

Pacific View Charter School

A California Public School and Nonprofit 501(c) (3) Corporation
3670 Ocean Ranch Blvd., Oceanside, CA 92056
Phone # (760) 757-0161

Agenda

Board of Trustees' Meeting – Tuesday, February 19, 2013
Board Meeting 5:00 p.m.

1. Call To Order

2. Approval of Agenda

Action

3. Pledge of Allegiance

4. Introductions

5. Public Comment

6. Executive Director's Report

Information

7. Consent Calendar

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

7.1 Minutes from Board Meeting of January 15, 2013

8. Action/Discussion Items

8.1 Organizational Chart Revision

Action

8.2 SDCOE Uniform Complaint Quarterly Report

Action

8.3 SDCOE MOU

Action

8.4 Second Interim Financial Reports

Action

8.5 Marketing Survey Review

Information

8.6 Executive Director's Mid-Year Report

Information

9. Personnel

9.1 Achievement Coordinator Job Description

Action

9.2 Curriculum Coordinator Job Description

Action

9.3 Lead Teacher Job Description

Action

9.4 Supervisory Teacher Job Description

Action

9.5 Business Services Technician Job Description

Action

10. Curriculum

10.1 Graduation Requirements Amendment

Action

11. Board/Staff Discussion

12. Adjournment

7.1

Pacific View Charter School

A California Public School and Nonprofit 501(c) (3) Corporation
3670 Ocean Ranch Blvd., Oceanside, CA 92056
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Minutes

Board of Trustees' Meeting – Tuesday, January 15, 2013
5:00 p.m.

13. Call To Order

President Gleisberg called the meeting to order at 5:18 pm with Trustees Bob Gleisberg, Jody Miller, & Jon Walters present.

14. Approval of Agenda

Moved by 1st Vice President Walters and seconded by Trustee Miller to approve the agenda as presented.

AYES: Gleisberg, Miller, Walters

NOES: None

ABSTAINED: None

15. Pledge of Allegiance

The pledge was led by 1st Vice President Walters

16. Introductions

Gayl Johnson, Achievement Coordinator; Sandy Benson, Business Consultant; John Sturm, Technology Technician; Kathi Cohen, Lead High School Teacher, Giselle Ballesteros

17. Public Comment

None

18. Executive Director's Report

- ✚ Officer Ferrer from Oceanside Police Department met with the Safety Committee and me to review the Lockdown Procedure. Officer Ferrer will be presenting at our Staff Meeting tomorrow. I will update you next month on our drills
- ✚ We are currently working on updating our website. We anticipate that it will take a couple of months to complete the process and will keep you updated on the progress
- ✚ Today the students had the opportunity to go to Balboa Park for a Residents Free Tuesday. The other fieldtrips we are offering are The San Diego Art Institute, Mingei International Museum, Japanese Friendship Garden and the San Diego Museums of Man and Art

- ✚ We have a fundraiser coming up on January 29 at the IHOP restaurant east of college. We have provided a flier for you. The other fundraisers we have are; Leukemia Lymphoma Society Pasta for Pennies; Panda Express next month; See's Candy for Easter
- ✚ MiraCosta College was on campus Monday presenting to our students about their admission process and college preparation
- ✚ In our K-8 program we have a knitting class that Martha Brown is teaching; cooking class that Tiffany Coates (one of our K-8 teachers) is teaching and Glee Club that Kathy Meck is teaching. The Glee Club will be performing at the graduation ceremony this year

19. Treasurer's Report

- ✚ No change in the budget for this month
- ✚ Next month you will see positive changes due to projecting the budget for 488 ADA and our P-1 Attendance Report coming in at 506.73
- ✚ 54% of our revenue is still to come in. The revenue continues to come in steadily
- ✚ The deferrals are less due to Prop 30 passing
- ✚ You will see a significant change next month when I present the 1st Interim Report

20. Consent Calendar

8.1 Moved by President Gleisberg and seconded by 1st Vice President Walters to approve the Consent Calendar items as presented.

AYES: Gleisberg, Miller, & Walters

NOES: None

ABSTAIN: None

9.0 Action/Discussion Items

9.1 Star Enterprise – Read 180

- ✚ We are very pleased with the growth the students have shown since the beginning of the school year
- ✚ Students are tested when they enroll , during the middle of the year and at the end of the year
- ✚ Read 180 also has internal assessments for students
- ✚ Students that do not show growth are re-tested
- ✚ Star Enterprise also has Student Growth Percentile which compares them nationally
- ✚ This report is showing us a whole grade level of growth in just 8 weeks

