

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/77372254254?pwd=aXL9YW50uVlrBOM1nXupKxZlqT7GBO.1>

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, March 15, 2022
3:30pm

1.0 Call to Order/Roll Call

2.0 Approval of Agenda

Action

- 3.0 Pledge of Allegiance
- 4.0 Public Comment
- 5.0 Introductions
- 6.0 Executive Director's Report **Information**
- 7.0 Treasurer's Report **Information**

8.0 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.

- 8.1 Minutes from Board Meeting of February 15, 2022
- Minutes from Board Meeting of February 16, 2022 **Action**

9.0 Action/Discussion Items

- 9.1 Board of Trustee's Resignations- Eve Meyer & Candice Weber **Information**
- 9.2 Board of Trustee Application – Julie Walley **Action**
- 9.3 Board Warrant Listing February 1, 2022 through February 28, 2022 **Action**
- 9.4AB 361Teleconferencing Executive Order N-29-20. The School Board has reconsidered the circumstances of the state of emergency. For the month of April 2022, the following circumstances exist: 1) The state of emergency continues to directly impact the ability of the members to meet safely in person; 2) State or local officials continue to impose or recommend measures to promote social distancing. **Action**

10.0 Personnel

- 10.1 Classified Initial Placement on Salary Schedule-New Employees **Action**
- 10.2 Certificated Initial Placement on Salary Schedule-New Employees **Action**
- 10.3 Marketing & Communication Specialist Job Description **Action**
- 10.4 Director of Business & Operations Job Description **Action**
- 10.5 Hourly Special Education 1.1 Instructional Aide Job Description **Action**
- 10.6 Special Education 1.1 Instructional Aide Job Description **Action**
- 10.7 Hourly Enrichment/Intervention Instructor **Action**
- 10.8 2022-2023 Classified Salary Schedule **Action**
- 10.9 2022-2023 Executive Leadership Salary Schedule **Action**

11.0 Board Staff Discussion

12.0 Adjournment

7.0

PACIFIC VIEW CHARTER SCHOOL

Treasurer's Report

March 15, 2022 Board Meeting

2021/22 - Charter Schools Enterprise Fund 62-00 & Capital Outlay Fund 62-01 Statement of Activities for the Period Ending February 28, 2022

Revenues			2021/22	2021/22	# Year-to-Date	Remaining	%
<u>Object</u>	<u>Resource</u>	<u>Description</u>	<u>Adopted</u>	<u>Revised</u>	<u>7/1/21-2-28-2022</u>	<u>Budget</u>	<u>Budget</u>
			<u>Budget</u>	<u>Budget</u>	<u>Transactions</u>	<u>Budget</u>	<u>Remaining</u>
8011	0000	Local Control Funding Formula	4,301,329	4,824,079	3,126,604	1,697,475	35%
8012	1400	Education Protection Act	1,727,083	1,456,373	862,818	593,555	41%
8096	0000	Transfer to Charter School Revenue In-Lieu Prop '	2,577,567	2,837,007	1,963,645	873,362	31%
8550	0000	Mandated Cost Reimbursement	25,000	29,492	29,492		
8560	1100	Lottery	113,535	113,535	54,176	59,359	52%
8560	6300	Restricted Lottery	37,088	37,088	940	36,148	97%
8590	0000	All Other State Revenue	2,000	145,812	143,812	2,000	1%
8660	0000	Interest	8,000	17,183	17,183	0	0%
8792	6500	Special Education	550,421	625,127	401,840	223,287	36%
8181	3310	IDEA Fed Special Ed Funds		83,464	4,714	78,750	94%
8699	0000	All Other Local Revenue	2,000	22,427	22,427	0	0%
8699-003	0000	CSFA-ASAP Bridge Loan		221,911	221,911	0	0%
Grand Total All Revenues:			<u>9,344,023</u>	<u>10,413,498</u>	<u>6,849,562</u>	<u>3,563,935</u>	<u>34%</u>

Expenditures

<u>Object</u>	<u>Certificated Personnel Salaries</u>					
1100	Teacher	3,139,780	2,741,105	1,805,946	935,159	34%
1300	Supervisors and Administrators	617,890	872,972	530,090	342,882	39%
1900	Other Certificated	0	0	0	0	0%
Total Certificated Personnel Salaries:		<u>3,757,670</u>	<u>3,614,077</u>	<u>2,336,036</u>	<u>1,278,041</u>	<u>35%</u>

PACIFIC VIEW CHARTER SCHOOL

Treasurer's Report March 15, 2022 Board Meeting

2021/22 - Charter Schools Enterprise Fund 62-00 & Capital Outlay Fund 62-01 Statement of Activities for the Period Ending February 28, 2022

<u>Object</u>	<u>Description</u>	2021/22 Adopted Budget	2021/22 Revised Budget	Year-to-Date 7/1/21-2-28-2022 Transactions	Remaining Budget	% Budget Remaining
	<u>Classified Personnel Salaries</u>					
2100	Instructional Aides	521,124	543,772	271,506	272,266	50%
2300	Supervisors and Administrators	155,033	176,826	122,372	54,454	31%
2400	Clerical, Technical and Office	474,422	454,151	285,217	168,934	37%
2900	Other Classified Salaries	0	0	0	0	0%
	Total Classified Personnel Salaries:	1,150,579	1,174,749	679,095	495,654	42%
	<u>Total Employee Benefits:</u>	1,716,560	1,765,452	1,014,630	750,822	43%
	<u>Books and Supplies</u>					
4100	Textbooks	26,440	49,300	6,812	42,488	86%
4200	Books and Other Reference Materials	0	0	0	0	0%
4300	Materials and Supplies	339,121	315,407	68,538	246,869	78%
4400	Non Capitalized Equipment	0	0	0	0	0%
	Total Books and Supplies:	365,561	364,707	75,350	289,357	79%
	<u>Services and Other Operating Expenditures</u>					
5200	Travel and Conferences	14,947	108,440	6,954	101,486	94%
5300	Dues and Memberships	19,086	26,892	20,256	6,636	25%
5500	Operations and Housekeeping Services	75,872	63,710	39,101	24,609	39%
5600	Rentals, Leases, Repairs, and Non capitalized Improvements	0	0	0	0	0%
5800	Professional Consulting Services & Operating Expenses	1,172,272	2,872,664	1,938,246	934,418	33%

PACIFIC VIEW CHARTER SCHOOL

Treasurer's Report

March 15, 2022 Board Meeting

**2021/22 - Charter Schools Enterprise Fund 62-00 & Capital Outlay Fund 62-01
Statement of Activities for the Period Ending February 28, 2022**

<u>Object</u>	<u>Description</u>	2021/22 Adopted Budget	2021/22 Revised Budget	Year-to-Date 7/1/21-2-28-2022 Transactions	Remaining Budget	% Budget Remaining
	<u>Services & Other Operating Expenses (con't)</u>					
5900	Communications	23,947	21,550	13,022	8,528	40%
	Total Services & Other Operating Expenses:	1,306,124	3,093,256	2,017,579	1,075,677	35%
6XXX	<u>Capital Outlay</u>	0	0	0	0	0%
7619	<u>Other Outgo and Transfers Out</u>	0	0	0	0	0%
	Grand Total All Expenditures:	<u>8,296,494</u>	<u>10,012,241</u>	<u>6,122,690</u>	<u>3,889,551</u>	<u>39%</u>
	Beginning Fund Balance	6,560,279	6,560,279			
	Increase/Decrease	1,047,529	401,257			
	Ending Fund Balance	7,607,808	6,961,536			
	Reserve for Revolving Cash	700	700			
	Designated for Economic Uncertainties	248,895	300,367			
	Deferred Maintenance Reserve	50,000	50,000			
	Facilities/Architect	50,000	50,000			
	Facilities Reserve	217,000	217,000			
	Land/Bldg/Deprec/Comp Absence/Growth	6,615,180	5,917,436			
	Long Term Debt Reserve (Building)	217,571	217,571			
	Long Term Debt Reserve (Automobile)	8,462	8,462			
	STRS/PERS Unfunded Liability	200,000	200,000			

8.1

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, February 15, 2022

3:30 p.m.

