

- | | | |
|------|---|---------------|
| 11.3 | Director of Curriculum Job Description | Action |
| | This item changes the title from Curriculum Coordinator I | |
| 11.4 | Director of Student Services Job Description | Action |
| | This item changes the title from Achievement Coordinator I and adds additional responsibilities | |
| 11.5 | Executive Leadership Salary Schedule | Action |
| 11.6 | Confidential Classified Salary Schedule | Action |
| 11.7 | Certificated Salary Schedules K-8 & 9-12 | Action |
| | This item adds the WASC stipend to the salary schedule | |
| 11.8 | Organizational Chart | Action |
| | | |
| 12.0 | <u>Board/Staff Discussion</u> | |
| | | |
| 13.0 | <u>Adjournment</u> | |

9.1

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, January 21, 2014

Board Minutes

1.0 Call to Order/Roll Call- President Gleisberg called the meeting to order at 5:10pm with Board Trustee Renfroe present.

2.0 Approval of Agenda – Request made to move item 10.2 in front of 10.1. Moved by President Gleisberg and seconded by Trustee Renfroe to approve agenda.

AYES: Gleisberg, Renfroe

NOES: None

ABSTAIN: None

3.0 Pledge of Allegiance- Sandy Benson led the Pledge of Allegiance

4.0 Introductions - Lori Bentley, Business Services; Kathi Cohen, Lead High School Teacher High School; Don Thiele, Curriculum Coordinator; Gayl Johnson, Achievement Coordinator; Sandy Benson, Business Consultant, Kathy Meck, Lead K-8 Teacher, Davi

5.0 Public Comment - None

6.0 Executive Director's Report

- ✚ The math team attended a Common Core workshop in December
- ✚ The MiraCosta Ambassador has been coming to the school every month to assist students in the registration process
- ✚ Gayl has been tracking our concurrent enrolled students at MiraCosta. In the Fall we had five students enrolled, and we now have 22
- ✚ At this time we have 89 seniors who will be graduating. 84 of those students have passed CAHSEE. The students who have not passed still have two and possibly three more testing dates to test. IEP's and 504 students are still under the exemption put into place. That process will sunset this June
- ✚ Jade Fernandez one of our High School Supervisory Teachers has agreed to be our WASC Coordinator for our next visit in the Spring of 2015. The focus groups will be formed in a few months and would love to have the Board participate
- ✚ P-1 ADA came in at 485 this year, we had 503 in 2012 which is a difference of 18 ADA. The new LCFF funding has helped to create a healthy budget

- ✚ We are still looking to market our program outside the area
- ✚ Events participated in continue to be evaluated. The Barnes and Noble fundraiser made approximately \$640.00 and the Turkey Trot we made \$105.00
- ✚ The entire staff was trained in CPR and AED last week

7.0 Treasurer's Report For Period Ending December 31,2013

- ✚ We received CELDT and CAHSEE apportionments that increased our revenue by \$767.
- ✚ We have received 50% of our income and we are 50% through the year in expenditures
- ✚ Expenditures have not shown a change since 1st Interim
- ✚ We have 57% expenditures left to spend
- ✚ The Governor has indicated that the deferrals that were put into place will be stopped. More to come on that

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 November 19, 2013

Moved by President Gleisberg and seconded by Trustee Renfroe to approve the minutes as presented.

AYES: Gleisberg, Renfroe
 NOES: None
 ABSTAIN: None

9.0 Action/Discussion Items

9.1 Moved by Trustee Renfroe and seconded by President Gleisberg to approve the New Copier Proposal as presented

AYES: Gleisberg, Renfroe
 NOES: None
 ABSTAIN: None

10.0 Personnel

10.2 Moved by President Gleisberg and seconded by Trustee Renfroe to approve the Demonstration of Mastery Policy as presented.

AYES: Gleisberg, Renfroe

NOES: None

ABSTAIN: None

10.1 Moved by President Gleisberg and seconded by Trustee Renfroe to approve the Geometry A & B Course Outlines as presented.

AYES: Gleisberg, Renfroe

NOES: None

ABSTAIN: None

10.3 Moved by Trustee Renfroe and seconded by President Gleisberg to approve the amendments to the Course Outlines as presented

AYES: Gleisberg, Renfroe

NOES: None

ABSTAIN: None

11.0 Closed Session

The Board convened to Closed Session at 5:40 pm

12.0 Report Out To Public Action Taken In Closed Session

The Board reconvened to Open Session at 6:03

The Board President reported out that there was not reportable action taken in Closed Session

13.0 Board/ Staff Discussion

None

12.0 Adjournment President Gleisberg adjourned the meeting at 6:04 pm

10.1

PACIFIC VIEW CHARTER SCHOOL

BOARD OF TRUSTEES' MEETING

February 18, 2014

2013/14 SECOND INTERIM BUDGET

**Pacific View Charter School
2013/14 Second Interim Budget
Financial Summary – January 31, 2014**

Legislation outlined in Education Code Section 47604.33 requires Charter Schools to report their financial statements four times a year to their Sponsoring District, County Office of Education and the California Department of Education. The financial reporting includes Budget Adoption, First Interim, Second Interim and Unaudited Actuals. The enclosed financial reports provide an update and detail of the 2013/14 financial status. The First Interim was approved by the Board on November 19, 2013. Second Interim reflects any changes that have taken place since that time.

The 2013/14 Second Interim Budget includes the following items:

- ✓ 2013/14 Second Interim Multi-year Projection and Assumptions
- ✓ 2013/14 Second Interim Worksheet For General purpose Block Grant Funding
- ✓ 2013/14 Second Interim Charter School Certification – Form CI
- ✓ 2013/14 Average Daily Attendance – Form AIDC
- ✓ 2013/14 Second Interim Charter Schools Enterprise Fund – Form 62I
- 2013/14 Adopted Budget was based on School Services of California simulator model to calculate the Governor's May Revise proposals for Local Control Funding (LCFF). PVCS simulator scenario for 2013-14 will produce a conservative net change of \$144 to overall per student ADA funding. Administration chose to use the original SSC Dart Board prior to Governor's May Revise and add \$144 per ADA as the overall most conservative approach. Final LCFF simulator estimates per student funding have been calculated conservatively and are not fully reflected in this Second Interim financial report. Final LCFF revenue formulas will be projected at year end.
- Estimated Pacific View Charter School funding rates for 2013/14 are:

Revenue Source	K-3	4-6	7-8	9-12
LCFF	6,640	6,905	6,999	7,122
Supplemental Grant	1,328	1,381	1,400	1,424
Total:	7,968	8,286	8,399	8,546

- The School has a Memorandum of Understanding (MOU) with the Oceanside Unified School District (OUSD) to provide services to our students. OUSD receives all NCCSE revenue in exchange for the services and program provided to Pacific View Charter School students.

**Pacific View Charter School
2013/14 Second Interim Budget
Financial Summary – January 31, 2014**

Second Interim Budget Enrollment and Average Daily Attendance (A.D.A.)