10.0 Board/Staff Discussion

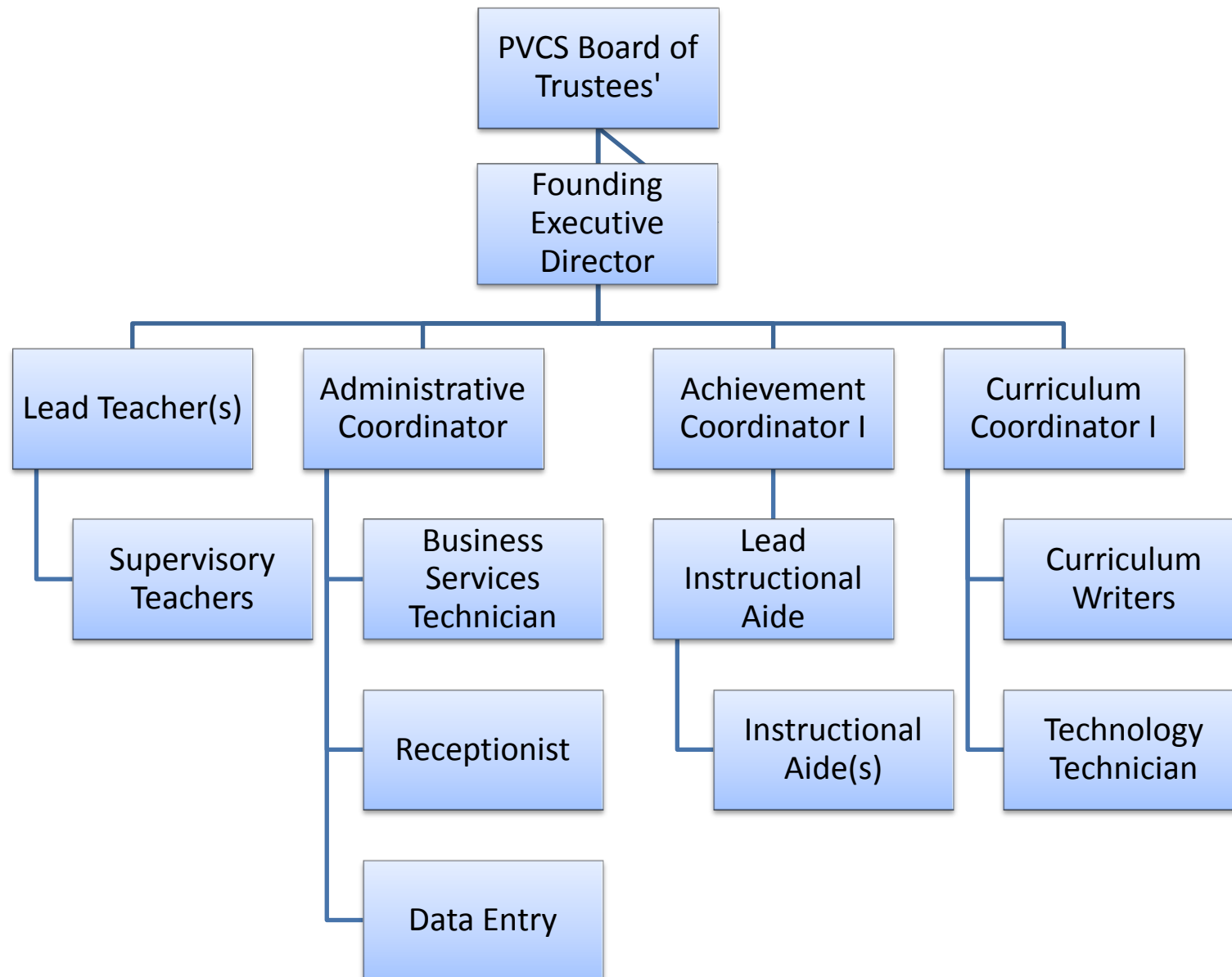
None

11.0 Adjournment

President Gleisberg adjourned the meeting at 5:35pm

8.1

Pacific View Charter School
Organizational Chart (1.29.13)



8.2

SDCOE Uniform Complaint Quarterly Reports Database

Williams and Valenzuela Settlements

Quarterly Complaint Summary ADD a new summary record

[Back to Home Menu](#)

User ID: 3731221

Quarter to
Add: 2012-13 2nd Qtr Oct-Dec

Please fill in the following table. Enter 0 in any cell that does not apply.

Number of Complaints for Quarter			
	Received	Resolved	Unresolved
CAHSEE Intensive Instruction	0	0	0

Submitted
By: Sandra Benson

Title: Business Consultant

[Add Record](#)

[Main Menu](#)

8.3

**MEMORANDUM OF UNDERSTANDING
BETWEEN
SAN DIEGO COUNTY OFFICE OF EDUCATION
AND THE
PACIFIC VIEW CHARTER SCHOOL**

This Memorandum of Understanding ("MOU") is made and entered into as of 2/20/13 (Date) between the San Diego County Office of Education ("SDCOE") and Pacific View Charter School ("Charter School"). SDCOE and the Charter School may be hereinafter referred to collectively as the "Parties".

RECITALS

WHEREAS, the Charter School, along with other San Diego area school districts, community colleges and charter schools, currently participates in and receives software and services from SDCOE for the Personnel/Payroll, Financial Information System ("FIS"), and other peripheral systems; and

WHEREAS, the SDCOE supported Payroll/Personnel and Financial systems are over 30 years old, are costly to maintain and must be replaced, therefore are scheduled to be retired by July 2015. This would allow sufficient time to design, configure, implement and run live parallels on the new systems; and

WHEREAS, SDCOE is planning to procure, configure, and implement an Enterprise Resource Planning ("ERP") Solution which would provide a countywide enterprise solution for comprehensive human capital management ("HCM") and financial services ("Finance") for the benefit of the SDCOE and the San Diego area school districts, community colleges, and charter schools who elect to participate in, and contribute to, the total cost of the ERP solution; and

WHEREAS, SDCOE has committed to fund at least 50% of the total cost countywide to procure, configure and implement the selected ERP solution, which will be implemented pursuant to the Request for Proposals ("RFP") for the ERP Solution issued by SDCOE on or about February 1, 2012 ; and

WHEREAS, SDCOE has asked the Charter School to commit to continued participation in SDCOE's programs/services as well as make a contribution (based on the Charter School's size and use) to fund the remaining 50% of the total cost to procure, configure, and implement the ERP Solution (HCM and Finance); and

WHEREAS, the purpose of this MOU is to memorialize SDCOE's commitment to provide a countywide, fully functioning, integrated ERP solution to replace existing software systems and the Charter School's contractual commitment to participate in the ERP Solution and to make payment to SDCOE for the Charter School's cost; and

WHEREAS, SDCOE will rely on the Charter School's commitment set forth herein in order to include the Charter School in the development and finalization of the contracted scope with the ERP Solution provider and the included services; and

WHEREAS, the Parties acknowledge and agree that without the Charter School's commitment pursuant to the terms and conditions set forth herein prior to February 15, 2013, the SDCOE will not include the Charter School in the scope of this project and the Charter School will be required to seek and bear the full cost of its own solution(s) and meet all Federal, State and Local statutory requirements. The Charter School may choose to participate in SDCOE systems at a later date; however it will be at full cost of implementation without the County Superintendent's 50% financial commitment.

AGREEMENT

NOW, THEREFORE, in consideration of the terms, conditions and mutual covenants contained herein, the sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. **Charter School Total Cost** There are two different costs charged to the Charter School. One-time implementation costs related to the specific expenses necessary to design, configure, test, train and deploy the system for full use by the Charter School. The second charge is the annual fee charged by SDCOE to support the systems and the maintenance fee to the software provider.

- **Implementation – One Time Costs**

Project implementation costs include those one-time expenses necessary to bring the systems online including but not limited to the software, system design and configuration, data conversion, training and system functionality as listed in Exhibit A “ERP Scope” and in components of Exhibit B “Service Level Agreement”.

In consideration of the County Superintendent’s commitment to fund at least 50% of the total cost of the procurement, configuration and implementation of the ERP Solution and to ensure that the Charter School is included in the scope of such procurement, configuration and implementation, the Charter School agrees to pay its current estimated cost, based on the current participation in SDCOE systems, is \$43,800 or approximately \$85 per ADA.

The Charter School’s final cost will be provided to the Charter School upon confirmation of district, community college, and charter school participation and finalization of the contract between SDCOE and the ERP provider. The Charter School will be required to pay their cost. The Charter School will be invoiced for 70% and payment shall be due and payable to SDCOE on July 1, 2014, with the remaining 30% balance due on July 1, 2015. The final amount due shall reflect the full amount of SDCOE’s actual cost (at least 50%) to the total cost of the ERP Solution and the Charter School’s system participation (HCM and Finance) and ADA. The Charter School’s final cost shall also be subject to adjustment based on the final number of San Diego area school districts, community colleges, and charter schools which commit to participate and contribute to the ERP Solution.

- **Annual Maintenance and Support Fees**

The SDCOE publishes an annual fee schedule for the various services provided by the SDCOE. These fees cover part of the costs for services provided by SDCOE to the Charter School as listed in Exhibit B “Service Level Agreement”. This agreement begins to address the support services that SDCOE will provide during and after implementation. SDCOE will work with the Charter School to review and analyze the configuration and business requirements that will be mutually agreed upon and addressed in the “Service Level Agreement”. New starting in 2013/14, the SDCOE fee schedule will also include the annual maintenance fee assessed by the software provider and a small charge for future upgrades. The estimated annual maintenance and support fees for 2013/14 are \$8/ADA. All future fees are approved annually by the San Diego County Board of Education and published on the SDCOE website.