Board Minutes

1.0 Call to Order/Roll Call

Chairperson Walters called the meeting to order at 3:37 pm with Trustee Sanchez present. The meeting was called due to the lack of quorum at 4:04pm continuing the meeting to Wednesday, February 16, 2022 at 3:30pm.

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 February 15, 2022 continued to

Wednesday, February 16, 2022

3:30 p.m.

Board Minutes

1.0 Call to Order/Roll Call

Chairperson Walters called the meeting to order at 3:31 pm with Vice Chair Weber, Trustee Sanchez present , and Trustee Meyer absent.

2.0 Approval of Agenda

Moved by Chair Walters and seconded by Vice Chair Weber to approve the agenda as presented.

AYES: Walters, Weber, Sanchez

NOES: None

ABSTAIN: None

ABSENT: Meyer

3.0 Pledge of Allegiance

The Pledge of Allegiance was let by Founding Executive Director, Gina Campbell.

4.0 Public Comment - None

5.0 Introductions – Gayl Johnson, Director of Student Services; Kathy Meck, Site Supervisor Moreno Valley; Diane Gibson, Lead High School Teacher; Lori Bentley, HR& Business Services Coordinator; Geoff Weeks, Lead Teacher Elementary

6.0 Executive Director's Report

- ✚ DEA came and presented to HS students about different types of drugs and the effect they have on the brain. Students were very interested. There will be a second presentation coming soon.
- ✚ January was Hispanic Heritage month. Erica Alvaro shared her parents were immigrant field workers and all the challenges that she experienced. She graduated from New Millennium High School and went on to graduate from San Diego State University and received her Master's Degree. Her son attends PVCS. We are hoping that she will be our graduation speaker this year.
- ✚ Students completing FASFA applications meet with the School Counselor.
- ✚ Celia our School Counselor attends a collaborative group that meets to discuss and share resources for At Promise students.
- ✚ The Marketing Committee is proposing to bring on staff a Marketing & Communication person for next year. There is a need to move in a specialist to promote and market our program, who we are and what we offer. To maximize social media and community support through branding our program.
- ✚ ELPAC testing took place last week.
- ✚ Diane our Lead High School Teacher was able to get an article in the Best of Oceanside regarding our Therapy Dog program. It should be published in the spring issue.
- ✚ Enrollment- 448 Oceanside and 162 Moreno Valley Total: 610 we have shown some growth but will continue to see some decrease due to the students graduation under the AB104 law.

7.0 Consent Calendar

7.1 Moved by Chair Walters & seconded by Trustee Sanchez to approve the Consent Calendar as presented.

AYES: Walters, Weber, Sanchez

NOES: None

ABSTAIN: None

ABSENT: Meyer

8.0 Action/Discussion Items

8.1 Moved by Chair Walters & seconded by Trustee Sanchez to approve the Annual Auditor selection to Baker Tilly US, LLP for years 2022-2024 as presented.

AYES: Walters, Weber, Sanchez

NOES: None

ABSTAIN: None

ABSENT: Meyer

8.2 Moved by Vice Chair Weber and seconded by Trustee Sanchez to approve the Board Warrant Listing for January 2022 as presented.

AYES: Walters, Weber, Sanchez

NOES: None
ABSTAIN: None
ABSENT: Meyer

8.3 2021-2022 LCAP Supplement- Mid-year budget, Outcome Data, and Related Metrics Winter 2021: One-time requirement for the state to report on the LCAOP at mid-year, usually we only report annually. Requirement due to additional funds provided to schools. First part of LCAP is where we list how we spent or plan to spend the additional funds we received. No federal funds were received but received additional concentration grant funds which were allocated to further develop our English Language Learners.

Second and third requirements explain our mid-year progress towards meeting our goals and mid-year report on our expenditures. Only three goals on current LCAP and provided measurable outcomes for each goal, as well as detailed explanation on where we are in completing each action or service aligned to the goal. The report also shows the funds that were allocated to each action/service and the mid-year update of what has been expended to date.

8.4 Moved by Chair Walters and seconded by Trustee Sanchez to approve the 2021-22 Second Interim Report as presented.

AYES: Walters, Weber, Sanchez
NOES: None
ABSTAIN: None
ABSENT: Meyer

8.5 Moved by Chair Walters and seconded by Trustee Sanchez to approve the AB361 teleconferencing for the month of March as presented.

AYES: Walters, Weber, Sanchez
NOES: None
ABSTAIN: None
ABSENT: Meyer

8.6 Moved by Trustee Sanchez and seconded by Vice Chair Weber to approve the School Crisis Plans for Oceanside and Moreno Valley as presented.

AYES: Walters, Weber, Sanchez
NOES: None
ABSTAIN: None
ABSENT: Meyer

9.0 **Curriculum**

9.1 Moved by Chair Walters and seconded by Trustee Sanchez to approve the Director of Curriculum and Instruction Job Description as presented.

AYES: Walters, Weber, Sanchez

NOES: None

ABSTAIN: None

ABSENT: Meyer

10.0 Personnel

10.1 Moved by Vice Chair Weber and seconded by Trustee Sanchez to approve the Student Policy #16 Promotion/Acceleration/Retention as presented.

AYES: Walters, Weber, Sanchez

NOES: None

ABSTAIN: None

ABSENT: Meyer

11.0 Board Staff Discussion

Vice Chair Weber wanted to discuss her concerns about her unavailability to the meeting time due to additional responsibilities that have occurred. She would still like to be on the Board and apologized for any inconvenience her missing yesterdays meeting caused. The Board would like her to stay on the Board and see how things go.

11.0 Adjournment - Chair Walters adjourned the meeting at 4:33 p.m.

9.2



BOARD MEMBER PROFILE

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

Name: Julie Walley

Office Address:

Home Address

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

Office Phone:

E-Mail:

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

My son has attended PVCS for the last two years: 6th grade in independent study and this year 7th grade on campus. He also received Special Educational services at PVCS. I do not have any relationships with current board members or employees beyond the "typical" parent to teacher communications and interactions.

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

To be a “voice” for parent related school issues: a “sounding board” for PVCS programmatic changes that would impact students, parents, families, and community. Any other work that the board would deem appropriate.

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

The “parent input” role would be just that to give input from a parent’s perspective. In regards to “governance”, I am not viewing this as a “leadership” role, but one of administrative support. My objective would be to follow directions and leadings from those on the board. As to “commitment”, currently I am able to give a few hours per week and a couple of evenings for meetings per month. If more flexibility is necessary, I am happy to discuss those options.