	2012/13	2013/14	2014/15	2015/16
Enrollment	501	459	509	559
A.D.A.	478.51	439.22	487.06	534.91
A.D.A. Ratio	95.51%	95.69%	95.69%	95.69%

- The Multi-Year Projection indicates that the 2013/14 budget based on current year ADA estimates is able to maintain a 3% reserve. School reserves have taken the place of expensive bridge loans to fund payroll expenditures during these difficult economic times. 2013/14 ADA projections were 498.54; however enrollment has fallen short of this target. ADA projections based on enrollment were reduced to 439.22 based on review of current year ADA projections.
- The economy requires a very conservative budgeting approach based on the changing economic environment. In addition several competitive charter schools have opened within PVCS boundaries. Administration continues to present budget adjustments on a monthly basis as part of the Treasurer's Report. This report reflects the total of the budget adjustments presented since First Interim.
- Following is a recap of budget changes which encompass revenue and expenditure line items in the budget. The necessary adjustments have been made since the 2013/14 First Interim was approved at the November board meeting.

Revenue Budget Line Item	Description	Amount
62-00-0000-8590	Categorical Block Grant	788
62-00-0000-8660	Interest	1,000
Total Revenue Increase		1,788

Expenditure Budget Line Item	Description	Amount
62-00-0000/1400-1000	Certificated Salary Adj.	22,077
62-00-0000/1400-3999	Employee Benefits	-1,299
62-00-0000-4100	Textbooks	-125
62-00-0000-4300	Instructional Supplies	125
62-00-0000/1400-5800	Professional/Consultant Services	-20,780

**Pacific View Charter School
2013/14 Second Interim Budget
Financial Summary – January 31, 2014**

Total Expenditures Reduction	-2
January 31, 2014 Balance	<u>1,790</u>
First Interim Budget October 31, 2013	28,551
Increase/Decrease Fund Balance	30,341

**PACIFIC VIEW CHARTER SCHOOL
MULTI-YEAR PROJECTION
2013-2016 Second Interim**

ENTERPRISE FUND		2013-14 First Interim Budget	2013-14 Second Interim Budget	2014-15 Projected Budget	2015-16 Projected Budget
A. REVENUES					
1) Revenue Limit Sources	8010-8099	3,299,794	3,299,794	3,704,403	4,142,756
2) Other Federal Revenues	8100-8299	0	0	0	0
3) Other State Revenues	8300-8599	184,063	184,852	94,624	97,295
4) Other Local Revenues	8600-8799	9,810	10,810	11,162	11,538
5) TOTAL REVENUES		3,493,667	3,495,456	3,810,190	4,251,589
B. EXPENDITURES					
1) Certificated Salaries	1000-1999	1,463,122	1,485,199	1,667,631	1,862,281
2) Classified Salaries	2000-2999	300,760	300,760	312,790	325,302
3) Employee Fringes	3000-3999	449,292	447,993	512,160	562,530
4) Books, Supplies, Non-Capital Equip	4000-4999	173,515	173,515	178,720	184,082
5) Services, Other Operating Exp	5000-5999	1,068,789	1,048,009	1,104,171	1,154,636
7) Other Outgo	7100-7299	0	0	0	0
8) Direct Support/Indirect Costs	7300-7399	0	0	0	0
9) TOTAL EXPENDITURES		3,455,478	3,455,476	3,775,473	4,088,831
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES & USES		38,189	39,980	34,717	162,758
D. Other Financing Sources/Uses					
1) Interfund Transfers In - 8919					
2) Interfund Transfers Out - 7619		0			
E. Net Increase(Decrease) in Fund Balance		38,189	39,980	34,717	162,758
F. FUND BALANCE, RESERVES					
1) Fund 62/62-01 Beginning Balance/July 1		2,310,606	2,310,606	2,350,586	2,385,304
2) Ending Balance		2,348,795	2,350,586	2,385,304	2,548,062
Components of Fund Balance					
Restricted for Econ Uncert.		103,664	103,664	113,264	122,665
Restricted for Special Purposes		2,245,131	2,246,922	2,272,039	2,425,397
Undesignated		0	0	0	0
Total Components of Fund Balance		2,348,795	2,350,586	2,385,304	2,548,062
SPECIAL RESERVE FUND FOR CAPITAL OUTLAY PROJECTS		385,088	385,088	385,088	385,088

**PACIFIC VIEW CHARTER SCHOOL
MULTI-YEAR PROJECTION
2013-2016 Second Interim**

		2013-14 First Interim	2013-14 Second Interim	2014-15 Projected Budget	2015-16 Projected Budget
Designated for Economic Uncertainty	9770-000	103,664	103,664	113,264	122,665
TOTAL		103,664	103,664	113,264	122,665
Revolving Cash Reserve	9711-000	200	200	200	200
Deferred Maintenance Reserve	9780-009	50,000	50,000	50,000	50,000
Erate/100 Laptops/Laptop Cart	9780-008	14,848	14,848	15,293	15,752
Payroll/Facilities Reserve	9780-007	150,000	150,000	150,000	150,000
Land/Bldg/Deprec/Comp Absence/Growth	9780-000	1,808,371	1,810,162	1,834,834	1,987,733
Long Term Debt Reserve (Building)	9780-012	217,571	217,571	217,571	217,571
Long Term Debt Reserve (Automobile)	9780-013	4,141	4,141	4,141	4,141
TOTAL		2,245,131	2,246,922	2,272,039	2,425,397
Undesignated	9790-000	(0)	0	(0)	(0)
TOTAL		(0)	0	(0)	(0)
TOTAL RESERVES		2,348,795	2,350,586	2,385,304	2,548,062

**PACIFIC VIEW CHARTER SCHOOL
MULTI-YEAR PROJECTION
2013-2016 Second Interim**

	2013-14 PROJECTED	2014-15 PROJECTED	2015-16 PROJECTED
<u>REVENUE</u>			
1. COLA	1.565%	1.80%	2.30%
2. LOTTERY	\$154.25	\$154.25	\$154.25
3. ENROLLMENT ESTIMATES			
Totals (2012/13 P2 474 Enr./478.51 ADA)	459	509	559
4. ENROLLMENT INCREASE(DECREASE)	(15)	50	50
Percentage Change	-3.26%	10.89%	9.82%
5. REVENUE LIMIT ADA	439.22	487.06	534.91
<u>EXPENDITURES</u>			
1. FRINGE BENEFIT RATES			
STRS State Teachers Retirement System	8.25%	8.25%	8.25%
PERS Public Employee Retirement System	13.02%	13.02%	13.02%
Social Security	6.20%	6.20%	6.20%
Medicare	1.45%	1.45%	1.45%
SUI State Unemployment Insurance/ 09/10 .30%	1.61%	1.61%	1.61%
Workers Compensation/09/10 1.80%	1.99%	1.99%	1.99%
Health Insurance cost per year	\$ 194,955	\$ 214,451	\$ 235,896
Books and Supplies/Other Operating Services	3%	3%	3%