2. **Reliance on Charter School's Commitment.** The Charter School expressly acknowledges and agrees that SDCOE is reliant on the Charter School's contractual commitment set forth herein to make payment of its contribution to SDCOE. SDCOE shall be entitled to rely on this commitment to include the Charter School in the scope of the ERP Solution and to support County Superintendent's commitment to pay at least 50% of the total cost of the procurement, configuration and implementation of the ERP Solution.
3. **SDCOE Commitment.** The SDCOE shall replace existing systems scheduled to be retired in July 2015 by procuring, configuring and implementing a fully integrated countywide ERP solution which shall include, but not be limited to, the functionality listed in Exhibit A "ERP Scope" and Exhibit B "Service Level Agreement".
4. **Implementation Timeline.** The tentative implementation timeline is as follows:
 - February 2013 – December 2013 – Baseline Financials and HCM Design and Configuration of all participating school districts, community colleges, and charter schools. This represents 75% of the total design and configuration.
 - October 2013 – December 2016 – Begin phasing specific design and configuration (remaining 25% of the design and configuration).
 - July 2014 - December 2016 – Begin phased grouping testing, training, deployment, and post go-live support. This does not include any additional functionality not specified in Exhibit A "ERP Scope".
5. **Remedies.** SDCOE recognizes that this is a countywide implementation and as such each participating charter school also assumes risk by virtue of entering into this MOU; therefore, if SDCOE or their contracted vendor for the ERP Solution fails to implement the system per the contract, the SDCOE will negotiate an appropriate remedy with the participating charter school(s).
6. **Term.** This MOU shall be effective as of the date set forth above. The MOU is in effect until such time as Charter School makes final payment of its contribution to the ERP Solution, at which time the only financial obligation of the Charter School are the annual support and maintenance fees. Once the implementation fees have been paid in full, the Charter School may terminate this agreement by providing nine months written notice to SDCOE.
7. **Entire Agreement.** This MOU contains the entire agreement of the Parties with respect to the subject matter hereof, and supersedes all prior negotiations, understandings or agreements.
8. **Exhibits and Recitals.** All Exhibits and Recitals contained herein are hereby incorporated into this MOU by this reference.
9. **Counterparts.** This MOU may be executed in counterparts, each of which shall constitute an original and all of which shall constitute one agreement.

10. Authority to Execute. The persons executing this MOU on behalf of their respective Parties represent and warrant that they have the authority to do so under law and from their respective Parties.

IN WITNESS WHEREOF, the parties hereto have executed this MOU as of the day and year first written above.

**SAN DIEGO COUNTY
SUPERINTENDENT OF SCHOOLS**

By: 

Title: Assistant Superintendent, Business
Services

Date: 12-19-12

PACIFIC VIEW CHARTER SCHOOL

By: _____

Title: _____

Date: _____

Exhibit A
ERP Scope

Financials and Business Operations –

- Accounting – Accounts Receivable, Accounts Payable, General Ledger, Categorical Accounting, Year End, Cash Flow
- Budget – Development, Maintenance, Position Control, Multi-Year Planning
- Purchasing – Purchase Order/Requisition Processing, Warehousing/Stores Inventory, Receiving, Fixed Assets
- Electronic Document Management
- Mobile Technology
- Employee Self-Serve
- SDCOE Operations

Human Capital Management

- Pre-employment – Recruitment, Applicant Tracking, Employee Selection, Orientation, Position Control, Personnel Actions, Position Classification and Compensation
- Credential Tracking – Verification Process
- Labor Compliance – Contract Administration, Leave Entitlement
- Benefits – Consolidated Omnibus Budget Reconciliation (COBRA) Administration, Open Enrollment, Qualifying Events
- Separation – Terminations and Retirements
- Administration – Storage and Retrieval of Personnel Files, Orientation, Compliance, Worker's Compensation, Certificated Employment Contracts and Work Calendars
- Adjustments – Gross Pay, Leave Pay, COBRA Administration, Open Enrollment
- Salary Schedules
- Leave tracking – Transactions, Adjustments, Routings
- Transactions – Time Keeping, Extra Pay, Overpayments, Retroactive Pay, Vendor Transactions
- Year-End – Calendar and Fiscal processes
- Electronic Document Management
- Employee Self-Serve
- Mobile Technology
- SDCOE Operations

Business Intelligence

- A comprehensive suite of products that delivers a full range of analysis and reporting capabilities. These features allow for a highly scalable, modern architecture. It provides analytics from data spanning across the entire Enterprise Resource Planning solution and other applications for the user community to have insight into various views of data.

<enter date range>

SERVICE LEVEL AGREEMENT

between

**(District Name)
(District #)**

and

San Diego County Office of Education

***Date:* <Date xx Month, yyyy>**

*SLA Note: This document will be reviewed and completed, with the district, 60 days prior to the district's implementation timeframe.

SDCOE SERVICE LEVEL AGREEMENT

REVISION NUMBER	REVISION DATE	REASON FOR REVISION
2012-01	11/17/12	Initial Draft

SIGNATURE DISTRICT APPROVALS			
NAME	RESPONSIBILITY	SIGNATURE	DATE
NAME	RESPONSIBILITY	SIGNATURE	DATE
NAME	RESPONSIBILITY	SIGNATURE	DATE
SDCOE APPROVALS			
NAME	RESPONSIBILITY	SIGNATURE	DATE
NAME	RESPONSIBILITY	SIGNATURE	DATE
NAME	RESPONSIBILITY	SIGNATURE	DATE

SDCOE SERVICE LEVEL AGREEMENT

Table of Contents

1.0	Introduction.....	3
1.1	Term of Agreement	3
2.0	Definitions.....	3
2.1	Service Provision.....	3
2.1.1	Services.....	3
2.1.2	Scope of this Agreement.....	3
2.2	Service Level Processes.....	4
2.2.1	Problem Management Process.....	4
2.2.2	Quality Assurance Process.....	4
2.2.3	Change Management Process	5
2.3	Service Level Performance Reporting Process	5
2.4	Service Level Review Process.....	5
2.4.1	Review Meetings	5
3.0	SDCOE Services to (District Name and Number).....	6
3.1	Scope of Services (during implementation)	6
3.2	Service Definitions – Table 1	6
3.3	Performance Metrics – Table 2	8
3.4	Scope of Services (Post Support)	9
3.5	Service Definitions	9
3.6	Performance Metrics.....	10
4.0	Help Desk Services.....	12
4.1	Scope of Services.....	12
4.2	Service Definitions	12
4.3	Products Supported by Help Desk.....	13
4.4	Performance Metrics.....	13
4.5	Problem Management Service Definitions.....	14
4.6	Performance Metrics.....	14

