\$23.85	
14030800	Competitive Painting Inc	6/15/2023	\$15,170.00	Interior Painting - MV	6200	\$15,170.00	0000001823
14030801	Ruth H. Matthews	6/15/2023	\$63.00	Fingerprinting	6200	\$63.00	
14030802	AT&T MOBILITY	6/15/2023	\$494.45	Cell Phone Service	6200	\$494.45	0000001542
14030803	NATIONAL BENEFIT SERVICES, LLC	6/15/2023	\$4.00	Administrative Fees For Employ	6200	\$4.00	0000001572
14030804	KIMMARIE KLEIBER	6/15/2023	\$23.85	Employee Mileage - Graduation	6200	\$23.85	
14030805	RONALD LARRY HOLDEN	6/15/2023	\$2,600.00	Janitorial Services - MV	6200	\$2,600.00	0000001520
14034263	Cordata Shredding	6/20/2023	\$297.35	Storage Boxes	6200	\$164.32	0000001545
14034263	Cordata Shredding	6/20/2023	\$297.35	Off-Site Secure Storage	6200	\$133.03	0000001545
14034264	Zuleyma Hernandez	6/20/2023	\$64.85	Employee Mileage - Graduation	6200	\$64.85	
14034265	Ana Hernandez Cruz	6/20/2023	\$514.97	Employee Mileage - Graduation	6200	\$514.97	
14034266	Riverside Assessments, LLC	6/20/2023	\$307.81	Sp Wj Test 25 Pack	6200	\$307.81	0000001825
14034267	Elizabeth Ocampo Martinez	6/20/2023	\$67.08	Employee Mileage - Graduation	6200	\$67.08	
14034268	Marina Flores	6/20/2023	\$23.85	Employee Mileage - Graduation	6200	\$23.85	
14034269	ADT SECURITY SERVICES	6/20/2023	\$71.63	Adt MV Security	6200	\$71.63	0000001610
14034270	SPARKLETTS & SIERRA SPRINGS	6/20/2023	\$313.29	Bottled Water Service - Both C	6200	\$303.56	0000001530
14034270	SPARKLETTS & SIERRA SPRINGS	6/20/2023	\$313.29	Bottled Water Service - Both C	6200	\$9.73	0000001530
14034271	EDD	6/20/2023	\$78.15	Ue Tax Base - Experience Charg	6200	\$78.15	0000001560
14034272	EXPRESS SERVICES, INC.	6/20/2023	\$1,771.31	2 Temps For Registration	6200	\$1,771.31	0000001816
14034273	V TECHNOLOGY SOLUTION	6/20/2023	\$4,934.51	Classroom Technology Computers	6200	\$3,666.88	0000001802