**PACIFIC VIEW CHARTER SCHOOL
MULTI-YEAR PROJECTION
2013-2016 Second Interim**

REVENUES	2013-14	2014-15	2015-16
<i>Total Student Enrollment</i>	459	509	559
<i>Total Student ADA</i>	439.22	487.06	534.91
<i>Student ADA at 95.69% - MS - Grade K-3</i>	15.70	17.41	19.12
<i>Student ADA at 95.69% - MS - Grade 4-6</i>	17.00	18.85	20.70
<i>Student ADA at 95.69% - MS - Grade 7-8</i>	31.34	34.75	38.17
<i>Student ADA at 95.69% - HS - Grade 9-12</i>	375.18	416.05	456.92
<i>COLA - Expenditures</i>	1.565%	1.80%	2.30%
<i>Group Health Insurance COLA</i>	10.00%	10.00%	10.00%
<i>General Purpose Block Grant - MS - Grade K-3</i>	6,640	6,760	6,915
<i>Categorical Block Grant - MS - Grade K-3</i>	1,328	1,352	1,383
<i>General Purpose Block Grant - MS - Grade 4-6</i>	6,905	7,029	7,191
<i>Categorical Block Grant - MS - Grade 4-6</i>	1,381	1,406	1,438
<i>General Purpose Block Grant - MS - Grade 7-8</i>	6,999	7,125	7,289
<i>Categorical Block Grant - MS - Grade 7-8</i>	1,400	1,425	1,458
<i>General Purpose Block Grant - HS - Grade 9-12</i>	7,122	7,250	7,417
<i>Categorical Block Grant - HS - Grade 9-12</i>	1,424	1,450	1,483
<i>Revenue Limit Sources</i>			
8015 Principal Apport. Grade K-3	104,248	117,685	132,218
8015 Principal Apport. Grade 4-6	117,385	132,515	148,880
8015 Principal Apport. Grade 7-8	219,349	247,621	278,200
8015 Principal Apport. Grade 9-12 less Prop. Taxes	1,714,649	2,041,823	2,391,910
8015-001 Prior Year Principal Apportionment Adjustment	0	0	0
8096 In lieu of Property Taxes-Included in Prin Apport	957,383	974,616	997,032
TOTALS	3,113,014	3,514,260	3,948,240
<i>ELL/Economically Disadvantaged</i>			
8015 Supplemental Grants/No Concentration Grant	186,781	190,143	194,516
TOTALS	186,781	190,143	194,516
<i>Other State Revenues</i>			
8550 Mandated Costs	17,485	17,485	17,485
8590 Common Core Funding	89,200	21,623	24,294
8590-001 PY State Apportionment Adjustment	751	0	0
8590 Star	790	790	790
8560 State Lottery - CY Unrestricted	58,144	58,144	58,144
8560 State Lottery - CY Restricted	14,067	14,067	14,067
8560-001 State Lottery Restricted Adjustment	4,415	0	0
TOTALS	184,852	94,624	97,295
<i>Other Local Revenues</i>			
8660 Interest	2,810	2,922	3,051
8699 All other local revenue	8,000	8,240	8,487
TOTALS	10,810	11,162	11,538
TOTAL REVENUE	\$3,495,456	\$3,620,047	\$4,057,073

**PACIFIC VIEW CHARTER SCHOOL
MULTI-YEAR PROJECTION
2013-2016 Second Interim**

EXPENDITURES		2013-14	2014-15	2015-16
		18	20	22
<i>Certificated Salaries</i>				
1000-1999		1,485,199	1,667,631	1,862,281
Teacher salaries based on 16 FTE				
Admin Salaries 1.0 FTE				
<i>Classified Salaries</i>				
2000-2999		300,760	312,790	325,302
Support staff & office salaries 4.0 FTE				
<i>Employee Fringes</i>				
3111 STRS		137,498	137,580	153,638
3212 PERS		32,689	40,725	42,354
3312 Social Security		18,469	19,393	20,169
3321/3322 Medicare		24,234	28,716	31,720
3401/3402 Health & Welfare Benefits		194,955	214,451	235,896
3501/3502 Unemployment Insurance		8,362	31,885	35,220
3601/3602 Workman's Compensation Ins.		31,786	39,410	43,533
TOTALS		447,993	512,160	562,530
<i>Books and Supplies</i>				
4000-4999		173,515	178,720	184,082
<i>Services, Other Operating Expense</i>				
5000-5999		1,048,009	1,104,171	1,154,636
conferences, mileage, dues & memberships, insurance, gas & electricity, irrigation, trash, pest control, contracted				
cleaning services, leases, maintenance agreements, grounds & repairs, equipment leases, bank expenses,				
contracted services, bottled water, employment services, security services, charter buses, software licensing,				
print shop services, SDCOE systems, oversight fee, payroll services, legal expenses, advertising, telephones &				
cell phones, postage, internet costs				
<i>Other Outgo</i>		0	0	0
<i>Direct Support/Indirect Costs</i>		0	0	0
TOTAL EXPENDITURES		\$3,455,476	\$3,775,473	\$4,088,831

WORKSHEET FOR GENERAL PURPOSE BLOCK GRANT FUNDING

Pacific View Charter School 2013-14 Projections

2013-2016 Second Interim

	ADA	SWA RATE	FUNDING	ECONOMIC ELL	CATEGORICAL RATE	FUNDING	LOTTERY RATE	FUNDING
<u>RESIDENT PUPILS</u>								
Grade K-3	12.39	6,640	82,270	3.72	1,328.00	4,936		
Grade 4-6	11.60	6,905	80,098	3.48	1,381.00	4,806		
Grade 7-8	16.34	6,999	114,364	4.90	1,399.80	6,862		
Grade 9-12	175.00	7,122	1,246,350	52.50	1,424.40	74,781		
<u>NON-RESIDENT PUPILS</u>								
Grade K-3	3.31	6,640	21,978	0.99	1,328.00	1,319		
Grade 4-6	5.40	6,905	37,287	1.62	1,381.00	2,237		
Grade 7-8	15.00	6,999	104,985	4.50	1,399.80	6,299		58,144
Grade 9-12	200.18	7,122	1,425,682	60.05	1,424.40	85,541		14,067
TOTAL FUNDING	439.22		<u>\$ 3,113,014</u>			<u>\$ 186,781</u>		<u>\$ 72,211</u>

IN-LIEU PROPERTY TAX CALCULATION

Calculated In-Lieu Property Tax	957,383.00	957,383
Total Block Grant Charter School Funding	<u>3,113,013.62</u>	
State Aid Portion of Block Grant	2,155,630.62	

Charter Number: 247

To the chartering authority and the county superintendent of schools (or only to the county superintendent of schools if the county board of education is the chartering authority):

2013-14 CHARTER SCHOOL INTERIM REPORT: This report is hereby filed by the charter school pursuant to Education Code Section 47604.33(a).