Exhibit A – Recurring Tasks

Exhibit B – Recurring Plan

Exhibit C – Classification of Applications

Exhibit D – Classification of Functions

Exhibit E – SDCOE & District Responsibility Tactical Log

SDCOE SERVICE LEVEL AGREEMENT

1.0 INTRODUCTION

This document represents a Service Level Agreement (hereinafter, SLA) between **San Diego County Office of Education** and **(District Name and Number)** for the provision of the following services in relation to the Modernization, Transformation and Improvement Initiative (MITI) inclusive of the district implementation and post support scope of work. The following represents the Enterprise Resource Planning (ERP) software package that the district will be utilizing and what the SDCOE will be providing in regards to services and support:

- Oracle/PeopleSoft Enterprise
- Oracle Hyperion Enterprise Performance Management
- Oracle Business Intelligence Applications
- Oracle User Productivity Kit
- Help Desk Services

1.1 TERM OF AGREEMENT

The initial term of this SLA is the period **(February 1, 2013 to December 31, 2018)**. The service level in this document states baseline targets for **(February 1, 2013 to December 31, 2018)**. This period will be used to monitor and adjust service levels for all services provided to the **(District Name)** as it pertains to the MITI work scope.

This SLA may be amended at any time for the period **(February 1, 2013 to December 31, 2018)**.

2.0 DEFINITIONS

2.1 SERVICE PROVISION

2.1.1 Services

The scope of services will include the following phases throughout the implementation and post go-live support for the district:

1. Initiation - Baseline Project Plan
2. Analysis and Planning
3. Design and Configuration
4. Testing and Training
5. Deployment
6. Post Go-Live Support

2.1.2 Scope of this Agreement

The following list represents the implementation planned district ERP scope.

Financials and Business Operations

- Accounting - Accounts Receivable, Accounts Payable, General Ledger, Categorical Accounting, Year End, Cash Flow
- Budget – Development, Maintenance, Position Control, Multi-Year Planning
- Purchasing – Purchase Order/Requisition Processing, Warehousing/Stores Inventory, Receiving, Fixed Assets

SDCOE SERVICE LEVEL AGREEMENT

- Electronic Document Management
- Employee Self-Service
- SDCOE Operations

Human Capital Management

- Pre-employment – Recruitment, Applicant Tracking, Employee Selection, Orientation, Position Control, Personnel Actions, Position Classification and Compensation
- Credential Tracking – Verification Process
- Labor Compliance – Contract Administration, Leave Entitlement
- Benefits – Consolidated Omnibus Budget Reconciliation (COBRA) Administration, Open Enrollment, Qualifying Events
- Separation – Terminations and Retirements
- Administration – Storage and Retrieval of Personnel Files, Orientation, Compliance, Worker's Compensation, Certificated Employment Contracts and Work Calendars
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- Electronic Document Management
- Employee Self-Service
- SDCOE Operations

Business Intelligence

- A comprehensive suite of products that delivers a full range of analysis and reporting capabilities. These features allow for a highly scalable, modern architecture. It provides analytics from data spanning across the entire ERP solution and other applications for the user community to have insight into various views of data.

2.2 SERVICE LEVEL PROCESSES

2.2.1 Problem Management Process

Problem Management Process is defined as the process of reviewing specific district issues that may require special attention in relation to the MITI implementation and post go-live support. The process will be identified, documented and reacted upon through the phases of the MITI implementation. Issues will be worked through levels of severity as agreed upon by both the district and SDCOE. Any issue will be tracked and monitored through the SDCOE Help Desk Center.

2.2.2 Quality Assurance Process

The Quality Assurance Process is defined as delivering all proposed district scope as stated in Section 2.1.2, Scope of this Agreement. The quality acceptance criteria will be set forth as project deliverables that “meet expectations” or “exceed expectations.” SDCOE will communicate and work with the district on a daily basis during their implementation deployment and post go-live time-frame to ensure quality is achieved.

SDCOE SERVICE LEVEL AGREEMENT

2.2.3 Change Management Process

Change Management Process includes working with the district on transitioning the “as-is state” to the “to-be state”. The change management tasks include communication with the district on the MITI, transition planning, and organizational readiness. Other tasks include identifying each district individual who will be affected by the new ERP and provide the necessary training and documentation to enable their success to perform their roles and responsibilities.

2.3 SERVICE LEVEL PERFORMANCE REPORTING PROCESS

Service Level Targets and their achievement will be documented every six (6) months during the Implementation phase of the project. Trend Reports will be provided after the go-live post period on a quarterly basis and will indicate how SDCOE services are being performed. The Trend Reports will be sent to the district point of contact(s). (point of contact(s) will be defined during further process of the MITI implementation and SLA reviews).

2.4 SERVICE LEVEL REVIEW PROCESS

2.4.1 Review Meetings

The Review Meetings will be conducted after the district has been completely implemented, inclusive of the 60-day post go-live support. The Service Level Review process will include any changes to the original agreement to better understand and communicate both the SDCOE services and the district responsibilities. If any changes are required, an addendum will be added to reflect the new documentation and noted as a revision. The revision will require signatures for both the district and SDCOE.

SDCOE SERVICE LEVEL AGREEMENT

3.0 SDCOE SERVICES TO (DISTRICT NAME AND NUMBER)

3.1 SCOPE OF SERVICES (DURING IMPLEMENTATION)

- Project Baseline Scope and Definition
- Baseline Fit/Gap Analysis
- Baseline Design and Configuration
- District specific interfaces, file transfers, and other district application components required within the ERP
- Data Conversion
- Standard Reports and District Specific Reporting
- Testing of system
- Training of users
- Deployment and Support (go-live)
- Post Go-Live Support (60 days after go-live)
- Help Desk – *(*note: this will be further outlined in the Help Desk Services 4.1 section)*

3.2 SERVICE DEFINITIONS – TABLE 1

	Project Management	Business Process Redesign	System Integration	Implementation	Post-Implementation
Project Mgt	Preliminary Project Plan	Project Scope	Project Plan Test Plan Deployment Plan	Deployment Plan Conditional Acceptance	Final Acceptance Monitor Go-Live Support activities
Organizational Readiness	Project Team Formation	Change Management Strategy	Change Management Plan Operations & Maintenance Plan	Change Impact Report	
Functional		Business Requirement Documents (BRD's) "as-is" review	Business Requirement Documents (BRD's) "to be" documentation update	Test Scripts Integration Testing User Acceptance	Production Support Provide resources to support Go-Live business operations

