



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

3670 Ocean Ranch Blvd., Oceanside, CA 92056

22695 Alessandro Blvd., Moreno Valley, CA 92533

Phone # (760) 757-0161

Phone # (951) 697-1990

Board of Trustees' Meeting Agenda

Tuesday, April 18, 2023

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 March 21, 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

These agenda items are considered routine and will be approved in one action without discussion. If a Board Trustee requests that an item be removed from the consent calendar or a citizen wishes to speak to an item, the item will be considered under Action Items.

7.1 Meeting Minutes from March 21, 2023

Action

Recommended Action:

That the Board approve the minutes for the Regular Board Meeting of March 21, 2023, as presented.

8.0 Action/Discussion Items

Administrative

- 8.1 [Annual Resolutions Authorized Designated Agents](#) Action
Annual Resolutions of designated agents for the county of San Diego
Responsible Party
Director of Business and Operations Fox will discuss the annual resolutions
Recommended Action:
That the Board approves the annual resolutions
- 8.2 **Crisis Plan Updates** Action
Revisions to the shelter in place procedures, dates and page numbers
Responsible Party
Technology Technician Sturm will discuss the updates to the Crisis Plan
Recommended Action:
That the Board approve the Crisis Plan as presented

Business and Financial

- 8.3 [Board Warrant Listing March 1-31](#) Action
Information Summary
Warrants and Automated Clearing House (ACH) payments are issued in accordance with approved budget and/or contracts.
Responsible Party
Director of Business and Operations Fox will discuss the Board Warrant Listing.
Recommended Action:
That the Board approve the warrants and Automated Clearing House (ACH) payments issued from March 1-31, 2023.
- 8.4 **CDW Warrant [Affidavit](#) and [Petition](#)** Action
Information Summary
Request for re-issue of warrant for vendor CDW
Responsible Party
Director of Business and Operations Fox will discuss the request.
Recommended Action:
That the Board approve the re-issuance of warrant for CDW

Personnel

- 8.5 [Fiscal and Operations Coordinator Job Description & Salary Schedule](#) Action
Information/Summary
New Position for the school
Responsible Party
Human Resources and Business Services Coordinator Bentley will discuss the new job description
Recommended Action:
That the Board approve the job description as presented
- 8.6 [TK Job Description](#) Action
Information/Summary
New Position for the school
Responsible Party
Human Resources and Business Services Coordinator Bentley will discuss the new job description
Recommended Action:
That the Board approve the job description as presented

- 8.7 **Declaration of Need** **Action**
Declaration of Need for CDE for possible needed positions for 23/24 school year
Responsible Party
HR and Business Services Coordinator will discuss the Declaration of Need
Recommended Action:
That the Board approve the Declaration of Need
- 8.8 **Classified Placement Current Employees** **Action**
Information/Summary
Update to the classified placement policy to include currently employed staff
Responsible Party
Human Resources and Business Services Coordinator Bentley will discuss the
classified placement policy
Recommended Action:
That the Board approve the classified placement as presented

9.0 Board/Staff Discussion

10.0 Adjournment/Next Meeting

The next regularly scheduled meeting of the Board of Trustees will be held Tuesday, May 16, 2023 at 2:00pm

7.1



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3670 Ocean Ranch Blvd., Oceanside, CA 92056

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Phone # (760) 757-0161

Phone # (951) 697-1990

Board of Trustees' Meeting Minutes

Tuesday, March 21, 2023

2:00pm

1.0 Call to Order/Roll Call

Meeting was called to order at:2:00

Present were: Kathi Cohen, Jon Walters, Ricardo Sanchez

Absent were: Julie Walley

2.0 Approval of Agenda

Action

Motion to approve the agenda was made by: Kathi

Seconded Motion: Jon Walters

Ayes: Kathi Cohen, Jon Walters, Ricardo Sanchez

Noes:

Abstain:

Absent: Julie Walley

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: Dr. Lawrence, Greg Cohen, Erin Gorence, Kira Fox, Daine Gibson, Lori Bentley, John Sturm, Gayl Johnson,

6.0 Executive Director's Report

Information

Evaluation due in June. ExDir Reflection expected by May mtg



7.0 Consent Calendar

These agenda items are considered routine and will be approved in one action without discussion. If a Board Trustee requests that an item be removed from the consent calendar or a citizen wishes to speak to an item, the item will be considered under Action Items.

7.1 [Meeting Minutes from February 28, 2023](#)

Action

Motion to approve the meeting minutes was made by: Kathi, Rick

Seconded Motion: Rick

Ayes: Kathi Cohen, Jon Walters, Ricardo Sanchez

Noes:

Abstain:

Absent: Julie Walley

8.0 Action/Discussion Items

Administrative

8.1 [2023-2024 School Calendar](#)

Action

Motion to approve the calendar was made by: Kathi

Seconded Motion: Rick

Ayes: Kathi Cohen, Jon Walters, Ricardo Sanchez

Noes:

Abstain:

Absent: Julie Walley

8.2 [DASS Eligibility and Approval](#)

Action

Motion to certify the DASS eligibility was made by: Kathi

Seconded Motion: Rick

Ayes: Kathi Cohen, Jon Walters, Ricardo Sanchez

Noes:

Abstain:

Absent:
Julie Walley

8.3 Crisis Plan Updates

Action

Motion to approve the agenda was made by: Kathi

Seconded Motion: Rick

Ayes: Kathi Cohen, Jon Walters, Ricardo Sanchez

Noes:

Abstain:

Absent: Julie Walley

Business and Financial



8.4 [Board Warrant Listing February 1-February 28, 2023](#)

Action

Motion to approve the board warrants was made by: Kath

Seconded Motion: Jon

Ayes: Kathi Cohen, Jon Walters, Ricardo Sanchez

Noes:

Abstain:

Absent:Julie Walley

Personnel

8.5 [HR and Business Services Coordinator Job Description](#) and [Salary Schedule](#)

Action

Motion to approve the job description was made by: Kathi

Seconded Motion: Rick

Ayes: Kathi Cohen, Jon Walters, Ricardo Sanchez

Noes:

Abstain:

Absent:Julie Walley

9.0 Board/Staff Discussion

Notes: None

10.0 Adjournment/Next Meeting

The next regularly scheduled meeting of the Board of Trustees will be held Tuesday, April 18, 2023.