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

As a parent with a child at PVCS, I believe, I would be able to provide unique insight. Also, I have been a homeschooling parent for 15 years for our three children (ages 17, 14, and 13) Two of our children have IEP’s/504’s with various medical and “special” educational needs. During the last 15 years, I served on various programs/roles/functions: homeschooled independently (personally managed curriculum selection and educational delivery), and organized parent volunteer enrichment programs. In more recent years I have managed medical/academic support for our children in several homeschooling charter schools, virtual academies, and now at UC Merced for our 17 year old son. In addition, I ran a homeschooling PreK to 3rd grade homeschooling enrichment and support drop-off program for five years. At the peak of our “Little Lambs” enrollment, there were 42 students meeting at our house and our neighbors’ house on rotational schedules.

What is your educational philosophy?

Do what works. Ha! Our 3 children have vast varying education interests, abilities, goals and medical/educational/social-emotional challenges. Providing the right environment, level of engagement, and incorporating intrinsic motivational elements of personal interest, success leads to success, and realized achievement has provided the foundations for personal and academic success.

Educational background (please include schools/institutions, city/state, degree(s) – also continuing education):
Formal education, Bachelors of Science in mathematics from national University, San Diego, 1997. Transferred to national University in 1995 from Wesleyan College, Fort Worth, Tx, where I had almost completed a degree in math and secondary teaching. In the fall of 2020, I returned back to community college, Palomar College, with an aspiration of returning to the “workforce” with a pursuit in Data Analytics. Currently, I have completed management Information Systems, data visualization, and data programming (Python, HTML/CSS, and SQL) courses

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

I am a stay at home mom, fully homeschooling my 14 year old daughter, and supporting my son at PVCS.

Boards on which you serve or have served: I have not served on any boards.

Organization:

Type of Involvement:

Organization:

Type of Involvement:

Community and professional organizations:

Organization: Summit Church in San Marcos, CA

Type of Involvement:

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

- 1. Graham Walley**
- 2. George & Mary Bragg**
- 3. Jeanne Nicole**

Which specific committees interest you? Wherever I can serve.

- | | | |
|--|---|---|
| <input type="checkbox"/> <i>Public Relations</i> | <input type="checkbox"/> <i>Fund Development</i> | <input type="checkbox"/> <i>New Program Development</i> |
| <input type="checkbox"/> <i>Marketing</i> | <input type="checkbox"/> <i>Other (please describe below)</i> | |

9.3

Board Warrant Report
February, 2022

Warrant ID	Name	Payment Date	Total Warrant Amount	Description	Fund	Invoice Fund Amount	PO No.
002139	MV MEDICAL CTR MASTER ASSOC	2/7/2022	\$ 1,636.00	Master Association Fees - MV	6200	\$ 1,636.00	0000001359
002140	PACIFIC VIEW CHARTER SCHOOL	2/7/2022	\$ 18,130.94	Mortgage Payment - Oceanside - Union Bank	6200	\$ 15,411.30	0000001312
002140	PACIFIC VIEW CHARTER SCHOOL	2/7/2022	\$ 18,130.94	Mortgage Payment - Oceanside - Union Bank	6200	\$ 2,719.64	0000001312
002141	WASTE MANAGEMENT	2/7/2022	\$ 132.40	Trash Services - Moreno Valley	6200	\$ 132.40	0000001371
002231	Pediatric Therapy Services, LLC	2/14/2022	\$ 9,624.00	Stepping Stones - Sped Teacher	6200	\$ 9,624.00	0000001400
002232	Diamond Environmental Services, LP	2/14/2022	\$ 272.90	Hand wash Basins - Student Lunch	6200	\$ 272.90	0000001350
002328	Reliable Translations Inc.	2/22/2022	\$ 657.00	Reliable Translations	6200	\$ 147.00	0000001399
002328	Reliable Translations Inc.	2/22/2022	\$ 657.00	Reliable Translations	6200	\$ 147.00	0000001399
002328	Reliable Translations Inc.	2/22/2022	\$ 657.00	Reliable Translations	6200	\$ 147.00	0000001399
002328	Reliable Translations Inc.	2/22/2022	\$ 657.00	Reliable Translations	6200	\$ 216.00	0000001399
002373	JAN-PRO OF SAN DIEGO	2/24/2022	\$ 3,799.00	Janitorial Services - Oceanside	6200	\$ 3,799.00	0000001355
002431	Reliable Translations Inc.	2/28/2022	\$ 147.00	Reliable Translations	6200	\$ 147.00	0000001399
002432	Imagine Learning LLC	2/28/2022	\$ 2,750.00	Imagine Learning MyPath	6200	\$ 2,750.00	0000001479
002433	SOUTH COUNTY PEST CONTROL, INC	2/28/2022	\$ 90.00	Pest Control Services	6200	\$ 90.00	0000001367
002434	PACIFIC VIEW CHARTER SCHOOL	2/28/2022	\$ 12,355.89	Mortgage Payment - MV Wells Fargo	6200	\$ 2,471.18	0000001313
002434	PACIFIC VIEW CHARTER SCHOOL	2/28/2022	\$ 12,355.89	Mortgage Payment - MV Wells Fargo	6200	\$ 9,884.71	0000001313
14862466	Sydney Richelieu	2/3/2022	\$ 67.00	Employee Reimbursement CPR	6200	\$ 67.00	employee
14862467	Reliable Translations Inc.	2/3/2022	\$ 294.00	Reliable Translations	6200	\$ 147.00	0000001399
14862467	Reliable Translations Inc.	2/3/2022	\$ 294.00	Reliable Translations	6200	\$ 147.00	0000001399
14862468	Intersection R & M Services, Inc.	2/3/2022	\$ 792.76	Handyman Services -Oceanside	6200	\$ 792.76	0000001354
14862469	AIR CRAFTS HEATING & AC INC.	2/3/2022	\$ 410.00	HVAC Equipment Maintenance - Oside	6200	\$ 410.00	0000001293
14862470	AT&T MOBILITY	2/3/2022	\$ 471.51	Cell phone service	6200	\$ 410.19	0000001302
14862470	AT&T MOBILITY	2/3/2022	\$ 471.51	Cell Phone Replacements	6200	\$ 61.32	0000001302
14862471	HARTFORD INS. CO OF MIDWEST	2/3/2022	\$ 5,700.00	Lender Required - Flood Insurance	6200	\$ 5,700.00	0000001330
14862472	NATIONAL BENEFIT SERVICES, LLC	2/3/2022	\$ 75.00	Administrative Fees for Employees	6200	\$ 75.00	0000001375
14862473	OFFICE DEPOT	2/3/2022	\$ 67.76	Office Supplies - OCEANSIDE CA	6200	\$ 16.12	0000001376
14862473	OFFICE DEPOT	2/3/2022	\$ 67.76	Office Supplies - OCEANSIDE CA	6200	\$ 22.51	0000001376
14862473	OFFICE DEPOT	2/3/2022	\$ 67.76	Office Supplies - MV	6200	\$ 7.58	0000001376
14862473	OFFICE DEPOT	2/3/2022	\$ 67.76	Office Supplies - OCEANSIDE CA	6200	\$ 15.05	0000001376
14862473	OFFICE DEPOT	2/3/2022	\$ 67.76	Office Supplies - OCEANSIDE CA	6200	\$ 6.50	0000001376
14862474	KIRA FOX- CUSTODIAN OF PETTY CASH	2/3/2022	\$ 110.00	Office Supplies - MoVal	6200	\$ 110.00	0000001382
14862475	City of San Diego - Project Heartbeat	2/3/2022	\$ 75.00	Annual Services Fees AEDs Oceanside	6200	\$ 75.00	0000001468
14862476	RONALD LARRY HOLDEN	2/3/2022	\$ 2,600.00	Janitorial Services	6200	\$ 2,600.00	0000001364
14862477	VCC OCEAN RANCH CONDO. ASSOC.	2/3/2022	\$ 6,158.00	Property Association Fees - Oceanside	6200	\$ 6,158.00	0000001370
14862478	V TECHNOLOGY SOLUTION	2/3/2022	\$ 205.68	Computer Hardware Installation	6200	\$ 205.68	0000001422
14863491	Reliable Translations Inc.	2/7/2022	\$ 294.00	Reliable Translations	6200	\$ 147.00	0000001399
14863491	Reliable Translations Inc.	2/7/2022	\$ 294.00	Reliable Translations	6200	\$ 147.00	0000001399
14863492	HopSkipDrive, INC	2/7/2022	\$ 2,674.63	Sped Transportation	6200	\$ 2,674.63	0000001413
14863493	NATIONAL BENEFIT SERVICES, LLC	2/7/2022	\$ 200.00	Administrative Fees for Employees	6200	\$ 200.00	0000001375
14863494	OCEANSIDE UNIFIED SCHOOL DIST	2/7/2022	\$ 446.00	Print Shop Charges - ADMIN	6200	\$ 76.00	0000001377
14863494	OCEANSIDE UNIFIED SCHOOL DIST	2/7/2022	\$ 446.00	Print Shop Charges - ADMIN	6200	\$ 370.00	0000001377
14863495	KIRA FOX- CUSTODIAN OF PETTY CASH	2/7/2022	\$ 117.70	Travel Reimbursement - Oceanside	6200	\$ 117.70	0000001378
14864901	ADT SECURITY SERVICES	2/10/2022	\$ 67.90	Security System - Moreno Valley	6200	\$ 67.90	0000001292
14864902	COX BUSINESS SERVICES	2/10/2022	\$ 457.09	Admin- Internet & Phone Service	6200	\$ 68.56	0000001308