Signed: _____
Charter School Official
(Original signature required)

Date: _____

Printed
Name: Gina Campbell

Title: Executive Director

For additional information on the interim report, please contact:

Charter School Contact:

Kira Fox
Name

Administrative Coordinator
Title

760-757-0161x105
Telephone

kfox@pacificview.org
E-mail Address

Description	ESTIMATED REVENUE LIMIT ADA Original Budget (A)	ESTIMATED REVENUE LIMIT ADA Board Approved Operating Budget (B)	ESTIMATED P-2 REPORT ADA Projected Year Totals (C)	ESTIMATED REVENUE LIMIT ADA Projected Year Totals (D)	DIFFERENCE (Col. D - B) (E)	PERCENTAGE DIFFERENCE (Col. E / B) (F)
ELEMENTARY						
1. General Education	95.22	64.04	64.04	64.04	0.00	0%
2. Special Education	0.00	0.00	0.00	0.00	0.00	0%
HIGH SCHOOL						
3. General Education	403.32	375.18	375.18	375.18	0.00	0%
4. Special Education	0.00	0.00	0.00	0.00	0.00	0%
COUNTY SUPPLEMENT						
5. County Community Schools	0.00	0.00	0.00	0.00	0.00	0%
6. Special Education	0.00	0.00	0.00	0.00	0.00	0%
7. TOTAL, K-12 ADA	498.54	439.22	439.22	439.22	0.00	0%
8. ADA for Necessary Small Schools also included in lines 1 - 4.	0.00	0.00	0.00	0.00	0.00	0%
9. Regional Occupational Centers/Programs (ROC/P)*						
CLASSES FOR ADULTS						
10. Concurrently Enrolled Secondary Students*						
11. Adults Enrolled, State Apportioned*						
12. Independent Study - (Students 21 years or older and students 19 years or older and not continuously enrolled since their 18th birthday)*						
13. TOTAL, CLASSES FOR ADULTS						
14. Adults in Correctional Facilities	0.00	0.00	0.00	0.00	0.00	0%
15. ADA TOTALS (Sum of lines 7, 9, 13, & 14)	498.54	439.22	439.22	439.22	0.00	0%
SUPPLEMENTAL INSTRUCTIONAL HOURS						
16. Elementary*						
17. High School*						
18. TOTAL, SUPPLEMENTAL HOURS						

Description	ESTIMATED REVENUE LIMIT ADA Original Budget (A)	ESTIMATED REVENUE LIMIT ADA Board Approved Operating Budget (B)	ESTIMATED P-2 REPORT ADA Projected Year Totals (C)	ESTIMATED REVENUE LIMIT ADA Projected Year Totals (D)	DIFFERENCE (Col. D - B) (E)	PERCENTAGE DIFFERENCE (Col. E / B) (F)
COMMUNITY DAY SCHOOLS - Additional Funds						
19. ELEMENTARY						
a. 5th & 6th Hour (ADA) - Mandatory Expelled Pupils only	0.00	0.00	0.00	0.00	0.00	0%
b. 7th & 8th Hour Pupil Hours (Hours)*						
20. HIGH SCHOOL						
a. 5th & 6th Hour (ADA) - Mandatory Expelled Pupils only	0.00	0.00	0.00	0.00	0.00	0%
b. 7th & 8th Hour Pupil Hours (Hours)*						
CHARTER SCHOOLS						
21. Charter ADA funded thru the Block Grant						
a. Charters Sponsored by Unified Districts - Resident (EC 47660) (applicable only for unified districts with Charter School General Purpose Block Grant Offset recorded on line 30 in Form RLI)	0.00	0.00	0.00	0.00	0.00	0%
b. All Other Block Grant Funded Charters	498.54	439.22	439.22	439.22	0.00	0%
22. Charter ADA funded thru the Revenue Limit	0.00	0.00	0.00	0.00	0.00	0%
23. TOTAL, CHARTER SCHOOLS ADA (sum lines 21a, 21b, and 22)	498.54	439.22	439.22	439.22	0.00	0%
24. SUPPLEMENTAL INSTRUCTIONAL HOURS*						
BASIC AID "CHOICE"/COURT ORDERED VOLUNTARY PUPIL TRANSFER						
25. Regular Elementary and High School ADA (SB 937)	0.00	0.00	0.00	0.00	0.00	0%
BASIC AID OPEN ENROLLMENT						
26. Regular Elementary and High School ADA	0.00	0.00	0.00	0.00	0.00	0%

*ADA is no longer collected as a result of flexibility provisions of SBX3 4 (Chapter 12, Statutes of 2009), as amended by SB 70 (Chapter 7, Statutes of 2011), currently in effect from 2008-09 through 2014-15.