Meeting Adjourned at: 2:26 pm

8.1

RESOLUTION # 1 2023-2024
**RESOLUTION DESIGNATING AUTHORIZED AGENT TO RECEIVE MAIL
AND PICK UP WARRANTS AT THE COUNTY OFFICE OF EDUCATION**

Pacific View Charter _____ School District, San Diego County ON MOTION

OF member _____, seconded by member _____

effective July 1, 2023 through June 30, 2024.

IT IS RESOLVED AND ORDERED that:

1. The authorized agent (**one person only**) to receive mail from the Accounting/Payroll Sections is Erin Gorence.
2. The authorized person(s) or district(s) to pick up warrants from the County Office (other than the mail addressee) are:

Gayl Johnson

Lori Bentley

- | | | | | | |
|----|-----------|--------------------------|--------------------------|--------------------------|---|
| | | mail | hold | consortium | |
| 3. | Check one | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Monthly payroll warrants each and every month. |
| | Check one | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Daily/Hourly payroll warrants each and every month. |

IT IS FURTHER RESOLVED that, this motion shall stand and that all additions and deletions shall be submitted in writing to the San Diego County Office of Education.

PASSED AND ADOPTED by said Governing Board on 4-18-23 by the following vote:
(date)

AYES: _____ MEMBERS

NOES: _____ MEMBERS

ABSENT: _____ MEMBERS

STATE OF CALIFORNIA)
COUNTY OF SAN DIEGO) SS

I, Erin Gorence, Clerk of the Governing Board, do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly passed and adopted by said Board at a regularly called and conducted meeting held on said date.

Secretary/Clerk of the Governing Board

Manual signature(s) of authorized person(s):

Facsimile signature(s), if applicable:
(Rubber Stamp)

RESOLUTION # 2 2023-2024
PAYMENT ORDER RESOLUTION

Pacific View Charter School District, San Diego County ON MOTION
OF member _____, seconded by member _____
effective July 1, 2023 through June 30, 2024.

IT IS RESOLVED AND ORDERED that, in accordance with the provisions of Section 3100 et seq., Chapter 8, Division 4, Title I of the Government Code (**all districts**), the following person(s) be and is hereby designated to ascertain and certify that each employee of said district has taken the oath of allegiance.

Lori Bentley or Gayl Johnson.

IT IS FURTHER RESOLVED AND ORDERED that, in accordance with the payroll procedure provided in Education Code Section 45310 (**merit system districts only**), no warrant shall be drawn by or on behalf of the governing board of this district for the payment of any salary or wage to any employee in the classified service unless the assignment bears the certification of the following person:

Erin Gorence, Personnel Director

IT IS FURTHER RESOLVED that this motion shall stand and that all additions and deletions shall be submitted in writing to the San Diego County Office of Education.

PASSED AND ADOPTED by said Governing Board on 4-18-23 by the following vote:
(date)

AYES: _____ MEMBERS

NOES: _____ MEMBERS

ABSENT: _____ MEMBERS

STATE OF CALIFORNIA)
COUNTY OF SAN DIEGO) SS

I, Erin Gorence, Clerk of the Governing Board, do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly passed and adopted by said Board at a regularly called and conducted meeting held on said date.

Secretary/Clerk of the Governing Board

Manual signature(s) of authorized person(s):

Facsimile signature(s), if applicable:
(Rubber Stamp) Gov Code Sec. 5501

RESOLUTION # 3 2023-2024
RESOLUTION DESIGNATING AUTHORIZED AGENT TO SIGN SCHOOL ORDERS
(COMMERCIAL WARRANTS)

Pacific View Charter School District, San Diego County ON MOTION

OF member _____, seconded by member _____
effective July 1, 2023 through June 30, 2024.

IT IS RESOLVED AND ORDERED that, pursuant to the provisions of Education Code Section 42632 or 85232, Erin Gorence or Gayl Johnson be and is hereby authorized to sign any and all orders in the name of said District, drawn on the funds of said District.

IT IS FURTHER RESOLVED that this motion shall stand and that all additions and deletions shall be submitted in writing to the San Diego County Office of Education.

PASSED AND ADOPTED by said Governing Board on 4-18-23 by the following vote: (date)

AYES: _____ MEMBERS
NOES: _____ MEMBERS
ABSENT: _____ MEMBERS

STATE OF CALIFORNIA)
COUNTY OF SAN DIEGO) SS

I, Erin Gorence, Clerk of the Governing Board, do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly passed and adopted by said Board at a regularly called and conducted meeting held on said date.

Secretary/Clerk of the Governing Board

Manual signature(s) of authorized person(s):

Facsimile signature(s), if applicable:
(Rubber Stamp)

Pacific View Charter **SCHOOL DISTRICT**

RESOLUTION #4 _____ AUTHORIZING THE REPLACEMENT OF WARRANTS

On a motion of Member _____, seconded by Member _____ the following Resolution is adopted:

WHEREAS, during the course of business, this School District issues payroll and commercial warrants for the payments of goods and services received by the District; and
 WHEREAS, payroll and commercial warrants are lost, stolen, mutilated, or expire upon occasion; and
 WHEREAS, a petition for issuance of a new warrant may be presented by the payee pursuant to Government Code section 29802.

NOW, THEREFORE BE IT RESOLVED by the governing Board of the
Pacific View Charter

School District of San Diego County, California, that the following persons shall be authorized to reissue new payroll and commercial warrants upon presentation of a properly completed petition for issuance of a new warrant if such new warrant does not exceed the amount of the original warrant.

	Manual Signature	Facsimile Signature
Superintendent	_____	_____
Assistant Superintendent, Business Services	_____	_____
Assistant Superintendent, Employer/Employee Relations	_____	_____
Assistant Superintendent, Educational Services	_____	_____
Director of Accounting	_____	_____

PASSED AND ADOPTED by said Governing Board on 4/18/23

AYES: _____

NOES: _____

ABSENT: _____

I, Erin Gorence Clerk of the Governing Board, do hereby certify that the foregoing is a full, true, and correct copy of a resolution adopted by the Governing Board at a regularly called and conducted meeting held on said date.