SDCOE SERVICE LEVEL AGREEMENT

	Initiation (Baseline)	Analysis & Planning (Baseline)	Design & Configuration (Baseline & District Specific)	Testing & Training	Deployment	Go-Live Support
		Fit/Gap Analysis Document	Configuration & Testing Testing Scripts System Testing Process Scheduler	Testing Final Application Configuration		
Development & Configuration	Tools for Implementation tracking	Data Conversion requirements Interface Requirements Customization Requirements Report Requirements	Data Conversion Specifications & Testing Interface Specifications Customization Specifications & Testing Report Specifications & Testing	Final Conversion Specifications Final Interface Specifications Final Custom Specifications Final Security Specifications Final Workflow Specifications		Provide resources to support Go-Live Development & Configuration operations
System Administration		Security Requirements Workflow Requirements	Security Specifications & Testing Workflow Specification & Testing	Final Security Specifications Final Workflow/security Specifications		Provide resources to support Go-Live system administration operations
Training	Project Team Functional and Technical Training	Training logistics and Administration End-user Training Strategy	End-User-Training Curriculum Training Materials Quick Reference Guides	End-User-Training Delivery		Provide resources to support Go-Live training (additional if required)
Infrastructure	Hosting Plan Fit/Gap Prepared	Infrastructure deployed			Transition to Production SLA	Monitor and Manager hosting environment

SDCOE SERVICE LEVEL AGREEMENT

3.3 PERFORMANCE METRICS – (FOR TABLE 1)

Each rating will be assigned one of the four (4) performance ranges as shown below. The performance rating will reflect how well SDCOE has met each of six (6) areas as defined in the 3.2 Section Definitions, Table 1.

The explanation of each of the performance ranges are as follows:

#1 Exceed Expectation (Blue Zone) - Performance meets SLA requirements and *significantly exceeds* the scope requirements. For example, SDCOE (and inclusive teams) implemented innovative or business process reengineering techniques, which resulted in added value and productivity gains. The SLA SDCOE (and inclusive teams) performance was accomplished with few minor problems for which corrective actions taken by SDCOE were highly effective.
Performance Range: 90-100

#2 Meets Expectations (Green Zone) - Performance meets SLA requirements and *exceeds some* of the scope requirements. SDCOE (and inclusive teams) work performance was accomplished with some minor problems for which corrective actions taken by SDCOE were effective.
Performance Range: 80-89

#3 Marginal (Yellow Zone) - Performance *does not meet some* SLA requirements. SDCOE (and inclusive teams) performance reflects a serious problem for minimal corrective actions, if any. The SDCOE proposed actions appeared only marginally effective or were not fully implemented.
Performance Range: 70-79

#4 Unsatisfactory (Red Zone) - Performance *does not meet* SLA requirements. SDCOE (and inclusive teams) work performance was *not likely* performed in a timely or quality manner. The SDCOE (and inclusive teams) proposed actions contained serious problem(s) for which the SDCOE corrective actions were ineffective.
Performance Range: 69 or less

Performance Ranges		
Service Type	#1 Exceeds Expectations (Blue Zone)	#3 Marginal (Yellow Zone)
Initiation (Baseline)		
Analysis & Planning (Baseline)		
Design & Configuration (Baseline & District Specific		

SDCOE SERVICE LEVEL AGREEMENT

Performance Ranges	
Service Type	#1 Exceeds Expectations (Blue Zone)
Testing & Training	#3 Marginal (Yellow Zone)
System Administration	
Training	
Deployment	
Go-Live Support	

3.4 SCOPE OF SERVICES (POST SUPPORT)

- Post Go-Live Support (60 days after go-live)
- Help Desk – (**note: this will be further outlined in the Help Desk Services 4.1 section*)

3.5 SERVICE DEFINITIONS – TABLE 2

	Functional	System	Training (Other)
Software/Applications	Level of expert resources to resolve application issues was provided	Level of expert resources to resolve system related issues was provided	Effective use of training on-the-fly (if needed) was provided
System Accessibility	All functions were operational	All systems were operational	
User access	Access was successful for users through their granted roles	System successfully operated in providing user access and role security	
System Performance & Response	Response time from the applications were acceptable (approx 2-5 seconds)	System performance was consistently responsive	
Reporting	Reporting requests were correct (data)	System produced reporting requests with no issues	Additional training on-the-fly was provided
Problem resolution	Resources involved were reactive as needed to resolve issues	System issues were handled in a timely manner	
Network connectivity	Internet web access performed and all links were operational	Service providers and telecom infrastructure operated correctly	
Outputs (i.e. printing)	Output of requested information was accurate and correctly formatted	System print queue's or direct printing did not experience time-outs or errors	
Integration	All functions were integrated successfully	All systems were correctly integrated with	

SDCOE SERVICE LEVEL AGREEMENT

	Functional	System	Training (Other)
Expertise & Issue Resolution	with legacy systems Mission critical applications were responded and resolved within a timely manner	legacy systems Missions critical systems were responded and resolved in a timely manner	

3.6 PERFORMANCE METRICS – (FOR TABLE 2)

Each rating will be assigned one of the four (4) performance ranges as shown below. The performance rating will reflect how well SDCOE has met the 60-day post Go-Live Support of the district.

The explanation of each of the performance ranges are as follows:

#1 Exceed Expectation (Blue Zone) - Performance meets SLA requirements and *significantly exceeds* the scope requirements. For example, SDCOE (and inclusive teams) performed district go-live support, which resulted in providing district staff with quality resources in a timely manner to resolve any post go-live issues. The SLA SDCOE (and inclusive teams) performance was accomplished with few minor problems for which corrective actions taken by SDCOE were highly effective.
Performance Range: 90-100

#2 Meets Expectations (Green Zone) - Performance meets SLA requirements and *exceeds some* of the go-live support tasks.. SDCOE (and inclusive teams) work performance was accomplished with some minor problems for which corrective actions taken by SDCOE were effective.
Performance Range: 80-89

#3 Marginal (Yellow Zone) - Performance *does not meet some* SLA requirements. SDCOE (and inclusive teams) performance reflects a serious problem for minimal corrective actions, if any. The SDCOE proposed actions appeared only marginally effective or were not fully supported during the go-live time period.
Performance Range: 70-79

#4 Unsatisfactory (Red Zone) - Performance *does not meet* SLA requirements. SDCOE (and inclusive teams) work performance was *not likely* performed in a timely or quality manner. The SDCOE (and inclusive teams) go-live support actions demonstrated serious problem(s) for which the SDCOE corrective actions were ineffective.
Performance Range: 69 or less

Service Type	Performance Ranges	
	Exceeds Expectations (Blue Zone)	Marginal (Yellow Zone)

SDCOE SERVICE LEVEL AGREEMENT

4.5 PROBLEM MANAGEMENT SERVICE DEFINITIONS – TABLE 4

This area will be used to define any problem management service requests either at the request of the District or SDCOE. Depending on the nature of the request or action required, there may or may not be a cost associated with type of service definition.

Service	Description	Specifications	Cost (yes or no)

4.6 PERFORMANCE METRICS – (FOR TABLE 4)

The same performance metrics basis will be used as outlined in section 3.3 Performance Metrics, Table 2.