Board Warrant Report
February, 2022

Warrant ID	Name	Payment Date	Total Warrant Amount	Description	Fund	Invoice Fund Amount	PO No.
14864902	COX BUSINESS SERVICES	2/10/2022	\$ 457.09	Student - Internet & Phone Services	6200	\$ 388.53	0000001308
14864903	OFFICE DEPOT	2/10/2022	\$ 142.55	ERGO - Staff Supplies	6200	\$ 142.55	0000001361
14864904	ONE STOP TONER & INKJET	2/10/2022	\$ 292.23	TONER FOR PRINTERS	6200	\$ 292.23	0000001397
14864905	ERIN L GORENCE	2/10/2022	\$ 79.00	Employee Reimbursement - Conference	6200	\$ 79.00	employee
14864906	SAN DIEGO GAS & ELECTRIC	2/10/2022	\$ 2,967.76	Electrical Utilities Oceanside	6200	\$ 2,967.76	0000001366
14865750	Total Education Solutions	2/14/2022	\$ 515.25	TES Therapy	6200	\$ 515.25	0000001401
14865751	ATX Learning	2/14/2022	\$ 1,870.00	ATX SPED Vendor	6200	\$ 1,870.00	0000001471
14865752	NANPOR SECURITY SERVICES	2/14/2022	\$ 3,023.16	Security Guard Oceanside	6200	\$ 2,519.30	0000001430
14865752	NANPOR SECURITY SERVICES	2/14/2022	\$ 3,023.16	Security Guard Oceanside	6200	\$ 503.86	0000001430
14867452	Cordata Shredding	2/17/2022	\$ 103.11	Off-site Secure Storage	6200	\$ 103.11	0000001306
14867453	Cordata Shredding	2/17/2022	\$ 135.24	Oceanside Shred	6200	\$ 79.37	0000001306
14867453	Cordata Shredding	2/17/2022	\$ 135.24	Moreno Valley Shred	6200	\$ 55.87	0000001306
14867454	Specialized Therapy Services, Inc.	2/17/2022	\$ 675.00	Specialized Therapy Services -	6200	\$ 675.00	0000001429
14867455	Intersection R & M Services, Inc.	2/17/2022	\$ 546.10	Handyman Services - Oceanside	6200	\$ 546.10	0000001354
14867456	N2Y LLC	2/17/2022	\$ 959.11	Unique Learning Program SPED	6200	\$ 959.11	0000001470
14867457	COX BUSINESS SERVICES	2/17/2022	\$ 280.18	Security Cameras Oceanside	6200	\$ 280.18	0000001349
14867458	SPARKLETTS & SIERRA SPRINGS	2/17/2022	\$ 167.71	Bottled Water Service	6200	\$ 12.62	0000001368
14867458	SPARKLETTS & SIERRA SPRINGS	2/17/2022	\$ 167.71	Bottled Water Service	6200	\$ 155.09	0000001368
14867459	EDD	2/17/2022	\$ 1,065.60	UE Tax Base - Experience Charge	6200	\$ 1,065.60	0000001329
14867460	OCEANSIDE CHAMBER OF COMMERCE	2/17/2022	\$ 745.00	Chamber of Commerce Oceanside	6200	\$ 745.00	0000001316
14867461	OFFICE DEPOT	2/17/2022	\$ 67.50	Office Supplies - MV	6200	\$ 3.73	0000001376
14867461	OFFICE DEPOT	2/17/2022	\$ 67.50	Office Depot - Student Supplies	6200	\$ 35.51	0000001385
14867461	OFFICE DEPOT	2/17/2022	\$ 67.50	Office Supplies - OCEANSIDE CA	6200	\$ 28.26	0000001376
14867462	KIRA FOX- CUSTODIAN OF PETTY CASH	2/17/2022	\$ 120.00	Office Supplies - MoVal	6200	\$ 120.00	0000001382
14867463	PALOMAR FAMILY COUNSELING	2/17/2022	\$ 6,555.00	Palomar Family Counseling	6200	\$ 6,555.00	0000001443
14867464	FRONTIER	2/17/2022	\$ 330.38	Admin - Phone & Internet Service	6200	\$ 49.55	0000001310
14867464	FRONTIER	2/17/2022	\$ 330.38	Student - Phone & Internet Services	6200	\$ 280.83	0000001310
14868325	EASTERN MUNICIPAL WATER DIST	2/22/2022	\$ 270.23	Water Utilities - Moreno Valley	6200	\$ 270.23	0000001351
14868326	YOUNG, MINNEY & CORR, LLP	2/22/2022	\$ 150.00	Trainings - Legal Counsel	6200	\$ 150.00	direct voucher
14868327	DIANE GIBSON	2/22/2022	\$ 117.00	Employee Reimbursement - Conference	6200	\$ 117.00	employee
14869103	CCSA - CONFERENCE	2/24/2022	\$ 2,396.00	CCSA Conference	6200	\$ 2,396.00	0000001480
14869104	AT&T MOBILITY	2/24/2022	\$ 452.08	Cell phone service	6200	\$ 430.74	0000001302
14869104	AT&T MOBILITY	2/24/2022	\$ 452.08	Cell Phone equipment	6200	\$ 21.34	0000001302
14869105	OFFICE DEPOT	2/24/2022	\$ 45.96	Office Supplies - OCEANSIDE CA	6200	\$ 22.51	0000001376
14869105	OFFICE DEPOT	2/24/2022	\$ 45.96	Office Supplies - OCEANSIDE CA	6200	\$ 3.51	0000001376
14869105	OFFICE DEPOT	2/24/2022	\$ 45.96	Office Depot - Student Supplies	6200	\$ 19.94	0000001385
14869106	KIRA FOX- CUSTODIAN OF PETTY CASH	2/24/2022	\$ 110.00	Office Supplies - MoVal	6200	\$ 110.00	0000001382
14869107	SCHOOL SERVICES OF CALIFORNIA	2/24/2022	\$ 520.00	Governor's Workshop / May Revised	6200	\$ 520.00	0000001393
14869769	Citi Cards	2/28/2022	\$ 4,188.27	Janitorial Supplies - MV	6200	\$ 118.47	0000001347
14869769	Citi Cards	2/28/2022	\$ 4,188.27	Citibank - Child Nutrition	6200	\$ 2,752.74	0000001387
14869769	Citi Cards	2/28/2022	\$ 4,188.27	Citibank - Costco Student Supplies	6200	\$ 408.29	0000001407
14869769	Citi Cards	2/28/2022	\$ 4,188.27	Janitorial Services - Oceanside	6200	\$ 230.44	0000001346
14869769	Citi Cards	2/28/2022	\$ 4,188.27	Rental Vehicles - Sports Team	6200	\$ 549.05	0000001461
14869769	Citi Cards	2/28/2022	\$ 4,188.27	Auto expenses - Gas, Maintenance	6200	\$ 59.30	0000001303