 Clerk of the Governing Board

8.2

8.3

Pacific View Charter
April 2023 Board Meeting
March 2023 Warrant Listings

Warrant ID	Name	Payment Date	Total Warrant Amount	Description	Fund	Invoice Fund Amount	Purchase Order Number
14991114	Carlsbad Village Lock & Key, Inc	3/2/2023	\$ 900.67	Locksmith Services - Oceanside	6200	\$ 900.67	0000001531
14991115	U.S. Bank	3/2/2023	\$ 15,284.67	Auto Expenses: Gas, Maintenance	6200	\$ 79.34	0000001708
14991115	U.S. Bank	3/2/2023	\$ 15,284.67	SPED Instructional Supplies	6200	\$ 110.67	0000001711
14991115	U.S. Bank	3/2/2023	\$ 15,284.67	Game/Movie Family night MV	6200	\$ 300.00	0000001761
14991115	U.S. Bank	3/2/2023	\$ 15,284.67	Movie for MV Family Night	6200	\$ 145.59	0000001760
14991115	U.S. Bank	3/2/2023	\$ 15,284.67	Postage - Direct Post Office Purchases	6200	\$ 34.20	0000001755
14991115	U.S. Bank	3/2/2023	\$ 15,284.67	CCSA - Conference Travel expense	6200	\$ 315.92	0000001753
14991115	U.S. Bank	3/2/2023	\$ 15,284.67	SpEd Professional Development IEP Training Young Minney Corr	6200	\$ 75.00	0000001744
14991115	U.S. Bank	3/2/2023	\$ 15,284.67	Safety Supplies	6200	\$ 18.38	0000001743
14991115	U.S. Bank	3/2/2023	\$ 15,284.67	Window Shade Replacement	6200	\$ 847.34	0000001742
14991115	U.S. Bank	3/2/2023	\$ 15,284.67	Popcorn maker cart and supplies -MV Movie Night	6200	\$ 225.85	0000001739
14991115	U.S. Bank	3/2/2023	\$ 15,284.67	Hot Water Replacement - Moreno Valley	6200	\$ 2,688.00	0000001734
14991115	U.S. Bank	3/2/2023	\$ 15,284.67	Solar Panel and Window Cleaning	6200	\$ 1,125.00	0000001729
14991115	U.S. Bank	3/2/2023	\$ 15,284.67	Building & Maintenance supplies - window measurement fee - credited to purchase	6200	\$ 50.00	0000001719
14991115	U.S. Bank	3/2/2023	\$ 15,284.67	Oceanside - Janitorial Supplies	6200	\$ 824.87	0000001712
14991115	U.S. Bank	3/2/2023	\$ 15,284.67	Moreno Valley - Janitorial Supplies	6200	\$ 180.09	0000001712
14991115	U.S. Bank	3/2/2023	\$ 15,284.67	Oceanside- Costco Admin Office Supplies	6200	\$ 135.22	0000001713
14991115	U.S. Bank	3/2/2023	\$ 15,284.67	MV- Costco Admin Office Supplies	6200	\$ 68.32	0000001713
14991115	U.S. Bank	3/2/2023	\$ 15,284.67	Student Nutrition	6200	\$ 5,970.91	0000001714
14991115	U.S. Bank	3/2/2023	\$ 15,284.67	SPED Child Nutrition	6200	\$ 1,492.77	0000001715
14991115	U.S. Bank	3/2/2023	\$ 15,284.67	Student Supplies	6200	\$ 509.69	0000001716
14991115	U.S. Bank	3/2/2023	\$ 15,284.67	Leaseweb - website	6200	\$ 87.51	0000001717
14991116	Lamerc, Inc	3/2/2023	\$ 3,535.50	Exterior Window Caulking Repair	6200	\$ 3,535.50	0000001727
14991117	BAY ALARM	3/2/2023	\$ 2,716.12	Security Alarm Monitoring	6200	\$ 2,028.07	0000001607
14991117	BAY ALARM	3/2/2023	\$ 2,716.12	FIRE ALARM OCEANSIDE	6200	\$ 688.05	0000001607
14991118	BearCom	3/2/2023	\$ 1,515.51	Emergency Radio Motorolas CP20	6200	\$ 1,515.51	0000001750
14991119	MISSION FEDERAL CREDIT UNION	3/2/2023	\$ 1,231.32	Oceanside- SPED-Student Postage	6200	\$ 75.00	0000001594
14991119	MISSION FEDERAL CREDIT UNION	3/2/2023	\$ 1,231.32	GEN ED INSTRUCTIONAL SUPPLIES	6200	\$ 706.33	0000001579
14991119	MISSION FEDERAL CREDIT UNION	3/2/2023	\$ 1,231.32	Oceanside- Stamps.com Postage	6200	\$ 24.99	0000001594
14991119	MISSION FEDERAL CREDIT UNION	3/2/2023	\$ 1,231.32	Oceanside- Admin Postage	6200	\$ 155.00	0000001594
14991119	MISSION FEDERAL CREDIT UNION	3/2/2023	\$ 1,231.32	Oceanside- Student Postage	6200	\$ 270.00	0000001594
14991120	RONALD LARRY HOLDEN	3/2/2023	\$ 2,600.00	Janitorial Services - Moreno Valley	6200	\$ 2,600.00	0000001520
14991121	SCHOOL SERVICES OF CALIFORNIA	3/2/2023	\$ 450.00	SSC's Governor's Workshop / May Revision	6200	\$ 450.00	0000001583
14991122	VCC OCEAN RANCH CONDO. ASSOC.	3/2/2023	\$ 6,164.00	Property Association Fees - Oceanside	6200	\$ 6,164.00	0000001534
009538	Reliable Translations Inc.	3/6/2023	\$ 294.00	SpEd TRANSLATIONS SERVICES	6200	\$ 147.00	0000001602
009538	Reliable Translations Inc.	3/6/2023	\$ 294.00	SpEd TRANSLATIONS SERVICES	6200	\$ 147.00	0000001602
009539	Intersection R & M Services, Inc	3/6/2023	\$ 819.96	Handyman Services - Oceanside	6200	\$ 819.96	0000001577
009540	JAN-PRO OF SAN DIEGO	3/6/2023	\$ 3,799.00	Janitorial Services - Oceanside	6200	\$ 3,799.00	0000001527
009541	MV MEDICAL CTR MASTER ASSOCIATION	3/6/2023	\$ 1,343.00	Property Association Fees - Moreno Valley	6200	\$ 1,343.00	0000001535
009542	PACIFIC VIEW CHARTER SCHOOL	3/6/2023	\$ 18,130.94	Mortgage Payment- Oceanside	6200	\$ 2,719.65	0000001547
009542	PACIFIC VIEW CHARTER SCHOOL	3/6/2023	\$ 18,130.94	Mortgage Payment- Oceanside	6200	\$ 15,411.29	0000001547
009543	PACIFIC VIEW CHARTER SCHOOL	3/6/2023	\$ 12,355.89	Mortgage Payment- Moreno Valley	6200	\$ 9,884.71	0000001548
009543	PACIFIC VIEW CHARTER SCHOOL	3/6/2023	\$ 12,355.89	Mortgage Payment- Moreno Valley	6200	\$ 2,471.18	0000001548
14993753	Cordata Shredding	3/9/2023	\$ 409.34	Off-Site Secure Storage	6200	\$ 409.34	0000001545
14993754	Hanna Plumbing	3/9/2023	\$ 196.00	Plumbing Maintenance and Repair	6200	\$ 196.00	0000001525
14993755	Specialized Therapy Services, Inc	3/9/2023	\$ 5,637.50	SPED ERMS SPECIALIZED THERAPY	6200	\$ 2,280.00	0000001672
14993755	Specialized Therapy Services, Inc	3/9/2023	\$ 5,637.50	SPED SPECIALIZED THERAPY SERVICES	6200	\$ 3,357.50	0000001691
14993756	HopSkipDrive, INC	3/9/2023	\$ 1,181.10	SPED Student Transportation	6200	\$ 1,181.10	0000001733
14993757	San Diego & Imperial County Schools FBC	3/9/2023	\$ 393.16	COBRA Insurance Payment - Employee funded	6200	\$ 393.16	COBRA