Pacific View Charter
 July 2023 Board Meeting
 June 2023 Warrant Listing

Warrant ID	Name	Payment Date	Total Warrant Amount	Description	Fund	Invoice Fund Amount	Purchase Order #
14034273	V TECHNOLOGY SOLUTION	6/20/2023	\$4,934.51	Network Maintenance V-Tech	6200	\$75.00	0000001614
14034273	V TECHNOLOGY SOLUTION	6/20/2023	\$4,934.51	Employee Workstation	6200	\$1,192.63	0000001803
012479	Total Education Solutions	6/22/2023	\$172.50	Gen Tes Therapy	6200	\$172.50	0000001632
012480	Imagine Learning LLC	6/22/2023	\$117,735.00	Edgenuity 3 Yr 23-24	6200	\$117,735.00	0000001834
012481	OFFICE DEPOT	6/22/2023	\$22.61	Oceanside- Admin Office Suppli	6200	\$22.61	0000001573
14035634	Lamerc, Inc	6/22/2023	\$1,899.40	Entrance Door Closures Adjustm	6200	\$1,899.40	0000001837
14035635	COX BUSINESS SERVICES	6/22/2023	\$715.75	Student- Internet & Phone Serv	6200	\$260.76	0000001544
14035635	COX BUSINESS SERVICES	6/22/2023	\$715.75	Admin- Internet & Phone Servic	6200	\$86.92	0000001544
14035635	COX BUSINESS SERVICES	6/22/2023	\$715.75	SPED- Student Internet & Phone	6200	\$86.91	0000001544
14035635	COX BUSINESS SERVICES	6/22/2023	\$715.75	Video Security Oside Cox	6200	\$281.16	0000001612
14035636	EXPRESS SERVICES, INC.	6/22/2023	\$1,993.07	2 Temps For Registration	6200	\$1,993.07	0000001816
14035637	JILL CHANG-CUSTODIAN OF PETTY CASH	6/22/2023	\$471.72	Oceanside- Student Services	6200	\$394.00	0000001561
14035637	JILL CHANG-CUSTODIAN OF PETTY CASH	6/22/2023	\$471.72	Oceanside- Student Supplies	6200	\$35.00	0000001561
14035637	JILL CHANG-CUSTODIAN OF PETTY CASH	6/22/2023	\$471.72	Oceanside- Admin Services	6200	\$42.72	0000001561
14035638	BYRON WINICK	6/22/2023	\$1,800.00	Induction Mentor Stipend (Passthrough)	6200	\$1,800.00	
14035639	JULIE RAAB	6/22/2023	\$1,800.00	Induction Mentor Stipend (Passthrough)	6200	\$1,800.00	
14035640	VCC OCEAN RANCH CONDO. ASSOC.	6/22/2023	\$5,698.50	Property Association Fees - Oc	6200	\$5,698.50	0000001534
012618	Intersection R & M Services, Inc	6/26/2023	\$895.50	Handyman Services - Oceanside	6200	\$895.50	0000001577
012619	OFFICE DEPOT	6/26/2023	\$187.03	Oceanside - Admin Office Supplies	6200	\$187.03	0000001573
14037099	Hanna Plumbing	6/26/2023	\$169.16	Plumbing Maintenance And Repair	6200	\$169.16	0000001525
14037100	Arenson Office Furniture	6/26/2023	\$912.66	Ergo - Furniture	6200	\$912.66	0000001593
14037101	KONICA MINOLTA BUS. SOLUTIONS	6/26/2023	\$1,062.14	Copier Lease: Student Fee	6200	\$242.34	0000001549
14037101	KONICA MINOLTA BUS. SOLUTIONS	6/26/2023	\$1,062.14	Copier Lease: Admin Fee	6200	\$42.76	0000001549
14037101	KONICA MINOLTA BUS. SOLUTIONS	6/26/2023	\$1,062.14	Admin Fee: Copier Maintenance	6200	\$84.60	0000001549
14037101	KONICA MINOLTA BUS. SOLUTIONS	6/26/2023	\$1,062.14	Student Fee: Copier Maintenance	6200	\$253.82	0000001549
14037101	KONICA MINOLTA BUS. SOLUTIONS	6/26/2023	\$1,062.14	Cume Copier Maintenance	6200	\$438.62	
012791	SOUTH COUNTY PEST CONTROL, INC	6/28/2023	\$140.00	Pest Control - Both Campuses	6200	\$140.00	0000001532
012792	JAN-PRO OF SAN DIEGO	6/28/2023	\$3,799.00	Janitorial Services - Oceansid	6200	\$3,799.00	0000001527
14039316	Interquest Group, Inc	6/28/2023	\$700.00	Campus- Search Dogs Oceanside	6200	\$700.00	0000001590
14039317	WorkPartners OHS	6/28/2023	\$64.00	Employee Medical Test	6200	\$32.00	0000001563
14039317	WorkPartners OHS	6/28/2023	\$64.00	Employee Medical Test	6200	\$32.00	0000001563
14039318	Specialized Therapy Services, Inc	6/28/2023	\$4,987.50	SPED ERMHS Specialized Therapy	6200	\$2,897.50	0000001672
14039318	Specialized Therapy Services, Inc	6/28/2023	\$4,987.50	SPED Specialized Therapy Services	6200	\$2,090.00	0000001691
14039319	U.S. Bank	6/28/2023	\$10,709.70	Gen Instructional Supplies	6200	\$533.51	0000001768