Board Warrant Report
February, 2022

Warrant ID	Name	Payment Date	Total Warrant Amount	Description	Fund	Invoice Fund Amount	PO No.
14869769	Citi Cards	2/28/2022	\$ 4,188.27	Admin - Costco Supplies - Oceanside	6200	\$ 69.98	0000001304
14869770	WorkPartners OHS	2/28/2022	\$ 78.50	Employee Medical Test	6200	\$ 78.50	0000001460
14869771	CDW GOVERNMENT, INC.	2/28/2022	\$ 595.38	Batteries for Motorola Radios	6200	\$ 595.38	0000001442
14869772	MISSION FEDERAL CREDIT UNION	2/28/2022	\$ 6,291.71	Lease Web	6200	\$ 244.11	0000001439
14869772	MISSION FEDERAL CREDIT UNION	2/28/2022	\$ 6,291.71	MFCU - Instructional Supplies	6200	\$ 116.76	0000001404
14869772	MISSION FEDERAL CREDIT UNION	2/28/2022	\$ 6,291.71	Mission Federal - Instruction	6200	\$ 736.76	0000001386
14869772	MISSION FEDERAL CREDIT UNION	2/28/2022	\$ 6,291.71	Sports supplies	6200	\$ 51.58	0000001451
14869772	MISSION FEDERAL CREDIT UNION	2/28/2022	\$ 6,291.71	Postage - Students MV	6200	\$ 334.53	0000001374
14869772	MISSION FEDERAL CREDIT UNION	2/28/2022	\$ 6,291.71	Postage - Admin MV	6200	\$ 117.53	0000001374
14869772	MISSION FEDERAL CREDIT UNION	2/28/2022	\$ 6,291.71	Postage - Admin Oceanside	6200	\$ 148.95	0000001373
14869772	MISSION FEDERAL CREDIT UNION	2/28/2022	\$ 6,291.71	Postage- Student	6200	\$ 367.38	0000001373
14869772	MISSION FEDERAL CREDIT UNION	2/28/2022	\$ 6,291.71	Postage Services - Satmps.com	6200	\$ 24.99	0000001373
14869772	MISSION FEDERAL CREDIT UNION	2/28/2022	\$ 6,291.71	Off-site Storage	6200	\$ 394.98	0000001362
14869772	MISSION FEDERAL CREDIT UNION	2/28/2022	\$ 6,291.71	Laminating Supplies	6200	\$ 80.25	0000001339
14869772	MISSION FEDERAL CREDIT UNION	2/28/2022	\$ 6,291.71	Facebook Ads	6200	\$ 770.04	0000001314
14869772	MISSION FEDERAL CREDIT UNION	2/28/2022	\$ 6,291.71	Google Adworks	6200	\$ 2,500.00	0000001315
14869772	MISSION FEDERAL CREDIT UNION	2/28/2022	\$ 6,291.71	Oversized Printing - Documents	6200	\$ 181.86	0000001324
14869772	MISSION FEDERAL CREDIT UNION	2/28/2022	\$ 6,291.71	Restorative Practices Training	6200	\$ 195.00	0000001469
14869772	MISSION FEDERAL CREDIT UNION	2/28/2022	\$ 6,291.71	Bus Pass Transportation	6200	\$ 2.00	0000001481
14869772	MISSION FEDERAL CREDIT UNION	2/28/2022	\$ 6,291.71	Postage Services - MV Stamps	6200	\$ 24.99	0000001374

10.1

Classified Initial Placement on Salary Schedule – New Employees

Initial step placement on the Pacific View Charter School Classified Salary Schedule will be based on documented completion of 75% of a like position annual work year. Maximum placement based on verified employment will be Step 10.

Board Approved:

10.2

~~Initial placement on salary schedule – New Employees~~

~~Full credit for successful credentialed professional K12 school experience based on a valid K12 verification document for seventy five percent (75%) of a year or more, will be allowed for placement on the salary schedule up to Step 10.~~

Certificated Initial Placement on Salary Schedule – New Employees

Initial step placement on the Pacific View Charter School Certificated Salary Schedule will be based on documented completion of 75% of a contracted annual work year for a similar position in a public school setting. Maximum step placement based on verified employment will be Step 10.

Board Approved: May 19, 2015

Amended:

10.3



Classified – Exempt

Job Description: **Marketing and Communications Specialist**

Description of Position:

The job of the Marketing and Communications Specialist is to develop and implement a comprehensive marketing and development plan to grow enrollment. The Marketing and Communications Specialist will develop marketing materials to market the school to the communities, develop relationships with community partners and donors. The Marketing and Communications Specialist oversees how the school is represented in all print and electronic materials and maintains the school's website and social media platforms.