Pacific View Charter
April 2023 Board Meeting
March 2023 Warrant Listings

Warrant ID	Name	Payment Date	Total Warrant Amount	Description	Fund	Invoice Fund Amount	Purchase Order Number
14993758	CITY OF OCEANSIDE	3/9/2023	\$ 75.00	2nd False Alarm Dispatch fee	6200	\$ 75.00	0000001762
14993759	SPARKLETT'S & SIERRA SPRINGS	3/9/2023	\$ 339.82	Bottled Water Service - Both Campuses	6200	\$ 314.93	0000001530
14993759	SPARKLETT'S & SIERRA SPRINGS	3/9/2023	\$ 339.82	Bottled Water Service - Both Campuses	6200	\$ 24.89	0000001530
14993760	YOUNG, MINNEY & CORR, LLP	3/9/2023	\$ 1,072.50	Legal Services	6200	\$ 1,072.50	0000001554
14993761	NATIONAL BENEFIT SERVICES, LLC	3/9/2023	\$ 86.90	Administrative Fees for Employee Benefits	6200	\$ 86.90	0000001572
14993762	PALOMAR FAMILY COUNSELING	3/9/2023	\$ 4,728.00	GEN PALOMAR FAMILY COUNSELING	6200	\$ 4,728.00	0000001669
14993763	SUPT OF SCHOOLS SD CO	3/9/2023	\$ 275.00	GenEd - Professional Development	6200	\$ 275.00	0000001763
14993764	SAN DIEGO GAS & ELECTRIC	3/9/2023	\$ 4,168.93	Electrical Utilities - Oceanside	6200	\$ 4,168.93	0000001523
009698	Reliable Translations Inc.	3/13/2023	\$ 147.00	SPED RELIABLE TRANSLATIONS	6200	\$ 147.00	0000001602
009699	Pediatric Therapy Services, LLC	3/13/2023	\$ 4,080.00	SP STEPPING STONE	6200	\$ 4,080.00	0000001703
009700	ATX Learning	3/13/2023	\$ 10,370.00	SP ATX SPED TEACHER MV	6200	\$ 10,370.00	0000001621
009701	JAN-PRO OF SAN DIEGO	3/13/2023	\$ 3,799.00	Janitorial Services - Oceanside	6200	\$ 3,799.00	0000001527
009702	NANPOR SECURITY SERVICES	3/13/2023	\$ 1,553.58	Security Guard - Oceanside	6200	\$ 1,553.58	0000001538
009703	OFFICE DEPOT	3/13/2023	\$ 228.50	MV- Admin Office Supplies	6200	\$ 58.54	0000001573
009703	OFFICE DEPOT	3/13/2023	\$ 228.50	Oceanside- Admin Office Supplies	6200	\$ 130.78	0000001573
009703	OFFICE DEPOT	3/13/2023	\$ 228.50	SPED OFFICE DEPOT INSTRUCTIONAL	6200	\$ 7.84	0000001598
009703	OFFICE DEPOT	3/13/2023	\$ 228.50	GENCUR OFFICE DEPOT STUDENT SUPPLIES	6200	\$ 31.34	0000001604
009704	WASTE MANAGEMENT	3/13/2023	\$ 216.16	Trash Services - Moreno Valley	6200	\$ 216.16	0000001524
14994837	San Diego Sports Officials	3/13/2023	\$ 230.00	Referees for Sports Team	6200	\$ 140.00	0000001766
14994837	San Diego Sports Officials	3/13/2023	\$ 230.00	Referees for Sports Team	6200	\$ 90.00	0000001766
14994838	ADT SECURITY SERVICES	3/13/2023	\$ 71.63	ADT MV SECURITY SYSTEM	6200	\$ 71.63	0000001610
14994839	COX BUSINESS SERVICES	3/13/2023	\$ 467.63	Student- Internet & Phone Services - Oceanside	6200	\$ 280.57	0000001544
14994839	COX BUSINESS SERVICES	3/13/2023	\$ 467.63	Admin- Internet & Phone Services - Oceanside	6200	\$ 93.52	0000001544
14994839	COX BUSINESS SERVICES	3/13/2023	\$ 467.63	SPED- Student Internet & Phone - Oceanside	6200	\$ 93.54	0000001544
14994840	ONE STOP TONER & INKJET	3/13/2023	\$ 1,729.68	ONE STOP TONER AND INK	6200	\$ 1,729.68	0000001617
009787	CDW GOVERNMENT, INC.	3/15/2023	\$ 720.93	Printers	6200	\$ 477.37	0000001759
009787	CDW GOVERNMENT, INC.	3/15/2023	\$ 720.93	COMPUTER SUPPLIES	6200	\$ 27.06	0000001745
009787	CDW GOVERNMENT, INC.	3/15/2023	\$ 720.93	COMPUTER SUPPLIES	6200	\$ 146.06	0000001745
009787	CDW GOVERNMENT, INC.	3/15/2023	\$ 720.93	COMPUTER SUPPLIES	6200	\$ 70.44	0000001745
14996576	Cordata Shredding	3/16/2023	\$ 139.19	Moreno Valley Shred	6200	\$ 79.37	0000001545
14996576	Cordata Shredding	3/16/2023	\$ 139.19	Oceanside Shred	6200	\$ 59.82	0000001545
14996577	Specialized Therapy Services, Inc	3/16/2023	\$ 4,879.80	SPED ERMS SPECIALIZED THERAPY	6200	\$ 2,588.75	0000001672
14996577	Specialized Therapy Services, Inc	3/16/2023	\$ 4,879.80	SPED SPECIALIZED THERAPY SERVICES	6200	\$ 2,291.05	0000001691
14996578	Hollandia Dairy Inc.	3/16/2023	\$ 167.00	Child Nutrition- Dairy	6200	\$ 167.00	0000001618
14996579	AT&T MOBILITY	3/16/2023	\$ 486.20	Cell Phone Service	6200	\$ 486.20	0000001542
14996580	COX BUSINESS SERVICES	3/16/2023	\$ 281.16	VIDEO SECURITY OCEANSIDE	6200	\$ 281.16	0000001612
009898	CDW GOVERNMENT, INC.	3/20/2023	\$ 252.15	Headset Batteries	6200	\$ 56.70	0000001757
009898	CDW GOVERNMENT, INC.	3/20/2023	\$ 252.15	Printers	6200	\$ 195.45	0000001759
009899	SOUTH COUNTY PEST CONTROL, INC	3/20/2023	\$ 90.00	Pest Control - Both Campuses	6200	\$ 90.00	0000001532
14997682	Teachers on Reserve	3/20/2023	\$ 332.35	Teachers Subs	6200	\$ 332.35	0000001692
14997683	SECURITY SIGNAL DEVICES, INC.	3/20/2023	\$ 570.30	FIRE ALARM MORENO VALLEY	6200	\$ 570.30	0000001609
009964	Total Education Solutions	3/22/2023	\$ 201.25	GEN TES THERAPY	6200	\$ 201.25	0000001632
14999271	Interquest Group, Inc	3/23/2023	\$ 350.00	Campus- Search Dogs Oceanside	6200	\$ 350.00	0000001590
14999272	Kajeet, Inc	3/23/2023	\$ 1,556.08	KAJEET HOTSPOTS AND LTE CHROMEBOOKS	6200	\$ 1,556.08	0000001606
14999273	EASTERN MUNICIPAL WATER DIST	3/23/2023	\$ 243.27	Water Utility - Moreno Valley	6200	\$ 243.27	0000001521
14999274	MISSION FEDERAL CREDIT UNION	3/23/2023	\$ 1,476.28	Oceanside- Student Postage	6200	\$ 162.00	0000001594
14999274	MISSION FEDERAL CREDIT UNION	3/23/2023	\$ 1,476.28	Oceanside- Admin Postage	6200	\$ 80.00	0000001594
14999274	MISSION FEDERAL CREDIT UNION	3/23/2023	\$ 1,476.28	Oceanside- Stamps.com Postage	6200	\$ 49.98	0000001594
14999274	MISSION FEDERAL CREDIT UNION	3/23/2023	\$ 1,476.28	GEN ED INSTRUCTIONAL SUPPLIES	6200	\$ 701.79	0000001579