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
A. REVENUES								
1) Revenue Limit Sources		8010-8099	3,090,783.00	3,299,795.00	1,799,894.58	3,299,795.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.00	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	363,888.00	184,851.00	125,005.85	184,851.00	0.00	0.0%
4) Other Local Revenue		8600-8799	9,810.00	10,810.00	2,436.07	10,810.00	0.00	0.0%
5) TOTAL, REVENUES			3,464,481.00	3,495,456.00	1,927,336.50	3,495,456.00		
B. EXPENSES								
1) Certificated Salaries		1000-1999	1,503,698.00	1,485,199.00	910,921.90	1,485,199.00	0.00	0.0%
2) Classified Salaries		2000-2999	263,685.00	300,760.00	159,437.81	300,760.00	0.00	0.0%
3) Employee Benefits		3000-3999	434,862.00	447,993.00	239,330.42	447,993.00	0.00	0.0%
4) Books and Supplies		4000-4999	73,551.00	173,515.00	77,250.86	173,515.00	0.00	0.0%
5) Services and Other Operating Expenses		5000-5999	1,178,417.00	1,048,009.00	323,124.51	1,048,009.00	0.00	0.0%
6) Depreciation		6000-6999	0.00	0.00	0.00	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.00	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL, EXPENSES			3,454,213.00	3,455,476.00	1,710,065.50	3,455,476.00		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			10,268.00	39,980.00	217,271.00	39,980.00		
D. OTHER FINANCING SOURCES/USES								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.00	0.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
E. NET INCREASE (DECREASE) IN NET POSITION (C + D4)			10,268.00	39,980.00	217,271.00	39,980.00		
F. NET POSITION								
1) Beginning Net Position								
a) As of July 1 - Unaudited		9791	2,310,606.01	2,310,606.01		2,310,606.01	0.00	0.0%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			2,310,606.01	2,310,606.01		2,310,606.01		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Net Position (F1c + F1d)			2,310,606.01	2,310,606.01		2,310,606.01		
2) Ending Net Position, June 30 (E + F1e)			2,320,874.01	2,350,586.01		2,350,586.01		
Components of Ending Net Position								
a) Net Investment in Capital Assets		9796	0.00	0.00		0.00		
b) Restricted Net Position		9797	2,320,874.01	2,350,586.01		2,350,586.01		
c) Unrestricted Net Position		9790	0.00	0.00		0.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
REVENUE LIMIT SOURCES								
Principal Apportionment								
Education Protection Account State Aid - Current Year		8012	0.00	349,878.00	257,347.00	349,878.00	0.00	0.0%
Charter Schools General Purpose Entitlement - State Aid		8015	2,133,400.00	1,992,534.00	1,024,523.00	1,992,534.00	0.00	0.0%
State Aid - Prior Years		8019	0.00	0.00	0.00	0.00	0.00	0.0%
Revenue Limit Transfers								
Unrestricted Revenue Limit Transfers - Current Year	0000	8091	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Revenue Limit Transfers - Current Year	All Other	8091	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers to Charter Schools in Lieu of Property Taxes		8096	957,383.00	957,383.00	518,024.58	957,383.00	0.00	0.0%
Property Taxes Transfers		8097	0.00	0.00	0.00	0.00	0.00	0.0%
Revenue Limit Transfers - Prior Years		8099	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, REVENUE LIMIT SOURCES			3,090,783.00	3,299,795.00	1,799,894.58	3,299,795.00	0.00	0.0%
FEDERAL REVENUE								
Maintenance and Operations		8110	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education Entitlement		8181	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education Discretionary Grants		8182	0.00	0.00	0.00	0.00	0.00	0.0%
Child Nutrition Programs		8220	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Contracts Between LEAs		8285	0.00	0.00	0.00	0.00	0.00	0.0%
NCLB: Title I, Part A, Basic Grants Low-Income and Neglected	3010	8290	0.00	0.00	0.00	0.00	0.00	0.0%
NCLB: Title I, Part D, Local Delinquent Program	3025	8290	0.00	0.00	0.00	0.00	0.00	0.0%
NCLB: Title II, Part A, Teacher Quality	4035	8290	0.00	0.00	0.00	0.00	0.00	0.0%
NCLB: Title III, Immigrant Education Program	4201	8290	0.00	0.00	0.00	0.00	0.00	0.0%
NCLB: Title III, Limited English Proficient (LEP) Student Program	4203	8290	0.00	0.00	0.00	0.00	0.00	0.0%
NCLB: Title V, Part B, Public Charter Schools Grant Program (PCSGP)	4610	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Other No Child Left Behind	3011-3020, 3026-3205, 4036-4126, 5510	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Vocational and Applied Technology Education	3500-3699	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Safe and Drug Free Schools	3700-3799	8290	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Federal Revenue	All Other	8290	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER STATE REVENUE								
Other State Apportionments								
Special Education Master Plan Current Year	6500	8311	0.00	0.00	0.00	0.00	0.00	0.0%
Prior Years	6500	8319	0.00	0.00	0.00	0.00	0.00	0.0%
Home-to-School Transportation	7230	8311	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education Transportation	7240	8311	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Apportionments - Current Year	All Other	8311	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Apportionments - Prior Years	All Other	8319	0.00	0.00	0.00	0.00	0.00	0.0%
Year Round School Incentive		8425	0.00	0.00	0.00	0.00	0.00	0.0%
Class Size Reduction, K-3		8434	0.00	0.00	0.00	0.00	0.00	0.0%
Child Nutrition Programs		8520	0.00	0.00	0.00	0.00	0.00	0.0%
Mandated Costs Reimbursements		8550	0.00	17,485.00	17,484.00	17,485.00	0.00	0.0%
Lottery - Unrestricted and Instructional Materials		8560	72,211.00	76,626.00	17,892.85	76,626.00	0.00	0.0%
School Based Coordination Program	7250	8590	0.00	0.00	0.00	0.00	0.00	0.0%
After School Education and Safety (ASES)	6010	8590	0.00	0.00	0.00	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
Charter School Facility Grant	6030	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Drug/Alcohol/Tobacco Funds	6650, 6690	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Healthy Start	6240	8590	0.00	0.00	0.00	0.00	0.00	0.0%
School Community Violence Prevention Grant	7391	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Quality Education Investment Act	7400	8590	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Revenue	All Other	8590	291,677.00	90,740.00	89,629.00	90,740.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			363,888.00	184,851.00	125,005.85	184,851.00	0.00	0.0%
OTHER LOCAL REVENUE								
Sales								
Sale of Equipment/Supplies		8631	0.00	0.00	0.00	0.00	0.00	0.0%
Sale of Publications		8632	0.00	0.00	0.00	0.00	0.00	0.0%
Food Service Sales		8634	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Sales		8639	0.00	0.00	0.00	0.00	0.00	0.0%
Leases and Rentals		8650	0.00	0.00	0.00	0.00	0.00	0.0%
Interest		8660	1,810.00	2,810.00	2,198.97	2,810.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.00	0.00	0.00	0.0%
Fees and Contracts								
Child Development Parent Fees		8673	0.00	0.00	0.00	0.00	0.00	0.0%
Transportation Fees From Individuals		8675	0.00	0.00	0.00	0.00	0.00	0.0%
Transportation Services	7230, 7240	8677	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Services		8677	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Fees and Contracts		8689	0.00	0.00	0.00	0.00	0.00	0.0%
Other Local Revenue								
All Other Local Revenue		8699	8,000.00	8,000.00	237.10	8,000.00	0.00	0.0%
Tuition		8710	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In		8781-8783	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Apportionments								
Special Education SELPA Transfers								
From Districts or Charter Schools	6500	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	6500	8792	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	6500	8793	0.00	0.00	0.00	0.00	0.00	0.0%
Other Transfers of Apportionments								
From Districts or Charter Schools	All Other	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	All Other	8792	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	All Other	8793	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			9,810.00	10,810.00	2,436.07	10,810.00	0.00	0.0%
TOTAL, REVENUES			3,464,481.00	3,495,456.00	1,927,336.50	3,495,456.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
CERTIFICATED SALARIES								
Certificated Teachers' Salaries		1100	1,329,037.00	1,297,438.00	791,529.30	1,297,438.00	0.00	0.0%
Certificated Pupil Support Salaries		1200	0.00	0.00	0.00	0.00	0.00	0.0%
Certificated Supervisors' and Administrators' Salaries		1300	174,661.00	187,761.00	119,392.60	187,761.00	0.00	0.0%
Other Certificated Salaries		1900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			1,503,698.00	1,485,199.00	910,921.90	1,485,199.00	0.00	0.0%
CLASSIFIED SALARIES								
Classified Instructional Salaries		2100	29,656.00	31,880.00	4,576.06	31,880.00	0.00	0.0%
Classified Support Salaries		2200	0.00	0.00	0.00	0.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	121,908.00	131,051.00	80,256.22	131,051.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	53,584.00	74,902.00	36,069.09	74,902.00	0.00	0.0%
Other Classified Salaries		2900	58,537.00	62,927.00	38,536.44	62,927.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			263,685.00	300,760.00	159,437.81	300,760.00	0.00	0.0%
EMPLOYEE BENEFITS								
STRS		3101-3102	124,054.00	135,498.00	72,359.26	135,498.00	0.00	0.0%
PERS		3201-3202	28,300.00	34,689.00	21,621.47	34,689.00	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	40,991.00	42,703.00	26,127.53	42,703.00	0.00	0.0%
Health and Welfare Benefits		3401-3402	181,173.00	194,955.00	97,923.13	194,955.00	0.00	0.0%
Unemployment Insurance		3501-3502	26,941.00	8,362.00	1,503.27	8,362.00	0.00	0.0%
Workers' Compensation		3601-3602	33,403.00	31,786.00	19,795.75	31,786.00	0.00	0.0%
OPEB, Allocated		3701-3702	0.00	0.00	0.00	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.00	0.00	0.00	0.0%
PERS Reduction		3801-3802	0.00	0.00	0.01	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			434,862.00	447,993.00	239,330.42	447,993.00	0.00	0.0%
BOOKS AND SUPPLIES								
Approved Textbooks and Core Curricula Materials		4100	3,650.00	3,525.00	1,069.65	3,525.00	0.00	0.0%
Books and Other Reference Materials		4200	0.00	0.00	0.00	0.00	0.00	0.0%
Materials and Supplies		4300	69,901.00	169,990.00	76,181.21	169,990.00	0.00	0.0%
Noncapitalized Equipment		4400	0.00	0.00	0.00	0.00	0.00	0.0%
Food		4700	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			73,551.00	173,515.00	77,250.86	173,515.00	0.00	0.0%
SERVICES AND OTHER OPERATING EXPENSES								
Subagreements for Services		5100	0.00	0.00	0.00	0.00	0.00	0.0%
Travel and Conferences		5200	24,256.00	34,256.00	14,782.66	34,256.00	0.00	0.0%
Dues and Memberships		5300	7,443.00	7,443.00	5,208.00	7,443.00	0.00	0.0%
Insurance		5400-5450	0.00	0.00	0.00	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	24,000.00	24,000.00	11,727.13	24,000.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs		5710	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.00	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	1,118,218.00	977,435.00	288,285.16	977,435.00	0.00	0.0%
Communications		5900	4,500.00	4,875.00	3,121.56	4,875.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENSES			1,178,417.00	1,048,009.00	323,124.51	1,048,009.00	0.00	0.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
DEPRECIATION								
Depreciation Expense		6900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, DEPRECIATION			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER OUTGO (excluding Transfers of Indirect Costs)								
Tuition								
Tuition for Instruction Under Interdistrict Attendance Agreements		7110	0.00	0.00	0.00	0.00	0.00	0.0%
Tuition, Excess Costs, and/or Deficit Payments								
Payments to Districts or Charter Schools		7141	0.00	0.00	0.00	0.00	0.00	0.0%
Payments to County Offices		7142	0.00	0.00	0.00	0.00	0.00	0.0%
Payments to JPAs		7143	0.00	0.00	0.00	0.00	0.00	0.0%
Other Transfers Out								
All Other Transfers		7281-7283	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers Out to All Others		7299	0.00	0.00	0.00	0.00	0.00	0.0%
Debt Service								
Debt Service - Interest		7438	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS								
Transfers of Indirect Costs		7310	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Indirect Costs - Interfund		7350	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, EXPENSES			3,454,213.00	3,455,476.00	1,710,065.50	3,455,476.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
INTERFUND TRANSFERS								
INTERFUND TRANSFERS IN								
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.00	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.00	0.00	0.00	0.0%
INTERFUND TRANSFERS OUT								
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.00	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER SOURCES/USES								
SOURCES								
Other Sources								
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.00	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.00	0.00	0.00	0.0%
USES								
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.00	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.00	0.00	0.00	0.0%
CONTRIBUTIONS								
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.00	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Restricted Balances		8997	0.00	0.00	0.00	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			0.00	0.00	0.00	0.00		