Pacific View Charter
 July 2023 Board Meeting
 June 2023 Warrant Listing

Warrant ID	Name	Payment Date	Total Warrant Amount	Description	Fund	Invoice Fund Amount	Purchase Order #
14039319	U.S. Bank	6/28/2023	\$10,709.70	Oeanside SPED Postage	6200	\$18.00	0000001777
14039319	U.S. Bank	6/28/2023	\$10,709.70	Celia UC A-G Webinar	6200	\$45.00	0000001836
14039319	U.S. Bank	6/28/2023	\$10,709.70	Textbook Replacement	6200	\$1,626.83	0000001835
14039319	U.S. Bank	6/28/2023	\$10,709.70	Emergency Light - Installation	6200	\$780.00	0000001833
14039319	U.S. Bank	6/28/2023	\$10,709.70	Auto Expenses: Gas, Maintenanc	6200	\$179.63	0000001708
14039319	U.S. Bank	6/28/2023	\$10,709.70	Sports Expenses	6200	\$151.43	0000001710
14039319	U.S. Bank	6/28/2023	\$10,709.70	SPED Instructional Supplies	6200	\$38.63	0000001711
14039319	U.S. Bank	6/28/2023	\$10,709.70	Oside - Janitorial Supplies	6200	\$757.55	0000001712
14039319	U.S. Bank	6/28/2023	\$10,709.70	Oceanside - Costco Admin Suppli	6200	\$63.48	0000001713
14039319	U.S. Bank	6/28/2023	\$10,709.70	SPED Child Nutrition	6200	\$339.63	0000001715
14039319	U.S. Bank	6/28/2023	\$10,709.70	Student Supplies	6200	\$154.55	0000001716
14039319	U.S. Bank	6/28/2023	\$10,709.70	Leaseweb	6200	\$88.52	0000001717
14039319	U.S. Bank	6/28/2023	\$10,709.70	Gn Textbooks	6200	\$2,595.74	0000001770
14039319	U.S. Bank	6/28/2023	\$10,709.70	MV Postage Service Fees	6200	\$24.99	0000001776
14039319	U.S. Bank	6/28/2023	\$10,709.70	Oside Postage Supplies	6200	\$24.99	0000001777
14039319	U.S. Bank	6/28/2023	\$10,709.70	Oside - Student Postage	6200	\$136.00	0000001777
14039319	U.S. Bank	6/28/2023	\$10,709.70	Oside - Admin Postage	6200	\$46.00	0000001777
14039319	U.S. Bank	6/28/2023	\$10,709.70	MV MS Promotion Balloons Decor	6200	\$20.54	0000001805
14039319	U.S. Bank	6/28/2023	\$10,709.70	Student Nutrition	6200	\$1,269.23	0000001807
14039319	U.S. Bank	6/28/2023	\$10,709.70	Domain Name Renewal	6200	\$44.85	0000001820
14039319	U.S. Bank	6/28/2023	\$10,709.70	Repair - Exterior Signage MV	6200	\$470.00	0000001822
14039319	U.S. Bank	6/28/2023	\$10,709.70	New Checks Us Bank Cafeteria 1	6200	\$72.14	0000001826
14039319	U.S. Bank	6/28/2023	\$10,709.70	Bookshelf - Student Supplies	6200	\$93.07	0000001828
14039319	U.S. Bank	6/28/2023	\$10,709.70	3 Teacher Chairs - Costvo	6200	\$1,017.51	0000001829
14039319	U.S. Bank	6/28/2023	\$10,709.70	Counselor Conference - Pd	6200	\$117.88	0000001831
14039320	EASTERN MUNICIPAL WATER DIST	6/28/2023	\$300.05	Water Utility - MV	6200	\$300.05	0000001521
14039321	EXPRESS SERVICES, INC.	6/28/2023	\$1,552.32	2 Temps For Registration	6200	\$1,552.32	0000001816
14039322	FRONTIER	6/28/2023	\$487.71	Admin-Phone & Internet Service	6200	\$97.55	0000001546
14039322	FRONTIER	6/28/2023	\$487.71	Student- Phone & Internet Serv	6200	\$292.63	0000001546
14039322	FRONTIER	6/28/2023	\$487.71	SPED-Student Phone & Internet	6200	\$97.53	0000001546

8.3



Certificated Job Description - Director of Curriculum and Instruction (Exempt)

Description of Position:

The Director of Curriculum and Instruction is directly responsible to the Executive Director and assumes responsibility for leadership of all phases of curriculum and instruction for Pacific View. The Director of Curriculum and Instruction will be a member of the Executive Director's Leadership Team and ensure that curriculum and instructional practices meets educational expectations, state standards and graduation requirements.

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

- Supervises the development of curriculum, including the implementation and monitoring of new programs.
- Collaborate with the Director of Student Services to oversee Instructional Practices within school wide Instructional Framework.
- Oversee and direct instructional coaching for certificated staff and provide input to the Lead Teachers/Site Supervisor for the evaluation of certificated staff.
- Supervises and evaluates certified and classified personnel as assigned by the Executive Director.
- Coordinate professional development in curriculum, technology, and instruction.
- Chair Curriculum Committee and meet with various committees to monitor curriculum efficacy and development.
- Oversee and maintain all curricular technology including online instructional programs and the school's Learning Management System.
- Oversee the development of up-to-date technology plan.
- Research trends in the use of educational technology on a continuous basis that can be implemented school wide.
- Organize and monitor school wide performance data including local and state assessments and grades and develop reports based on data analysis.
- Organize and coordinate Professional Learning Community (PLC) activities.
- Plan and direct the piloting, evaluation and selection of K-12 textbooks, instructional materials and curriculum.
- Provide leadership to administration and staff in the use of student assessments and test data to define specific student performance standards for academic achievement in content areas throughout the school.
- Collaborate with appropriate staff to support the instructional practices of Supervisory Teachers, ensuring that student with IEPs, 504s, and SSTs are receiving appropriate modifications and accommodations.
- Serve as the administrator for IEPs, SSTs, 504 and other meetings as needed.