Pacific View Charter
April 2023 Board Meeting
March 2023 Warrant Listings

Warrant ID	Name	Payment Date	Total Warrant Amount	Description	Fund	Invoice Fund Amount	Purchase Order Number
14999274	MISSION FEDERAL CREDIT UNION	3/23/2023	\$ 1,476.28	Attorney YMC- Trainings	6200	\$ 75.00	0000001570
14999274	MISSION FEDERAL CREDIT UNION	3/23/2023	\$ 1,476.28	Oceanside- SPED-Student Postage	6200	\$ 45.00	0000001594
14999274	MISSION FEDERAL CREDIT UNION	3/23/2023	\$ 1,476.28	Filing Cabinet & Picture Frame	6200	\$ 279.67	0000001774
14999274	MISSION FEDERAL CREDIT UNION	3/23/2023	\$ 1,476.28	CSDC Conference Expenses	6200	\$ 63.00	0000001664
14999274	MISSION FEDERAL CREDIT UNION	3/23/2023	\$ 1,476.28	Facebook Social Media Advertisement	6200	\$ 6.84	0000001637
14999274	MISSION FEDERAL CREDIT UNION	3/23/2023	\$ 1,476.28	MV- Admin Postage	6200	\$ 13.00	0000001595
14999275	MORENO VALLEY UTILITY	3/23/2023	\$ 1,606.30	Electrical Utility - Moreno Valley	6200	\$ 1,606.30	0000001522
14999276	ERIN L GORENCE	3/23/2023	\$ 61.99	Employee Reimbursement - Conference Expenses	6200	\$ 61.99	Employee
14999277	FRONTIER	3/23/2023	\$ 501.93	Admin-Phone & Internet Service - Moreno Valley	6200	\$ 100.38	0000001546
14999277	FRONTIER	3/23/2023	\$ 501.93	Student- Phone & Internet Services - Moreno Valley	6200	\$ 301.15	0000001546
14999277	FRONTIER	3/23/2023	\$ 501.93	SPED-Student Phone & Internet - Moreno Valley	6200	\$ 100.40	0000001546
010122	Reliable Translations Inc.	3/27/2023	\$ 294.00	SPED RELIABLE TRANSLATIONS	6200	\$ 147.00	0000001602
010122	Reliable Translations Inc.	3/27/2023	\$ 294.00	SPED RELIABLE TRANSLATIONS	6200	\$ 147.00	0000001602
010123	CDW GOVERNMENT, INC.	3/27/2023	\$ 318.24	Printers	6200	\$ 318.24	0000001759
010124	NANPOR SECURITY SERVICES	3/27/2023	\$ 3,366.09	Security Guard - Oceanside	6200	\$ 3,366.09	0000001538
010173	Pediatric Therapy Services, LLC	3/29/2023	\$ 3,400.00	SP STEPPING STONE	6200	\$ 3,400.00	0000001703
14001469	Teachers on Reserve	3/30/2023	\$ 639.13	Teachers Subs	6200	\$ 639.13	0000001692
14001470	Hollandia Dairy Inc.	3/30/2023	\$ 150.30	Child Nutrition- Dairy	6200	\$ 150.30	0000001618
14001471	U.S. Bank	3/30/2023	\$ 10,574.05	OSIDE - Janitorial Supplies	6200	\$ 481.27	0000001712
14001471	U.S. Bank	3/30/2023	\$ 10,574.05	SPED Instructional Supplies	6200	\$ 58.99	0000001711
14001471	U.S. Bank	3/30/2023	\$ 10,574.05	Auto Expenses: Gas, Maintenance	6200	\$ 78.45	0000001708
14001471	U.S. Bank	3/30/2023	\$ 10,574.05	Student Nutrition	6200	\$ 4,376.62	0000001714
14001471	U.S. Bank	3/30/2023	\$ 10,574.05	MV - Janitorial Supplies	6200	\$ 32.85	0000001712
14001471	U.S. Bank	3/30/2023	\$ 10,574.05	GN TEXTBOOKS	6200	\$ 840.40	0000001770
14001471	U.S. Bank	3/30/2023	\$ 10,574.05	PD - Cue Conference - 2 Teachers Travel Expenses	6200	\$ 1,599.66	0000001769
14001471	U.S. Bank	3/30/2023	\$ 10,574.05	Oceanside- Costco Admin Supplies	6200	\$ 34.90	0000001713
14001471	U.S. Bank	3/30/2023	\$ 10,574.05	MV- Costco Admin Supplies	6200	\$ 17.12	0000001713