11.1



Confidential Classified – Job Description

Human Resources & Business Specialist

Description:

The Human Resources & Business Specialist is directly responsible to the Director of Central Office and Finance for a variety of complex accounting and statistical business office related functions. Areas of responsibility include, but are not limited to accounts payable, payroll, employee benefits, personnel, building maintenance and operations, registration, risk management, school safety, and other general business related functions of the school. The Human Resources & Business Specialist will be expected to attend board meetings.

Job Functions:

Essential:

- Prepare annual budget development documents and participate in adopting/working budget meetings.
- Work closely with Director of Central Office and Finance to maintain and update budget as directed.
- Maintain accounts payable information and records; maintain vendor master files, encode invoices for payment, verify validity of expenditures, and assure proper authorization.
- Prepare weekly warrant runs; auditing of accounts payable expenditures; prepare invoice data for computer input and actual invoicing.
- Collate and distribute accounts payable reports and warrants.
- Maintain inventory records, compile 1099 reports.
- Audit and Input journal entries, budget adjustments, and expenditure transfers.
- Coordinate information for reimbursable expense programs.
- Maintain employee in-service payment and trip conference files verify and audit expenses, and mileage claims.
- Support and be a Member of the Marketing Committee
- Oversee, review and maintain all areas of website and social media activities as assigned.
- Serve as Chair of the Safety Committee
- Document, process, and maintain payroll, leave, benefits, and personnel records and databases.
- Place recruitment postings and screen applicants for employment eligibility.
- Process new hires including benefits on-boarding.
- Coordinate Employee Benefits Open Enrollment, maintain employee benefits changes, reconcile monthly benefits vendor billings, and prepare annual IRS reporting for Cafeteria 125 account.
- Administration of School's COBRA benefits program.
- Prepare, update and maintain the school's Safety Operation Manuals.
- Maintain Material Safety Data Sheets (MSDS)

- Order and maintain emergency preparedness supplies and equipment, schedule and coordinate staff safety training, and perform monthly maintenance check on AED.
- Participate in the annual student registration process under the direct supervision of the Director of Central Office and Finance.
- Serve as Erate district liaison in the area of applications, submission and questions.
- Monitor and process risk management related issues as needed.
- Process employee and student injury reports.
- Prepare and enter new textbooks, process textbook fines and fees in the Textlink inventory system.
- Develop professional building maintenance contacts to maintain the infrastructure of the school's facilities including – HVAC, plumbing, electrical, and janitorial.
- Serve as School's representative for County's Payroll, Commercial Warrant, Worker's Compensation, Benefits, and Credentialing User's Groups.
- Attend SDCOE JPA Risk Management meetings and other meeting as assigned by Director of Central Office and Finance.
- Prepare miscellaneous reports; maintain meeting records, and perform a variety of high level accounting and statistical record keeping functions. Perform a variety of office assistance tasks; operate office and computer equipment.
- Reconcile all school bank statements.
- Work closely with Director of Central Office and Finance and outside consultants when necessary in processing and preparation of bid documents.

Other:

- Perform other duties as assigned by the Director of Central Office and Finance.
- Work toward team and school goals.

Requirements:

Education and Experience:

Any combination of education, training and/or experience, equivalent to an Associate's degree with emphasis in accounting, economics or finance or two years of experience-which include at least one year of payroll experience.

Knowledge, Skills, and Abilities:

Experience in use of technology for preparation and maintenance of accounting, data, and other business related information.

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

Perform a variety of difficult financial and statistical record keeping. 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.

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

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:

Director of Central Office and Finance

Work Year: 237 Work Days

Board Approved:

11.2



Administration Job Description

Director of Central Office and Finance

Description:

The Director of Central Office and Finance is directly responsible to the Executive Director for the administration of the budget, fiscal planning, purchasing, accounting, attendance, payroll, facilities, and other general business related functions of the school. The Director of Central Office and Finance will be a member of the Executive Director's Advisory Team.

Job Functions:

Essential:

- Responsible for budget development, control, and long-range financial planning.
- Establish and maintains a program of accounting and reporting for the financial affairs of the School.
- Responsible for the development and submission of attendance and financial reports.
- Responsible for internal and external audit preparation and completion.
- Oversee and supervise the accounts payable, general ledger, accounts receivable, attendance, payroll and other accounting functions of the School.
- Oversee and supervise the School's salary and fringe benefits program, including leaves, medical and dental benefits, unemployment and worker's compensation.
- Act as Recording Secretary for PVCS Board of Trustees receiving and transcribing confidential dictation, attend meetings and prepare minutes for distribution.
- Maintain the Executive Director's calendar, travel and conference arrangements, and meetings schedule.
- Oversee and supervise the maintenance of personnel records.
- Assist with development and maintenance of School policies and procedures.
- Attend necessary conferences, charter school business manager meetings, and other external meetings as required by the Executive Director.
- Develop and maintain regular contact with County Office of Education and Sponsoring District Personnel.
- Maintain or cause to be maintained all records and files of the School.
- Develop and maintain records retention policies, procedures and practices.
- Oversee and participate in all maintenance and safety aspects of the facility.