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

- Develops and implements a marketing and communication plan including print, web, and social media to increase enrollment.
- Establishes and develops relationships with community donors and grant funders to increase the visibility to community educational partners.
- Provide feedback to the Leadership team on results of marketing campaigns to inform decisions on expanding services and programs to K-12 students.
- Develops grant applications and related documents (e.g. required reports, budgets, specific inquiries, etc.) for the purpose of submitting highly effective grant applications to the appropriate funding agencies.
- Monitors the financial management of grants (e.g. budget preparation, budget adjustments, expenditures, etc.) for the purpose of complying with all program and funding guidelines of awarding organizations.
- Compiles and analyzes national, state, and district level data focusing on enrollment trends and growth.
- Update and maintain the school's website.
- Write and edit school communications, including marketing and development materials, annual report, direct mail pieces, parent communications, event invitations and program.
- Create social media posts, update online directories and monitor review sites.
- Elevate recognition of school in local and regional media through press releases and story pitches.
- Collect compelling messages and stories, from current students, alumni, and parents, for use in multiple venues.
- Serve as the school's contact for donors and key community organizations.
- Manage and maintain the donor database, prepare correspondence and reports, and keep a calendar for all development activities.
- Manage alumni relations and the alumni contact list

Other Functions

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the school.

Requirements:

Education and Experience:

Bachelor's degree in business, communications, marketing or related field.

Three (3) years of experience in fundraising, program development, marketing, or performing comparable tasks.

Equivalency - A combination of education and experience equivalent to a Bachelor's degree in business, communications, marketing, or related field, and a minimum of three (3) years of experience in fundraising, program development, marketing, or performing comparable tasks.

Knowledge, Skills and Abilities:

Knowledge of current marketing and communications trends and tools, including traditional and digital advertising

Fundraising tools and technology including principles of donor development and research

Grant writing

Planning and managing projects

Solid computer skills, including MS Office, marketing software - (Adobe Creative Suite and CRM) and applications - (Web analytics, Google AdWords etc.)

Demonstrable experience in marketing data analytics and tools.

Gather, collate/classify, prepare and maintain accurate detailed records, information and data

Analyzing budgets and data

Research and conduct vendor interviews and meetings

Plan and schedule marketing agendas/meetings, activities, and/or events

Communicate clearly and concisely, both orally and in writing, to produce information in a way that is comprehensible to a diverse range of audiences, individuals and organizations

Speak persuasively on behalf of Pacific View Charter School

Develop a community of motivated supporters

Adapt to changing work priorities

Meet deadlines and schedules

Work as part of a team

Work with frequent interruptions and set priorities

Operate standard office equipment including a variety of software applications

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 pounds maximum and carrying any object weighing up to 15 pounds.

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

Constant interruptions

Deadlines, meetings, and reports are constant

Evening or variable hours

License:

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

Supervisor: Executive Director

Work Year: 233 Work Days

Board Approved:

10.4



Administration - Exempt

Job Description: ~~Director of Finance & Central Office~~ **Director of Business & Operations**

Description of Position:

The ~~Director of Finance and Central Office~~ **Director of Business & Operations** is directly responsible to the Executive Director for the administration of the budget, fiscal planning, purchasing, accounting, attendance, payroll, personnel, facilities, and other general business and central office related functions. The ~~Director of Finance and Central Office~~ **Director of Business & Operations** will be a member of the Executive Director's Leadership Team.

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

- Provides sound fiscal management services to the school in accordance with approved policies, procedures, and practices; ensures appropriate monitoring and maintenance protocol.
- Responsible for budget development, control, and long-range financial planning
- Research the availability of alternative funding sources.
- Create and maintain General Ledger
- Responsible for the assignment and management of the government account code structure.
- Responsible for internal and external audit preparation and completion.
- Ensure the Annual Audit is completed and resolution of any findings are done
- Completion of SB740 document within the State timeline.
- **Oversight responsibility for all SELPA required Special Education reporting**
- Responsible for the development and submission of financial and attendance reports.
- Serve as a resource in the area of proposed and current legislation pertaining to charter schools.
- Assist the Executive Director in facilitating and implementing the School's Charter, Memorandums of Understanding and other guidelines of the School.
- Develop and maintain regular contact with County Office of Education and Sponsoring District Personnel.
- Meet with outside agencies which include law enforcement, Child Protective Services, and Probation Officers as required.
- Assist with development and maintenance of School policies and procedures.
- Assist employees in the coordination and completion of central office activities and protocols.
- Supervise office personnel, assigning and reviewing the work of clerical staff and HR & Business Services Coordinator

- Oversee and supervise the accounts payable - requisition and purchase order processing, accounts receivable, attendance, payroll, personnel and other Central Office functions
- Oversee and supervise the salary and fringe benefits program, including leaves, FMLA, medical and dental benefits, unemployment and worker's compensation.
- Oversee and supervise the maintenance of personnel records
- Responsible for Brown Act compliance.
- Act as Recording Secretary for PVCS Board of Trustees receiving and transcribing confidential dictation, attend meetings and prepare minutes for distribution.
- Responsible for preparation of Board packet with the assistance of the Technology Technician.
- Maintain or cause to be maintained all records and files of the School.
- Establish and maintain internal accounting records and files.
- Develop and maintain record retention policies, procedures and practices.
- Oversee and participate in all maintenance and safety aspects of the facility.
- Assist in the planning, maintenance, and development of the School.
- Oversee the development and maintenance of the School Safety Plan and be an active participant in Safety Committee.
- Maintain or cause to be maintained the student attendance records of the School, including student files, records and transcripts.
- Attend necessary conferences, Charter School Business Manager meetings, Leadership, Marketing, Safety and Special Events Committee meetings and other internal and external meetings as assigned by the Executive Director.
- Serve as a resource in administrative areas to the Executive Director.
- Maintain the Executive Director's calendar, travel, conference arrangement and meetings schedule.
- Serve as Liaison for the Oceanside and Moreno Valley Property Associations.
- Perform other duties as assigned by the Executive Director

Requirements:

Education and Experience:

Any combination of education, training and/or experience equivalent to:

- A Bachelor's degree with emphasis in accounting, economics or finance
- Four (4) years of increasingly responsible school experience in the State of California, which includes three (3) years of experience managing personnel

Knowledge, Skills, and Abilities:

- Ability to plan, organize, write with clarity and correctness and work cooperatively with fellow employees, staff, administrators, and parents.
- Working knowledge of rules, regulations, laws, and policies as they relate to charter schools.
- Perform a variety of detail-oriented administrative duties.
- Maintain complex, confidential or sensitive information and files.
- Perform in situations requiring specialized knowledge, using tact and good judgment.

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
- 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:

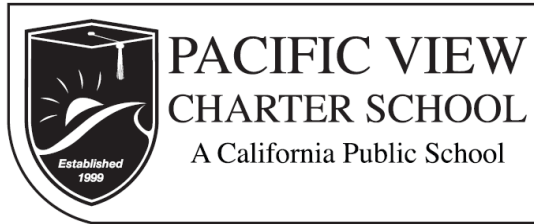
Possession of a valid California Driver's License issued by the Department of Motor Vehicles

Supervisor: Executive Director

WORK YEAR: 248

Board Approved: February 18, 2014
Board Revised: February 17, 2015
January 18, 2022
March xx, 2022

10.5



Classified Position – Non Exempt

Job Description: Hourly 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 pounds 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: Hourly Position Classified **175 days**
~~192 or 208 depending on grade level of student~~

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

Board Approved: 10-21-2019

Revised: 11-19-2019

05-18-2021

08-17-2021

10.6



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~~ **175 Days**

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 20, 2021

10.7



Classified Position – Non-Exempt

Job Description:

HOURLY ENRICHMENT/INTERVENTION INSTRUCTOR

Description:

Provides an enrichment program and academic support for students in grades K-12 or a combination thereof, and assists in other school programs as assigned.