Service Type	Performance Ranges		
	Exceeds Expectations (Blue Zone)	Marginal (Yellow Zone)	Below Expectations (Red Zone)

SDCOE SERVICE LEVEL AGREEMENT

Exhibit A – Recurring Tasks

RECURRING TASKS	
1.1	OPERATIONAL SUPPORT
	Management of hosted environment
	Management and monitoring of security access
	Co-management of backups and recovery tasks
	Co-management of offloading of data
	Monitor and manage system security
	Monitor and manage multiple Internet Service Providers
	Performance monitoring
	Monitor and manager system audit reports
	Disaster Recovery Testing and Performance
1.2	CORRECTIVE MAINTENANCE
	Monitor and Co-performance of Hot Fixes/and or Patches of system software
	Monitor and Co-performance of Hot Fixes/and or Patches of system hardware
	Monitor and Co-Performance of networking telecomm maintenance
1.3	ADAPTIVE MAINTENANCE
	Monitor required software updates
	Monitor required hardware updates
	Monitor Storage Area Network monitoring and configuration
	Monitor and Co-Performance of infrastructure scalability
	Monitor and Co-Performance of release management
1.4	APPLICATION AND DATABASE TUNING
	Monitor transaction monitoring
	Co-manage Load balancing/content switching
	Application and platform monitoring
	Monitor and manage load balancing
1.5	CUSTOMER SUPPORT
	(to be determined)
1.6	PREVENTIVE MAINTENANCE
	(to be determined)

*Note: This section will be updated and reviewed as required.

The following Recurring Plan will be reviewed at the time after the implementation phases are completed. The purpose of this is to provide SLA on-going services with either the same base services or additional services that will be discussed, reviewed, documented and agreed upon. This process will be tracked through the SLA review process.

[illegible]

SDCOE SERVICE LEVEL AGREEMENT

Exhibit C– Classification of Applications

The Classification of Applications represents the district specific applications that either will be the SDCOE or District Responsibility. These applications are those that are interfaced into the ERP.

*Note: District specific applications are being analyzed through an application rationalization process by the MITI Team. Application rationalization is a comprehensive research of all applications and it's components for any type of external application/systems integration, such as interfaces, files transfers, batch processes, etc., that the district will require for business operations. This application content will be reviewed by the district point of contact(s) 30 days prior to the district's design and configuration working sessions of the implementation.

[illegible]

SDCOE SERVICE LEVEL AGREEMENT

Exhibit D – Classification of Functions

The Classification of Functions represents the district specific processing and outputs that either will be the SDCOE or District responsibility.

District specific functions will be reviewed and documented for SDCOE and the district to ensure both entities agree upon the functional classifications. The review will occur 60 days prior to the district's implementation timeframe.

[illegible]

SDCOE SERVICE LEVEL AGREEMENT

Exhibit E – SDCOE & District Responsibility Tactical Log

This section will track and document both the SDCOE and the District working through the MITI implementation. Work sessions, meetings, trainings, issues, etc.

8.4

PACIFIC VIEW CHARTER SCHOOL

BOARD OF TRUSTEES' MEETING

February 19, 2013

2012/13 SECOND INTERIM BUDGET

Pacific View Charter School
2012/13 Second Interim Budget
Financial Summary – January 31, 2013

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 2012/13 financial status. The First Interim was approved by the Board on December 18, 2012. Second Interim reflects any changes that have taken place since that time.

The 2012/13 Second Interim Budget includes the following items:

- ✓ 2012/13 Second Interim Multi-year Projection and Assumptions
- ✓ 2012/13 Second Interim Worksheet For General Purpose Block Grant Funding
- ✓ 2012/13 Second Interim Spreadsheet Budget by Object
- ✓ 2012/13 School Services of California Dart Board
- ✓ 2012/13 Second Interim Charter School Certification – Form CI
- ✓ 2012/13 Second Interim Average Daily Attendance – Form AIDC
- ✓ 2012/13 Second Interim Charter Schools Enterprise Fund – Form 62I
- 2012/13 Adopted Budget was based on trigger reduction forecasts in the event that State funding initiatives were not passed in November 2012. The actual per ADA funding listed below are provided by the SSC School Dartboard for 2012-13 State Budget based on post Proposition 30 results. SSC estimates for 2012/13 have not changed since First Interim reporting.
- Estimated charter school funding rates for 2012/13 are:

	K-3	4-6	7-8	9-12
General Purpose Block Grant	5,076	5,153	5,308	6,141
Categorical Block Grant	400	400	400	400
Total:	5,476	5,553	5,708	6,541

- 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 programs provided to Pacific View Charter School students.
- 2010/11 represented the Second year that PVCS was scheduled to remit to OUSD an additional \$35,000 for special education programs and services. The 2011/12 scheduled remittance was projected to be \$70,000. PVCS submitted a waiver request for the 2010/11 encroachment costs and OUSD approved the waiver effective May 4, 2011. PVCS submitted a waiver request for 2011/12 encroachment costs and OUSD approved the waiver effective September 24, 2012. 2012/13 has no financial encroachment cost referred to in the MOU. No request for a waiver will be submitted again until the 2013/14 school year.

**Pacific View Charter School
2012/13 Second Interim Budget
Financial Summary – January 31, 2013**

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

	2011/12	2012/13	2013/14	2014/15
Enrollment	533	522	542	562
A.D.A.	509.97	499.50	518.64	537.78
A.D.A. Ratio	95.67%	95.69%	95.69%	95.69%

- The Multi-Year Projection indicates that the 2012/13 budget based on current year ADA estimates is able to maintain a 3% reserve. School reserves have taken the place of expensive bridge loans and/or revolving credit lines to fund payroll expenditures during these challenging economic times. Deferrals have become increasingly difficult to sustain. 2012/13 ADA Adopted projections were 557.87; however enrollment has fallen far short of this target. ADA projections based on enrollment were reduced to 2011/12 P2 ADA of 488.36 upon review of ADA several months ago. ADA was revised at First Interim to 464.10. Second Interim and P2 are projected to be 499.50 or above.
- The economy continues to require a extremely conservative budgeting approach based on the changing economic environment. Budget revenue adjustments based on increased ADA and expenditure reductions have been made as a part of the Second Interim and Administration is pleased to announce that the deficit has been eliminated.
- Following is a recap of budget changes which encompass revenue and expenditure line items. Necessary budget adjustments have been made since the 2012/13 First Interim was presented at the December board meeting based on increased ADA and the addition of certificated staff and services in correlation with additional enrollment.
- New addition to the Second Interim Budget is an object line item budget spreadsheet. The purpose of this spreadsheet is to delineate expenditures in a precise manner, similar to the State required SACS forms. Other than salary and benefits, object 5800 is the line item budget where the majority of expenditures are recorded.