- Oversee the development and maintenance of the School Safety Plan and be an active participant in Safety Committee.
- Serve as a resource in the area of proposed and current legislation pertaining to charter schools.
- Serve on School committees as assigned by the Executive Director.
- Maintain or cause to be maintained the student attendance records of the School, including student files, records and transcripts.
- Establish and maintain internal accounting records and files.
- Assist the Executive Director in facilitating and implementing the Memorandum of Understanding, the School Charter, and other guidelines of the School.
- Assist in the planning, maintenance, and development of the internal physical layout of the School facility.
- Serve as a resource in administrative areas to the Executive Director.
- Responsible for Brown Act compliance.
- Explore alternate funding source availability.
- Supervise office personnel, assigning and reviewing the work of clerical staff and Business Services Coordinator.
- Audit requisition processing and create purchase orders.
- Attend Advisory, Marketing, Safety and Special Events Committees meetings and other meetings as assigned by the Executive Director.
- Meet with outside agencies which include police, cps, and probation officers as required.
- Serve as Liaison for the VCC condominium project board.

Other:

- Perform other duties as assigned by the Executive Director.
- Work toward team and school goals

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 and four years of increasingly responsible charter school experience, which include three years' 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 responsible administrative duties and detail. 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

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:

11.3



Certified Job Description

Director of Curriculum Coordinator

Description:

The Curriculum Coordinator **Director of Curriculum** is directly responsible to the Executive Director and assumes responsibility for leadership of all phases of curriculum and instruction for the assigned school. The Curriculum Coordinator **Director of Curriculum** will be a member of the Executive Director's Advisory Team. Provide an educational program for students in grades K-12 or a combination thereof, and assist in other school programs as assigned based on a caseload determined by the Executive Director. Supervisory teacher job description attached.

Job Functions:

Essential:

- Supervises curriculum development process, including program accountability and performance-based assessment.
- Supervises and evaluates certified and classified personnel as assigned by the ~~director~~ **Executive Director**.
- Attends parent/community meetings, board meetings and school meetings and makes presentations as appropriate.
- Provides assistance to staff and administration in the development of instructional programs and projects.
- Coordinates site's programs with regional, state and federal requirements/guidelines and oversees compliance with all applicable rules and regulations.
- Assists ~~Achievement Coordinator~~ **Director of Student Services** with site staff development in curriculum, including scheduling, monitoring and evaluating.
- ~~Co-Chair Curriculum Committee~~ and meet with various committees to regulate curriculum success and development.
- Chair Technology Committee
- **Develop and maintain up to date technology plan.**
- **Research and develop cutting edge technology on a continuous basis that can be implemented school wide.**
- **Direct and oversee implementation of state-of-the-art instructional technology in curriculum.**
- Direct and monitor the design, development, implementation and continuous improvement of the School's curriculum.

- Support the Director of Student Services in the organization and coordination of Professional Learning Community (PLC).
- Plan and direct the piloting, evaluation and selection of K-12 textbooks, instructional materials and curriculum.
- Prepare reports and provide guidance to the Executive Director and Advisory Team concerning state-of-the-art instructional **technology**, theories, techniques and methodologies.
- Coordinate and organize standardized testing in close collaboration with ~~Achievement Coordinator~~ **Director of Student Services**.
- **Attend K-8 monthly meetings to monitor curriculum to ensure alignment with state standards.**
- Other duties as assigned.

Other:

- Performs other duties related to the position.
- Work toward team and school goals.

Requirements:

Education and Experience:

Valid California Teaching Credential

Minimum of three years teaching experience and experience in delegating and administering school programs and workshops

Knowledge, Skills, and Abilities (including tests):

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

Physical Demands:

Dexterity of hands and fingers to operate a computer keyboard

Sitting or standing for extended periods of time

Hearing and speaking to exchange information and making presentations

Seeing to read a variety of materials

The amount of time for each activity varies depending on daily work load and priority schedules. Some days, sitting could occur more frequently, and on other days standing and walking could occur throughout the workday. May sit for prolonged time when completing projects; however standing breaks are encouraged

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 Days

Board Approved: May 15, 2012

Amended: February 19, 2013

11.4



Certified Job Description

~~Achievement Coordinator I~~ **Director of Student Services**

Description:

The ~~Achievement Coordinator I~~ **Director of Student Services** is directly responsible to the Executive Director and assumes responsibility for leadership in the areas of Assessment, Data Analysis, RTI, Student Achievement and Student and Staff Professional Growth. The ~~Achievement Coordinator I~~ **Director of Student Services** will be a member of the Executive Director's Advisory Team. Provide an educational program for students in grades K-12 or a combination thereof, and assist in other school programs as assigned based on a caseload determined by the Executive Director. Supervisory teacher job description attached.

Job Functions:

Essential:

- Work collaboratively with the Executive Director to develop, implement and maintain the most effective Response to Intervention program and school culture.
- Provide leadership in determining goals and objectives related to student and staff achievement.
- Examine student achievement data and prescribe improvement initiative for school.
- Coordinate and facilitate the planning and implementation of staff development programs.
- Provide leadership to administration and staff in the use of student assessments and test data to define specific student performance standards for academic achievement in content areas throughout the School.
- Assist in establishing and maintaining standards of student behavior needed to provide an organized, productive student-learning environment.
- ~~Conduct formal observations of certificated staff during classroom periods.~~
- **Observe certificated staff classrooms to ensure students are receiving effective instruction.**
- **Oversee workshop class sizes and coordinate master schedule.**
- ~~Coordinate and supervise~~ **Assist with** standardized testing in close collaboration with **Director of Curriculum Coordinator** and Lead Teachers.
- Assist Resource Specialist and Supervise SST team to ~~monitor~~ **support** the instructional practices of Supervisory Teachers, ensuring that student with IEPs, 504s, and SSTs are receiving appropriate modifications and accommodations.
- **Attend** ~~support the Curriculum Committee for the~~ **to support** development and continuous improvement of curriculum and instruction.