14001471	U.S. Bank	3/30/2023	\$ 10,574.05	SPED Child Nutrition	6200	\$ 1,094.17	0000001715
14001471	U.S. Bank	3/30/2023	\$ 10,574.05	Student Supplies	6200	\$ 379.83	0000001716
14001471	U.S. Bank	3/30/2023	\$ 10,574.05	CCSA Registration - 2 Attendee	6200	\$ 1,198.00	0000001752
14001471	U.S. Bank	3/30/2023	\$ 10,574.05	CCSA - Conference Travel expenses	6200	\$ 61.80	0000001753
14001471	U.S. Bank	3/30/2023	\$ 10,574.05	Postage - Direct Post Office Purchases	6200	\$ 24.99	0000001755
14001471	U.S. Bank	3/30/2023	\$ 10,574.05	SSC - Governor's May Revised Webinar	6200	\$ 295.00	0000001765
14001472	Sharlean Peck	3/30/2023	\$ 250.00	GRADUATION PHOTOGRAPHER	6200	\$ 250.00	0000001772
14001473	COLUMBIA PACIFIC TELESYSTEMS	3/30/2023	\$ 1,470.00	Telephone Equipment Service & Supplies	6200	\$ 1,470.00	0000001615
14001474	VCC OCEAN RANCH CONDO. ASSOC.	3/30/2023	\$ 6,629.50	Property Association Fees - Oceanside	6200	\$ 6,629.50	0000001534

8.4

San Diego County Office of Education

COUNTY OF SAN DIEGO
AFFIDAVIT TO OBTAIN DUPLICATE OF LOST OR DESTROYED WARRANT

STATE OF ILLINOIS County of COOK

ARLON SCHMITZ (Name of person signing affidavit) deposes and says:

That (s)he, the MANAGER (Title of person signing affidavit) of **CDW GOVERNMENT, INC.** the legal owner of that certain County warrant numbered **14-929443**, dated **8/25/2022**, and drawn by the County Auditor of the County of San Diego on **Pacific View Charter General Fund (01)** of said County, in favor of **CDW GOVERNMENT, INC.** as payee thereof, for **FOUR THOUSAND SIX HUNDRED NINE DOLLARS AND 24/100 dollars (\$4,609.24)**;

That said warrant was not endorsed, has not been paid but was lost, destroyed, or mutilated before the same was paid by the County Treasurer of said County of San Diego, and cannot now be produced by the said payee;

That the circumstances of such loss, destruction, or mutilation and all material facts relative thereto, are as follows:

CHECK NOT RECEIVED

I agree to repay the County of San Diego the amount of this warrant plus interest and reasonable collection expenses if my actions have caused the County of San Diego to issue this warrant and it is not owed to me.

I CERTIFY (OR DECLARE) UNDER PENALTY OF PERJURY THAT THE FOREGOING IS TRUE AND CORRECT.

DATED 4/4/23 AT VERNON HILLS, IL
City and State

SIGNATURE [Signature]
Form 124 (Gov. Code 29850-29854 - CCP 2015.5)

AUDITOR USE ONLY

ORIGINAL WARRANT WAS PAID _____ SUBSTITUTE WARRANT SHOULD NOT BE ISSUED.

ORIGINAL WARRANT HAS NOT BEEN PAID AS OF _____ CANCELLATION WAS FILED ON

THIS WARRANT _____ SUBSTITUTE WARRANT CAN BE ISSUED.

San Diego County Office of Education
WARRANT LOST OR DESTROYED
INSTRUCTIONS FOR COMPLETING AFFIDAVIT

To: **CDW GOVERNMENT, INC.**

3/23/2023

From: **County Superintendent of Schools**

By Sheri Walden
Deputy

The **Pacific View Charter** has notified this office that Warrant Number **14-929443**, dated **8/25/2022**, in the amount of **\$4,609.24** has been lost.