**Pacific View Charter School
2012/13 Second Interim Budget
Financial Summary – January 31, 2013**

Revenue Budget Line Item	Description	Amount
62-00-0000-8015	General Purpose State Aid	168,902
62-00-0000-8096	In Lieu of Property Tax	15,621
03-00-0000-8590	Categorical Block Grant	14,160
03-00-0000-8660	Interest	400
Total Revenue Reduction		199,083
Expenditure Budget Line Item	Description	Amount
03-00-0000-1100	Certificated Salary Adj.	19,642
03-00-0000-3999	Employee Benefits	3,425
03-00-0000-5300	Dues & Memberships	75
03-00-0000-5800	Professional/Consultant Services	8,709
Total Expenditures Reduction		31,851
January 31, 2013 Balance		<u>167,232</u>
First Interim Budget October 31, 2012		-87,715
Second Interim Increase in Fund Balance		79,517

**PACIFIC VIEW CHARTER SCHOOL
MULTI-YEAR PROJECTION
2012-2015 Second Interim Budget**

ENTERPRISE FUND		2012-13 First Interim Budget	2012-13 Second Interim Budget	2013-14 Projected Budget	2014-15 Projected Budget
A. REVENUES					
1) Revenue Limit Sources	8010-8099	2,745,435	2,929,958	3,148,099	3,336,079
2) Other Federal Revenues	8100-8299	0	0	0	0
3) Other State Revenues	8300-8599	373,952	388,112	368,956	380,524
4) Other Local Revenues	8600-8799	9,809	10,210	10,538	10,887
5) TOTAL REVENUES		3,129,196	3,328,280	3,527,593	3,727,489
B. EXPENDITURES					
1) Certificated Salaries	1000-1999	1,396,948	1,416,591	1,596,279	1,788,075
2) Classified Salaries	2000-2999	239,635	239,635	249,220	259,189
3) Employee Fringes	3000-3999	397,382	400,807	436,401	480,586
4) Books, Supplies, Non-Capital Equip	4000-4999	115,390	115,390	118,852	122,417
5) Services, Other Operating Exp	5000-5999	1,067,556	1,076,340	1,059,579	1,040,678
7) Other Outgo	7100-7299	0	0	0	0
8) Direct Support/Indirect Costs	7300-7399	0	0	0	0
9) TOTAL EXPENDITURES		3,216,911	3,248,763	3,460,331	3,690,945
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES & USES		-87,715	79,517	67,262	36,544
D. Other Financing Sources/Uses					
1) Interfund Transfers In - 8919					
2) Interfund Transfers Out - 7619		0			
E. Net Increase(Decrease) in Fund Balance		-87,715	79,517	67,262	36,544
F. FUND BALANCE, RESERVES					
1) Fund 62/62-01 Beginning Balance/July 1		2,047,455	2,047,455	2,126,972	2,194,233
2) Ending Balance		1,959,740	2,126,972	2,194,233	2,230,778
Components of Fund Balance					
Restricted for Econ Uncert.		96,507	97,463	103,810	110,728
Restricted for Special Purposes		1,863,233	2,029,509	2,090,423	2,120,049
Undesignated		0	0	0	0
Total Components of Fund Balance		1,959,740	2,126,972	2,194,233	2,230,778
SPECIAL RESERVE FUND 62-01 FOR CAPITAL OUTLAY PROJECTS		389,459	381,434	381,434	381,434

**PACIFIC VIEW CHARTER SCHOOL
MULTI-YEAR PROJECTION
2012-2015 Second Interim Budget**

		2012-13 First Interim	2012-13 Second Interim	2013-14 Projected Budget	2014-15 Projected Budget
Designated for Economic Uncertainty	9770-000	96,507	97,463	103,810	110,728
TOTAL		96,507	97,463	103,810	110,728
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	14,416	14,416	14,848	15,294
Payroll/Facilities Reserve	9780-007	150,000	150,000	150,000	150,000
Land/Bldg/Deprec/Comp Absence	9780-000	1,478,348	1,644,624	1,704,455	1,731,320
Long Term Debt Reserve (Building)	9780-012	160,237	160,237	160,237	160,237
Long Term Debt Reserve (Automobile)	9780-013	10,032	10,032	10,683	12,998
TOTAL		1,863,233	2,029,509	2,090,423	2,120,049
Undesignated	9790-000	(0)	(0)	(0)	0
TOTAL		(0)	(0)	(0)	0
TOTAL RESERVES		1,959,740	2,126,972	2,194,233	2,230,777

**PACIFIC VIEW CHARTER SCHOOL
MULTI-YEAR PROJECTION
2012-2015 Second Interim Budget**

	2012-13 PROJECTED	2013-14 PROJECTED	2014-15 PROJECTED
<u>REVENUE</u>			
		2	2.3
1. COLA	3.24%	1.65%	2.20%
2. LOTTERY	\$154.25	\$154.00	\$153.75
3. ENROLLMENT ESTIMATES			
Totals (Prior Year P2 533 Enr/509.97)			
(Adopted 583 Enr/557.87 ADA)	522	542	562
(Revised 485 Enr/464.10 ADA)			
4. ENROLLMENT INCREASE(DECREASE)	37	20	20
Percentage Change	7.09%	3.83%	3.69%
5. REVENUE LIMIT ADA	499.50	518.64	537.78
<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%	1.10%	1.10%	1.10%
Workers Compensation/09/10 1.80%	1.89%	1.89%	1.89%
Health Insurance cost per year	\$ 158,971	\$ 174,868	\$ 192,355
Books and Supplies/Other Operating Services	3%	3%	3%

**PACIFIC VIEW CHARTER SCHOOL
MULTI-YEAR PROJECTION
2012-2015 Second Interim Budget**

REVENUES	2012-13	2013-14	2014-15
<i>Total Student Enrollment</i>	522	542	562
<i>Total Student ADA</i>	499.50	518.64	537.78
<i>Student ADA at 95.69% - MS - Grade K-3</i>	24.96	25.92	26.87
<i>Student ADA at 95.69% - MS - Grade 4-6</i>	25.22	26.19	27.15
<i>Student ADA at 95.69% - MS - Grade 7-8</i>	39.87	41.40	42.93
<i>Student ADA at 95.69% - HS - Grade 9-12</i>	409.45	425.14	440.83
<i>COLA - Expenditures</i>	3.240%	1.65%	2.20%
<i>Group Health Insurance COLA</i>	10.00%	10.00%	10.00%
<i>General Purpose Block Grant - MS - Grade K-3</i>	5,076	5,160	5,273
<i>Categorical Block Grant - MS - Grade K-3</i>	400	407	416
<i>General Purpose Block Grant - MS - Grade 4-6</i>	5,153	5,238	5,353
<i>Categorical Block Grant - MS - Grade 4-6</i>	400	407	416
<i>General Purpose Block Grant - MS - Grade 7-8</i>	5,308	5,396	5,514
<i>Categorical Block Grant - MS - Grade 7-8</i>	400	407	416
<i>General Purpose Block Grant - HS - Grade 9-12</i>	6,141	6,242	6,380
<i>Categorical Block Grant - HS - Grade 9-12</i>	400	407	416
<i>Revenue Limit Sources</i>			
8015 Principal Apport. Grade K-3	126,697	133,722	141,707
8015 Principal Apport. Grade 4-6	129,959	137,164	145,355
8015 Principal Apport. Grade 7-8	211,630	223,364	236,702
8015 Principal Apport. Grade 9-12 less Prop. Taxes	1,553,245	1,676,801	1,813,773
8015-001 Prior Year Principal Apportionment Adjustment	-261	0	0
8096 In lieu of Property Taxes-Included in Prin Apport	961,188	977,047	998,542
8096-001 In lieu of Property Taxes-PY Adjustment	-52,499	0	0
	2,929,958	3,148,099	3,336,079
<i>Other Federal Revenues</i>			
8290 Education Jobs Fund	0	0	0
TOTALS	0	0	0
<i>Other State Revenues</i>			
8550 Mandated Costs	7,210	7,210	7,210
8590 Cat. Block Grant K-3	9,984	9,681	10,259
8590 Cat. Block Grant 4-6	10,088	9,782	10,366
8590 Cat. Block Grant 7-8	15,948	15,464	16,387
8590 Cat. Block Grant 9-12	163,780	158,807	168,290
8590 Funding for disadvantaged pupils	74,750	74,750	74,750
8590-001 PY State Apportionment Adjustment	189	0	0
8590 Star/CAHSEE/Art & Music	19,546	19,546	19,546
8560 State Lottery - CY Unrestricted	65,187	65,187	65,187
8560 State Lottery - CY Restricted	15,739	15,739	15,739
8560-001 State Lottery Restricted Adjustment	5,691	0	0
TOTALS	388,112	368,956	380,524
<i>Other Local Revenues</i>			
8660 Interest	2,210	2,298	2,400
8699 All other local revenue	8,000	8,240	8,487
TOTALS	10,210	10,538	10,887
TOTAL REVENUE	\$3,328,280	\$3,527,593	\$3,727,489