- Attend K-8 monthly meetings to evaluate student progress in math and reading.
- Plan and direct the piloting, evaluation and selection of student assessment program software.
- Work collaboratively with the Business Department to maintain the accuracy and integrity of assigned curriculum budgets.
- Coordinate site's programs with regional, state and federal requirements/guidelines and oversee compliance with all applicable rules and regulations.
- Plan, organize and implement college and career readiness program.
- ~~Plan and implement the School Curriculum Committee Meetings/ RTI (Response to Intervention) Program.~~
- Plan, organize and implement RTI (Response to Intervention) Program.
- Organize and Coordinate Professional Learning Community (PLC)
- Attend parent/community meetings, board meetings and school meetings and make presentations as appropriate.
- ~~Other duties as assigned.~~

Other:

- Perform other duties related to the position.
- Work toward team and school goals

Requirements:

Education and Experience:

Valid California Teaching Credential

Minimum of three years teaching experience and experience in delegating and administering school programs and workshops

Knowledge, Skills, and Abilities (including tests):

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

Physical Demands:

Dexterity of hands and fingers to operate a computer keyboard

Sitting or standing for extended periods of time

Hearing and speaking to exchange information and making presentations

Seeing to read a variety of materials

The amount of time for each activity varies depending on daily work load and priority schedules. Some days, sitting could occur more frequently, and on other days standing and walking could occur throughout the workday. May sit for prolonged time when completing projects; however standing breaks are encouraged

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: May 15, 2012

Amended: February 19, 2013

11.5

****DRAFT****

**PACIFIC VIEW CHARTER SCHOOL
2013/14 EXECUTIVE LEADERSHIP SALARY SCHEDULE**

CERTIFICATED

POSITION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
Executive Director	129,014	134,175	139,542	145,123	150,928	156,965	-
Director of Student Services*	80,798	84,030	87,391	90,887	94,522	98,303	102,235
Director of Curriculum*	77,690	80,798	84,030	87,391	90,886	94,522	98,303

CLASSIFIED

POSITION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
Director of Central Office and Finance*	91,425	95,082	98,885	102,841	106,954	111,232	115,682

Stipends for advanced degrees

Masters	2,000
Doctorate	3,500

Director of Student Services/Director of Curriculum

Student Caseload to be determined by Executive Director

Board Approved: May 17, 2011

Board Amended: July 19, 2011

***Stipend for Longevity**

8th Year	5%
13th Year	5%
18th Year	3%

May 15, 2012

June 19, 2012

June 24, 2013

Aug. 20, 2013

11.6

**PACIFIC VIEW CHARTER SCHOOL
2013-14 CONFIDENTIAL CLASSIFIED SALARY SCHEDULE**

ANNUAL

POSITION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
Human Resources & Business Specialist (237)	59,875	62,270	64,761	67,351	70,045	72,847	75,761
Technology Technician (248)	54,050	56,212	58,460	60,799	63,231	65,760	68,390

Stipends for Longevity

8th Year	5%	Board Amended June 21, 2011
13th Year	5%	July 19, 2011
18th Year	3%	

Board Approved: August 17, 2010

11.7

**PACIFIC VIEW CHARTER SCHOOL
2013/14 CERTIFICATED SALARY SCHEDULE
SUPERVISORY TEACHER ~ GRADES 9 -12**

**Work Year
223 Days**

	I				II				III				IV		
	B.A.	Per Diem	Hourly		B.A. +20*	Per Diem	Hourly		B.A. +40*	Per Diem	Hourly		B.A. +60*	Per Diem	Hourly
1	47,692	213.87	26.73		50,077	224.56	28.07		52,581	235.79	29.47		55,210	247.58	30.95
2	49,600	222.42	27.80		52,080	233.54	29.19		54,684	245.22	30.65		57,418	257.48	32.19
3	51,584	231.32	28.91		54,163	242.88	30.36		56,871	255.03	31.88		59,715	267.78	33.47
4	53,647	240.57	30.07		56,330	252.60	31.57		59,146	265.23	33.15		62,104	278.49	34.81
5	55,793	250.19	31.27		58,583	262.70	32.84		61,512	275.84	34.48		64,588	289.63	36.20
6	58,025	260.20	32.53		60,926	273.21	34.15		63,973	286.87	35.86		67,171	301.22	37.65
7	60,346	270.61	33.83		63,363	284.14	35.52		66,531	298.35	37.29		69,858	313.26	39.16
8	62,760	281.43	35.18		65,898	295.51	36.94		69,193	310.28	38.79		72,652	325.80	40.72
9	65,270	292.69	36.59		68,534	307.33	38.42		71,960	322.69	40.34		75,558	338.83	42.35
10	67,881	304.40	38.05		71,275	319.62	39.95		74,839	335.60	41.95		78,581	352.38	44.05
11	71,275	319.62	39.95		74,839	335.60	41.95		78,581	352.38	44.05		82,510	370.00	46.25
16	74,839	335.60	41.95		78,581	352.38	44.05		82,510	370.00	46.25		86,635	388.50	48.56
21	77,084	345.67	43.21		80,938	362.95	45.37		84,985	381.10	47.64		89,234	400.15	50.02

Stipends for Advanced Degrees

Masters	2,000
Doctorate	3,500

Extra Duty Pay

Curriculum Writers - \$26.06 per hour

WASC Accreditation Stipend - \$416.67 per month

Stipends for Longevity

11th	Year	5%
16th	Year	5%
21st	Year	3%

***Column Advancement Criteria**

Upper division/graduate college semester units
earned from an accredited college or university

Board Approved June 19, 2007
Board Amended: August 17, 2010

**PACIFIC VIEW CHARTER SCHOOL
2013/14 CERTIFICATED SALARY SCHEDULE
SUPERVISORY TEACHER ~ GRADES K - 8**

**Work Year
192 Days**

	I				II				III				IV		
	B.A.	Per Diem	Hourly		B.A. +20*	Per Diem	Hourly		B.A. +40*	Per Diem	Hourly		B.A. +60*	Per Diem	Hourly
1	41,062	213.86	26.73		43,115	224.56	28.07		45,271	235.79	29.47		47,534	247.57	30.95
2	42,704	222.42	27.80		44,840	233.54	29.19		47,082	245.22	30.65		49,436	257.48	32.18
3	44,413	231.32	28.92		46,633	242.88	30.36		48,965	255.03	31.88		51,413	267.78	33.47
4	46,189	240.57	30.07		48,499	252.60	31.57		50,924	265.23	33.15		53,470	278.49	34.81
5	48,037	250.19	31.27		50,439	262.70	32.84		52,960	275.84	34.48		55,609	289.63	36.20
6	49,958	260.20	32.53		52,456	273.21	34.15		55,079	286.87	35.86		57,833	301.21	37.65
7	51,957	270.61	33.83		54,554	284.14	35.52		57,282	298.34	37.29		60,146	313.26	39.16
8	54,035	281.49	35.19		56,737	295.50	36.94		59,573	310.28	38.78		62,552	325.79	40.72
9	56,196	292.69	36.59		59,006	307.32	38.42		61,956	322.69	40.34		65,054	338.82	42.35
10	58,444	304.40	38.05		61,366	319.62	39.95		64,435	335.60	41.95		67,656	352.38	44.05
11	61,366	319.62	39.95		64,435	335.60	41.95		67,656	352.38	44.05		71,039	370.00	46.25
16	64,435	335.60	41.95		67,656	352.38	44.05		71,039	370.00	46.25		74,591	388.49	48.56
21	66,368	345.67	43.21		69,686	362.95	45.37		73,170	381.10	47.64		76,829	400.15	50.02

Stipends for Advanced Degrees

Masters	2,000
Doctorate	3,500

Extra Duty Pay

Curriculum Writers - \$26.06 per hour

WASC Accreditation Stipend - \$416.67 per month

Stipends for Longevity

11th	Year	5%
16th	Year	5%
21st	Year	3%

***Column Advancement Criteria**

Upper division/graduate college semester units
earned from an accredited college or university

Board Approved June 19, 2007

Board Amended: August 17, 2010

11.8

Pacific View Charter School

Organizational Chart

DRAFT 2.18.14