Enclosed is an Affidavit to Obtain Duplicate of Lost or Destroyed Warrant which must be completed and returned to this office before a duplicate order can be approved. The Affidavit must be properly filled out, as follows:

County and State in which completed.

Name of person executing affidavit.

Statement of relationship to legal owner. When payee is a business or an organization, then the only one authorized to sign the form is a **MANAGER, PRESIDENT, VICE-PRESIDENT, SUPERVISOR** or **Administrative Assistant** of the business.

Pertinent statement, such as

The warrant was never received.

The warrant was received but misplaced (or lost, or destroyed in error).

Note: If the warrant was received, *complete details of the loss must be clearly stated*. Must be completed in ink by person signing affidavit, preferably in that person's own handwriting.

Signature of person executing affidavit (payee). Date, city and state where signed.

NOTE: If the **original warrant** is recovered/found after the Affidavit has been filed, **DO NOT CASH** the original; return it to your District Office.

Questions may be directed to your District Office.

San Diego County Office of Education

PETITION FOR ISSUANCE OF NEW WARRANT IN LIEU OF VOID WARRANT
(Government Code Section 29802, Warrants
Becoming Void After September 20, 1963)

1. TO THE BOARD OF EDUCATION OF THE **Pacific View Charter**: I, the undersigned, declare that I am the payee of original warrant number **14-929443** dated **8/25/2022**, in the amount of **\$4,609.24** attached hereto and presented to your Board pursuant to Section 29802 of the Government Code. I hereby request that you adopt an order instructing the County Auditor to draw a new warrant in favor of me for the same amount as the original warrant.

Executed at 10:13 on 4/4/23.

I certify under penalty of perjury that the foregoing is true and correct.


Signature of Payee

ARLON SCHMITZ
Name of Payee

200 N. MILWAUKEE AVE. VERNON HILLS, IL.
Address of Payee

2. ORDER OF THE BOARD OF **Pacific View Charter** TO DRAW WARRANT:

It is ORDERED by the Board of Education of the **Pacific View Charter** that the County Auditor of the County of San Diego draw a new warrant in favor of the same payee and in the same amount of the above described warrant.

_____ Clerk of the Board
Date _____ By _____ Deputy

3. EM 27 FROM GAD ATTACHED

Dated _____ By _____ County Auditor

4. DISTRICT'S REISSUE OF COMMERCIAL WARRANT:

On _____, the district issued commercial warrant number _____

_____ to **CDW GOVERNMENT, INC.**, payee, for **\$4,609.24** to replace

_____ canceled warrant number **14-929443** described above.

San Diego County Office of Education

PETITION FOR ISSUANCE OF NEW WARRANT IN LIEU OF VOID WARRANT
INSTRUCTIONS FOR COMPLETING PETITION

3/23/2023

To: **Pacific View Charter**

From: Ofelia Zendejas
Commercial Warrants
San Diego County Office of Education

Regarding Overage Warrant for:
CDW GOVERNMENT, INC.
14-929443
8/25/2022
\$4,609.24
01

Attached is a PETITION FOR ISSUANCE OF NEW WARRANT IN LIEU OF VOID WARRANT
(Commercial Warrant voided by age) and Affidavit.

Please process as follows:

1. Request Payee to complete part 1 of Petition
2. ~~Request Payee to complete Affidavit and return to your office along with the Petition. If overage warrant is in your possession, an Affidavit is not required.~~
3. Obtain District Board action and complete Part 2 of Petition.
4. Return Petition along with Affidavit or original warrant to Commercial Warrants.
5. When memo is received from Commercial Warrants giving District approval to reissue the overage warrant, input information to PeopleSoft Portal to generate a commercial warrant.
6. Keep copies of the Petition, Affidavit, memo, and Board Approval as backup documents in lieu of an invoice.

8.5



Classified Confidential - Exempt

Job Description: Fiscal & Operations Coordinator

Description of Position:

The Fiscal & Operations Coordinator, in coordination with the school's Back Office service provider, is directly responsible to the Executive Director for the administration of the budget, fiscal planning, purchasing, accounting, facilities and oversight of attendance, payroll, personnel, and other general business and central office related functions. The Fiscal & Operations Coordinator will be a member of the Executive Director's Leadership Team.

Essential Duties and Responsibilities:

Fiscal Services

- Active processing of Budget, General Ledger, Revenue entries within the Accounting System
- Develop and maintain regular contact with the PVCS Back Office service provider, County Office of Education and Sponsoring district's Personnel to assure timely and accurate processing of financial reports
- Responsible for overseeing budget development, control and long-range financial planning
- Oversee and supervise the accounts payable - requisition and purchase order processing.
- Oversee and supervise accounts receivable processing
- Responsible for the reconciliation of all bank statements
- Assist in the completion of the Annual Audit

Facilities & Maintenance Administration

- Plan, organize and coordinate facilities maintenance program
- Create and maintain Annual Budget and Purchase Orders for Maintenance and Operations Cost Center
- Prepare bid packets based on the use of legally compliant bid templates for professional services provided by architects, consultants and contractors
- Review contracts and/or bids for the purpose of ensuring vendor compliance with regulatory responsibilities
- Initiate bidding process, calendared project and track progress and payments
- Serve as liaison for all construction, modernization, maintenance and/or facilities improvement projects
- Serve as a liaison for Venture Commerce Center and Moreno Valley Property Owners Associations
- Negotiate contract pricing for the purchasing and/or leasing of Business Equipment
- Maintain Material Safety Data Sheets (MSDS)

Board of Trustee / Executive Director

- Prepare each board packet for PVC Board of Trustee meetings
- Act as Recording Secretary for the PVC Board of Trustees receiving and transcribing confidential dictation, attend meetings and prepare minutes for distribution
- Responsible for Brown Act compliance
- Collect and maintain Form 700 submissions for required staff and board members