Job Functions:

Essential:

1. Develop enrichment courses which enhance students' core academic program.
2. Provide academic support for students in need of intervention in Reading & Math.
3. Work in collaboration with Supervisor Teacher to analyze student data.
4. Maintain documentation of all work completed.
5. Participate in professional development as related to job duties.
6. Assess each student's academic and social growth, and communicate with Supervisory Teacher on the individual student's progress.
7. Collect, review, and provide input on student work.
8. Work in collaboration with Supervisory Teacher to create lesson plans.
9. Distribute educational material when appropriate
10. Collaborate with Supervisory Teacher to suggest appropriate instructional techniques that involve and motivate students.
11. Become knowledgeable of the PVCS Menu of Services to provide students and parents additional support through PVCS and other community resources.
12. Be a contributing member of the staff and work as part of a team toward school goals.
13. Collaborate with Director of Curriculum and Director of Student Services.

Other:

Perform other duties as assigned
Work toward team and school goals

Requirements:

Education and Experience:

Minimum of three (3) years' experience working in an educational setting

1. High School Diploma
2. Completion of college-level course work in general academic subject areas such as Math, Science, and English, and work experience in a school or other educational environment is highly desirable.
3. Knowledge of basic computer software
4. Strong Communication Skills
5. Ability to supervise others and maintain a productive environment.

Knowledge, Skills, and Abilities (including tests):

Experience in the use of technology

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

Correct English usage, spelling, grammar, and punctuation.

Acceptable student behavior and characteristics

Knowledge of FERPA laws

Understand and carry out oral and written instructions

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 pounds regularly and carrying any object weighing up to 15 pounds

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

Work Environment:

The employee will work in a deadline driven school environment with constant interruptions

The noise level in the work environment is usually moderate

The position requires constant public interaction including student communication and staff meetings.

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

License:

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

Supervisor: Lead K-8 Teacher and/or Lead High School Teacher

Board Approved: 06-27-2016

10.8

PACIFIC VIEW CHARTER SCHOOL
 2022-23
 CLASSIFIED SALARY SCHEDULE
 Effective 7/1/2022

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
 2022-23
 CLASSIFIED SALARY SCHEDULE
 Effective 7/1/2022

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	53,040	227.64	28.45	44,426	190.67	23.83	51,878	222.65	27.83
2	37,465	160.79	20.10	55,162	236.75	29.59	46,203	198.30	24.79	53,953	231.56	28.94
3	38,964	167.23	20.90	57,368	246.21	30.78	48,051	206.23	25.78	56,111	240.82	30.10
4	40,522	173.91	21.74	59,663	256.06	32.01	49,973	214.48	26.81	58,356	250.45	31.31
5	42,143	180.87	22.61	62,049	266.31	33.29	51,972	223.06	27.88	60,690	260.47	32.56
6	43,829	188.11	23.51	64,531	276.96	34.62	54,051	231.98	29.00	63,118	270.89	33.86
7	45,582	195.63	24.45	67,113	288.04	36.00	56,213	241.26	30.16	65,642	281.73	35.22
8	47,861	205.41	25.68	70,468	302.44	37.80	59,024	253.32	31.67	68,924	295.81	36.98
9	48,818	209.52	26.19	71,878	308.49	38.56	60,204	258.39	32.30	70,303	301.73	37.72
10	49,795	213.71	26.71	73,315	314.66	39.33	61,408	263.55	32.94	71,709	307.76	38.47
11	50,790	217.98	27.25	74,781	320.95	40.12	62,636	268.83	33.60	73,143	313.92	39.24
12	51,806	222.34	27.79	76,277	327.37	40.92	63,889	274.20	34.28	74,606	320.20	40.02
13	52,842	226.79	28.35	77,803	333.92	41.74	65,167	279.69	34.96	76,098	326.60	40.83
14	53,899	231.33	28.92	79,359	340.59	42.57	66,470	285.28	35.66	77,620	333.13	41.64
15	54,977	235.95	29.49	80,946	347.41	43.43	67,800	290.99	36.37	79,172	339.80	42.47
16	56,077	240.67	30.08	82,565	354.35	44.29	69,156	296.81	37.10	80,756	346.59	43.32
17	57,198	245.49	30.69	84,216	361.44	45.18	70,539	302.74	37.84	82,371	353.52	44.19
18	58,342	250.40	31.30	85,900	368.67	46.08	71,950	308.80	38.60	84,018	360.59	45.07
19	59,509	255.40	31.93	87,618	376.04	47.01	73,389	314.97	39.37	85,699	367.81	45.98
20	60,699	260.51	32.56	89,371	383.57	47.95	74,856	321.27	40.16	87,413	375.16	46.90
21	61,913	265.72	33.22	91,158	391.24	48.90	76,353	327.70	40.96	89,161	382.67	47.83

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PACIFIC VIEW CHARTER SCHOOL
 2022-23
 CLASSIFIED SALARY SCHEDULE
 Effective 7/1/2022

Work Year 233 Days

STEP	Inst. Aide- 1-1 (192 Day)	Per Diem	Hourly	Inst Aide 1-1 (223 day)	Per Diem	Hourly	Business Services Asst. I	Per Diem	Hourly	Registrar	Per Diem	Hourly
1	31,099	161.97	20.25	36,119	161.97	20.25	40,836	175.26	21.91	49,778	213.64	26.70
2	32,343	168.45	21.06	37,564	168.45	21.06	42,469	182.27	22.78	51,769	222.19	27.77
3	33,637	175.19	21.90	39,066	175.19	21.90	44,168	189.56	23.70	53,840	231.07	28.88
4	34,982	182.20	22.77	40,629	182.19	22.77	45,935	197.15	24.64	55,993	240.32	30.04
5	36,381	189.49	23.69	42,254	189.48	23.69	47,772	205.03	25.63	58,233	249.93	31.24
6	37,837	197.07	24.63	43,944	197.06	24.63	49,683	213.23	26.65	60,563	259.93	32.49
7	39,350	204.95	25.62	45,702	204.94	25.62	51,671	221.76	27.72	62,985	270.32	33.79
8	41,318	215.20	26.90	47,987	215.19	26.90	54,254	232.85	29.11	66,134	283.84	35.48
9	42,144	219.50	27.44	48,947	219.49	27.44	55,339	237.51	29.69	67,457	289.51	36.19
10	42,987	223.89	27.99	49,926	223.88	27.99	56,446	242.26	30.28	68,806	295.31	36.91
11	43,847	228.37	28.55	50,924	228.36	28.55	57,575	247.10	30.89	70,182	301.21	37.65
12	44,724	232.94	29.12	51,943	232.93	29.12	58,726	252.04	31.51	71,586	307.24	38.40
13	45,618	237.59	29.70	52,982	237.59	29.70	59,901	257.09	32.14	73,018	313.38	39.17
14	46,530	242.35	30.29	54,041	242.34	30.29	61,099	262.23	32.78	74,478	319.65	39.96
15	47,461	247.19	30.90	55,122	247.18	30.90	62,321	267.47	33.43	75,968	326.04	40.76
16	48,410	252.14	31.52	56,225	252.13	31.52	63,567	272.82	34.10	77,487	332.56	41.57
17	49,378	257.18	32.15	57,349	257.17	32.15	64,839	278.28	34.78	79,037	339.21	42.40
18	50,366	262.32	32.79	58,496	262.31	32.79	66,135	283.84	35.48	80,617	346.00	43.25
19	51,373	267.57	33.45	59,666	267.56	33.45	67,458	289.52	36.19	82,230	352.92	44.11
20	52,401	272.92	34.12	60,859	272.91	34.12	68,807	295.31	36.91	83,874	359.98	45.00
21	53,449	278.38	34.80	62,077	278.37	34.80	70,183	301.22	37.65	85,552	367.17	45.90