- Coordinate and organize standardized testing in close collaboration with the Director of Student Services.
- Attend High School, Special Education, and K-8 weekly meetings to monitor curriculum and instructional practices to ensure alignment with state standards.
- Attends parent/community meetings, board meetings and school meetings and makes presentations as appropriate.
- Maintain and monitor school curriculum budget.
- Performs other duties as assigned.
- 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

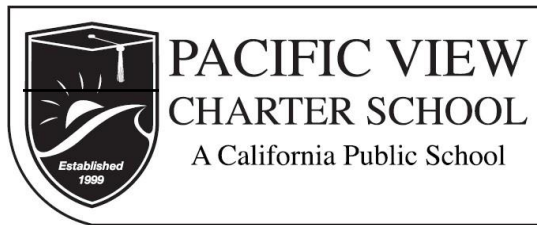
WORK YEAR: 248 Days

Board Approved: May 15, 2012

Amended: February 19, 2013
February 18, 2014
February 17, 2015
June 18, 2019
February 16, 2022
July XX, 2023

DRAFT

8.4



Certificated Position – Non-Exempt

Job Description: HOURLY SUPERVISORY TEACHER

Description Of Position:

Supervisory teachers at Pacific View Charter School are responsible for ensuring the success of our students. During weekly meetings between the teacher, student and learning coach (parent/guardian), our teachers discuss and assist students in the completion of their weekly assignments, monitor their progress, and grade the student's completed work. **Teachers also provide direct instruction to students through workshops, synchronous learning and virtual sessions.**

- Teachers are required to maintain subject matter expertise and complete knowledge of the California state standards.
- The Supervisory Teacher will design high quality engaging lessons with a focus on collaborative learning that support the development of higher order thinking skills and promote a growth mindset.
- Teachers are expected to support the PVCS Code of Conduct, as well as, utilize the school's resources to support the social emotional needs of their students

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

- Develop Personalized Learning Plans for each student, encompassing the expected standards of each particular student's progress and communicating the expectation of high standards and learning goals.
- **Plan and implement lessons that provide students with opportunities to develop communication and collaboration skills.**
- **Deliver instruction in a variety of ways and modalities, including whole class, individual, small group and virtual settings..**
- Meet frequently with students and parents to:
 - Provide Instruction
 - Collect, review, and grade work
 - Discuss the current work samples
 - Complete lesson plans for upcoming week as needed
 - Complete attendance record
 - Distribute educational material when appropriate
 - Notify parents and students of school-related updates-
- Maintain open communication with both students and parents, and be available to students in need of assistance.
- Maintain professional competence, subject matter expertise and complete knowledge of the California state standards, through participation in in-service educational activities provided by the School and/or self-directed professional growth activities.
- Design and teach high quality engaging lessons as well as modify existing curriculum to create a personalized learning plan for each student.
- Maintain accurate and up-to-date independent study files for each student, documenting all communication made with students and parents.
- **Ensure appropriate classroom behavior expectations are followed.**
- Support the PVCS Code of Conduct as well as utilize the school's resources to support the social emotional needs of their students.

- Follow-up with students who are not meeting expectations and with students who require more challenging material through the Student Success Team Process (SST).
- Suggest appropriate instructional techniques that involve and motivate students.
- Administer group standardized tests in accordance with the State testing program.
- Be a contributing member of the staff, participate in Professional Learning Community meetings, and work as part of a team toward school goals.
- Stay up-to-date on curriculum content and “best practices”.
- Serve on at least one committee throughout the school year.
- Other duties as assigned.

Requirements:

Education and Credential:

- A baccalaureate or higher degree, from a regionally accredited college or university
- A valid California Teaching Credential.

Knowledge, Skills & Abilities:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to utilize a variety of technology tools including those to manage student information, analyze data and design instructional opportunities for students.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

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.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Work Environment:

School office environment.

Constant interruptions.

Evening or variable hours.

Salary:

Hourly per Certificated salary schedule placement

SUPERVISOR: Lead Teacher

Board Approved: September 20, 2016

Board Amended: September 16, 2021

July xx, 2023