- Assist with the completion of the LCAP
- Serve as a resource in the area of proposed and current legislation pertaining to charter schools
- Research the availability of alternative funding sources
- Assist the Executive Director in facilitating and implementing the School's Charter, Memorandums of Understanding and other guidelines of the School
- Assist with the development and maintenance of school policies and procedures
- Attend necessary conferences Charter School Business Manager meetings, Leadership and other external and internal meetings as assigned by the Executive Director
- Serve as a resource in administrative areas to the Executive Director

Attendance / Student Services Oversight

- Oversee Cal Pads and attendance reporting
- Maintain or cause to be maintained the student attendance records of the School including student files, transcripts and records

Human Resources Oversight

- Oversight and Supervision of the HR Coordinator's processing of Payroll including leaves, FMLA/CFRA, Salary Schedules and Job Descriptions
- Oversight and Supervision of the HR Coordinators processing of Fringe Benefits including health care benefits, unemployment and workers compensation.
- Oversight and Supervision of HR Coordinators maintenance of personnel records

Central Office Oversight

- Oversight and Supervision of office personnel, assigning, reviewing work and evaluation of clerical staff and Business Services Personnel
- Assist employees in the coordination and completion of central office activities and protocols
- Develop and maintain record retention policies, procedures and practices
- 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 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: April XX, 2023

PACIFIC VIEW CHARTER SCHOOL
2022-23 CLASSIFIED CONFIDENTIAL SALARY SCHEDULE
Effective ~~7/1/2022~~ 05/01/2022

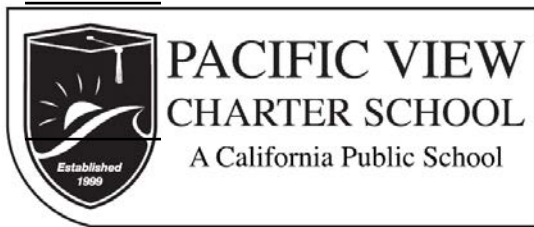
STEP	HR & Business Services Coordinator 241 days	Technology Technician 248 days	Fiscal & Operations Coordinator 248 days
1	\$ 76,187	\$ 67,632	\$ 104,360
2	\$ 79,234	\$ 70,337	\$ 108,534
3	\$ 82,404	\$ 73,151	\$ 112,876
4	\$ 85,700	\$ 76,077	\$ 117,391
5	\$ 89,128	\$ 79,120	\$ 122,086
6	\$ 92,693	\$ 82,285	\$ 126,970
7	\$ 96,401	\$ 85,576	\$ 132,049
8	\$ 101,221	\$ 89,855	\$ 138,651
9	\$ 103,245	\$ 91,652	\$ 141,424
10	\$ 105,310	\$ 93,485	\$ 144,253
11	\$ 107,416	\$ 95,355	\$ 147,138
12	\$ 109,565	\$ 97,262	\$ 150,080
13	\$ 111,756	\$ 99,207	\$ 153,082
14	\$ 113,991	\$ 101,191	\$ 156,144
15	\$ 116,271	\$ 103,215	\$ 159,267
16	\$ 118,596	\$ 105,279	\$ 162,452
17	\$ 120,968	\$ 107,385	\$ 165,701
18	\$ 123,388	\$ 109,533	\$ 169,015
19	\$ 125,855	\$ 111,723	\$ 172,395
20	\$ 128,373	\$ 113,958	\$ 175,843
21	\$ 130,940	\$ 116,237	\$ 179,360

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.

12 month pay positions

Board Approved: 6/18/2019
 Amended: 8/20/2019
 11/19/2019
 5/19/2020
 9/10/2020
 5/18/2021
 5/25/2022
 04/XX/2023

8.6



Certificated Position - EXEMPT

Job Description: Supervisory Teacher TK-8

Description of Position:

Supervisory teachers at Pacific View Charter School are responsible for ensuring the success of our students. **The Supervisory Teacher TK -8 will be primarily responsible for providing instruction to students in TK-3rd grade.** 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 are required to maintain subject matter expertise and complete knowledge of the California state standards, **including Transitional Kindergarten.**
- 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.
- Meet frequently with **TK-8th** grade students and parent/guardian to:
 - 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/guardian and students of school-related updates
 - Provide instruction
- Maintain open communication with both students and parent/guardians, 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 parent/guardians.
- 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 valid California Teaching Credential **AND one of the following:**
 - **Valid California Child Development Teacher Permit**
OR
 - **At Least 24 units in early childhood education, or child development**
OR
 - **Professional experience in a classroom setting with preschool age children**
- A baccalaureate or higher degree, except in professional education, from a regionally accredited college or university.

Knowledge, Skills and 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.

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.

SUPERVISOR: Lead Teacher

WORK YEAR: 192

Board Approved: April xx, 2023

Amended:

8.7

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

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

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

Submitted by Superintendent, Director, or Designee:

Name

Signature

Title

Fax Number

Telephone Number

Date

Mailing Address

E-Mail Address

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

AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS

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

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

Type of Emergency Permit

Estimated Number Needed

CLAD/English Learner Authorization (applicant already holds teaching credential)

Bilingual Authorization (applicant already holds teaching credential)

List target language(s) for bilingual authorization:

Resource Specialist

Teacher Librarian Services

LIMITED ASSIGNMENT PERMITS

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

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

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

AUTHORIZATION(S) FOR SINGLE SUBJECT LIMITED ASSIGNMENT PERMITS (A separate page may be used if needed)	ESTIMATED NUMBER NEEDED

EFFORTS TO RECRUIT CERTIFIED PERSONNEL

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

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

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

EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL

Has your agency established a District Intern program? Yes No

If no, explain. _____

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

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

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

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

8.8

Classified Placement on Salary Schedule – Current Employees

WHEREAS, on March 15, 2022, the Board approved “Initial step placement on the Pacific View Charter School (“PVCS”) 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.”; and

WHEREAS, the Board would like to make the same placement arrangements for current employees who have not received credit for previous work experience at the time of hire;

THEREFORE, current classified employees who have not received credit for their previous work experience at the time of hire will receive advancement on the PVCS Classified Schedules with up to ten (10) years of credit for previous work experience. Such advancement will be effective on or after July 1, 2023, upon the School’s receipt of a verified, completed PVCS “Verification of Experience Form” demonstrating completion of like experience for a minimum of seventy-five percent of the workdays for the annual year (school year or calendar year).

Board Approved: _____