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PACIFIC VIEW CHARTER SCHOOL
 2022-23
 CLASSIFIED SALARY SCHEDULE
 Effective 7/1/2022

Work Year 233 Days

STEP	Business Services	Per Diem	Hourly	Inst. Aide- 1-1 (158 Day)	Per Diem	Hourly	Marketing & Communication Specialist*	Per Diem	Hourly	Inst. Aide 1-1 (175 Day)	Per Diem	Hourly
1	51,878	222.65	27.83	25,592	161.97	20.25	62,400	267.81	33.48	28,350	162.00	20.25
2	53,953	231.56	28.94	26,616	168.45	21.06	64,896	278.52	34.82	29,484	168.48	21.06
3	56,111	240.82	30.10	27,680	175.19	21.90	67,492	289.66	36.21	30,663	175.22	21.90
4	58,356	250.45	31.31	28,788	182.20	22.77	70,192	301.25	37.66	31,890	182.23	22.78
5	60,690	260.47	32.56	29,939	189.49	23.69	72,999	313.30	39.16	33,165	189.52	23.69
6	63,118	270.89	33.86	31,137	197.07	24.63	75,919	325.83	40.73	34,492	197.10	24.64
7	65,642	281.73	35.22	32,382	204.95	25.62	78,956	338.87	42.36	35,872	204.98	25.62
8	68,924	295.81	36.98	34,001	215.20	26.90	82,904	355.81	44.48	37,665	215.23	26.90
9	70,303	301.73	37.72	34,681	219.50	27.44	84,562	362.93	45.37	38,419	219.54	27.44
10	71,709	307.76	38.47	35,375	223.89	27.99	86,253	370.18	46.27	39,187	223.93	27.99
11	73,143	313.92	39.24	36,082	228.37	28.55	87,978	377.59	47.20	39,971	228.40	28.55
12	74,606	320.20	40.02	36,804	232.94	29.12	89,738	385.14	48.14	40,770	232.97	29.12
13	76,098	326.60	40.83	37,540	237.60	29.70	91,532	392.84	49.11	41,586	237.63	29.70
14	77,620	333.13	41.64	38,291	242.35	30.29	93,363	400.70	50.09	42,417	242.38	30.30
15	79,172	339.80	42.47	39,057	247.19	30.90	95,230	408.71	51.09	43,266	247.23	30.90
16	80,756	346.59	43.32	39,838	252.14	31.52	97,135	416.89	52.11	44,131	252.18	31.52
17	82,371	353.52	44.19	40,635	257.18	32.15	99,078	425.23	53.15	45,014	257.22	32.15
18	84,018	360.59	45.07	41,447	262.32	32.79	101,059	433.73	54.22	45,914	262.37	32.80
19	85,699	367.81	45.98	42,276	267.57	33.45	103,080	442.40	55.30	46,832	267.61	33.45
20	87,413	375.16	46.90	43,122	272.92	34.12	105,142	451.25	56.41	47,769	272.96	34.12
21	89,161	382.67	47.83	43,984	278.38	34.80	107,245	460.28	57.53	48,724	278.42	34.80

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PACIFIC VIEW CHARTER SCHOOL
2022-23
CLASSIFIED SALARY SCHEDULE
Effective 7/1/2022

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

7/20/2021

3/15/2022

* = Exempt Employee

10.9

**PACIFIC VIEW CHARTER SCHOOL
2022-23 LEADERSHIP SALARY SCHEDULE
EFFECTIVE 07/01/2022**

Work Year: 248 days

STEP	Director of Curriculum Certificated 248 days	Director of Student Services Certificated 248 days		Director of Finance & Central Office - Director of Business & Operations Classified 248			
1	\$ 118,186	\$ 118,186		\$ 118,186			
2	\$ 122,913	\$ 122,913	\$ -	\$ 122,913	\$ -	\$ -	\$ -
3	\$ 127,830	\$ 127,830	\$ -	\$ 127,830	\$ -	\$ -	\$ -
4	\$ 132,943	\$ 132,943	\$ -	\$ 132,943	\$ -	\$ -	\$ -
5	\$ 138,261	\$ 138,261	\$ -	\$ 138,261	\$ -	\$ -	\$ -
6	\$ 143,791	\$ 143,791	\$ -	\$ 143,791	\$ -	\$ -	\$ -
7	\$ 149,543	\$ 149,543	\$ -	\$ 149,543	\$ -	\$ -	\$ -
8	\$ 157,020	\$ 157,020	\$ -	\$ 157,020	\$ -	\$ -	\$ -
9	\$ 160,161	\$ 160,161	\$ -	\$ 160,161	\$ -	\$ -	\$ -
10	\$ 163,364	\$ 163,364	\$ -	\$ 163,364	\$ -	\$ -	\$ -
11	\$ 166,631	\$ 166,631	\$ -	\$ 166,631	\$ -	\$ -	\$ -
12	\$ 169,964	\$ 169,964	\$ -	\$ 169,964	\$ -	\$ -	\$ -
13	\$ 173,363	\$ 173,363	\$ -	\$ 173,363	\$ -	\$ -	\$ -
14	\$ 176,830	\$ 176,830	\$ -	\$ 176,830	\$ -	\$ -	\$ -
15	\$ 180,367	\$ 180,367	\$ -	\$ 180,367	\$ -	\$ -	\$ -
16	\$ 183,974	\$ 183,974	\$ -	\$ 183,974	\$ -	\$ -	\$ -
17	\$ 187,654	\$ 187,654	\$ -	\$ 187,654	\$ -	\$ -	\$ -
18	\$ 191,407	\$ 191,407	\$ -	\$ 191,407	\$ -	\$ -	\$ -
19	\$ 195,235	\$ 195,235	\$ -	\$ 195,235	\$ -	\$ -	\$ -
20	\$ 199,140	\$ 199,140	\$ -	\$ 199,140	\$ -	\$ -	\$ -
21	\$ 203,122	\$ 203,122	\$ -	\$ 203,122	\$ -	\$ -	\$ -

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Stipends for Advanced Degrees/ Additional Work Assignments

Masters Degree	\$ 2,000.00
Doctorate Degree	\$ 3,500.00
Interim Site Supervisor	\$ 5,000.00
WASC Facilitator	\$ 5,000.00
Construction Project	\$ 5,000.00

Board Approved:	6/18/2019
Amended:	8/20/2019
	11/19/2019
	5/19/2020
	9/10/2020
	2/16/2021

5/18/2021