**PACIFIC VIEW CHARTER SCHOOL
MULTI-YEAR PROJECTION
2012-2015 Second Interim Budget**

EXPENDITURES		2012-13	2013-14	2014-15
		19	20	21
<i>Certificated Salaries</i>				
1000-1999		1,416,591	1,596,279	1,788,075
Teacher salaries based on 17.5 FTE				
Admin Salaries 1.0 FTE				
<i>Classified Salaries</i>				
2000-2999		239,635	249,220	259,189
Support staff & office salaries 4.0 FTE				
<i>Employee Fringes</i>				
3111 STRS		116,163	131,693	147,516
3212 PERS		30,994	32,448	33,746
3312 Social Security		14,577	15,452	16,070
3321/3322 Medicare		23,754	26,760	29,685
3401/3402 Health & Welfare Benefits		158,971	174,868	192,355
3501/3502 Unemployment Insurance		30,111	20,300	22,520
3601/3602 Workman's Compensation Ins.		26,237	34,880	38,693
TOTALS		400,807	436,401	480,586
<i>Books and Supplies</i>				
4000-4999		115,390	118,852	122,417
<i>Services, Other Operating Expense</i>				
5000-5999		1,076,340	1,059,579	1,040,678
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		\$3,248,763	\$3,460,331	\$3,690,945

WORKSHEET FOR GENERAL PURPOSE BLOCK GRANT FUNDING

Pacific View Charter School 2012-13 Projections

	ADA	SWA RATE	FUNDING	CATEGORICAL RATE	FUNDING	LOTTERY RATE	FUNDING
<u>RESIDENT PUPILS</u>							
Grade K-3	11.46	5,076	58,171	400.00	4,584		
Grade 4-6	10.59	5,153	54,570	400.00	4,236		
Grade 7-8	19.76	5,308	104,886	400.00	7,904		
Grade 9-12	218.18	6,141	1,339,843	400.00	87,272		
<u>NON-RESIDENT PUPILS</u>							
Grade K-3	13.50	5,076	68,526	400.00	5,400		
Grade 4-6	14.63	5,153	75,388	400.00	5,852		
Grade 7-8	20.11	5,308	106,744	400.00	8,044	124.25	65,187
Grade 9-12	191.27	6,141	1,174,589	400.00	76,508	30.00	15,739
TOTAL FUNDING	499.50		<u>\$ 2,982,718</u>		<u>\$ 199,800</u>		<u>\$ 80,926</u>
<u>FUNDING FOR DISADVANTAGE PUPILS</u>		230		325.00	74,750		
					<u>\$274,550</u>		

IN-LIEU PROPERTY TAX CALCULATION

OUSD Total Local Property Taxes	38,502,620
District & Charter School Total ADA	<u>20,008.64</u>
Per ADA Property Tax	1,924.30
Total Charter School Block Grant ADA	<u>499.50</u>
Calculated In-Lieu Property Tax	961,187.85
Total Block Grant Charter School Funding	<u>2,982,718.03</u>
State Aid Portion of Block Grant	2,021,530.18

Pacific View Charter School - Second Interim Budget by Object - January 31, 2013				
Object	Description	Budget		
1100-000	Certificated Salaries	1,219,678		
1300-000	Certificated & Admin Salaries	196,913		
2100-000	Instructional Aides Salaries	28,515		
2300-000	Classified & Admin Salaries	116,103		
2400-000	Clerical & Office Salaries	36,257		
2900-000	Other Classified Salaries	58,760		
3111-000	STRS, Certificated	116,163		
3212-000	PERS, Classified	30,994		
3312-000	OASDI, Classified	14,577		
3321-000	Medicare, Certificated	20,285		
3322-000	Medicare, Classified	3,469		
3401-000	Health & Welfare, Certificated	130,571		
3402-000	Health & Welfare, Classified	28,400		
3501-000	Unemployment, Certificated	27,460		
3502-000	Unemployment, Classified	2,651		
3601-000	Worker Comp, Certificated	22,330		
3602-000	Worker Comp, Classified	3,907		
4100-000	Textbooks	2,809		
4300-000	Material & Supplies	104,257		
4300-015	K8 Elective Supplies	150		
4300-025	Ready To Learn/Middle School Muscle	650		
4300-030	Emergency Preparedness	400		
4300-050	Test Materials	75		
4300-090	Graduation Expense	7,049		
5200-000	Travel & Conference	28,951		
5200-030	Emergency Preparedness Conference	140		
5300-000	Due & Memberships	7,752		
5500-000	Operation & Housekeeping Services	24,000		
5600-000	Rental Lease, Repair & Non-Capitalized Improvement	660		

Pacific View Charter School - Second Interim Budget by Object - January 31, 2013				
Object	Description	Budget		
5800-000	Prof/Consultant Svcs & Operating Exp	706,521	Consultant Contracts	90,000
			Express Services	90,000
			JPA Risk Management	22,779
			SDCOE/Systems	17,440
			School Pathways	24,150
			Wells Fargo	160,236
			Trans. Reimbursement	33,860
			Read 180	58,000
			Renaissance	8,750
			Marketing	32,043
			Technology	27,928
			Maintenance & Operations	90,049
			Jan Pro	16,500
			Pro Tec	5,486
			Student Nutrition	5,000
			Miscellaneous	24,300
5800-001	Contracted Services - School Admin	618		
5800-002	Copier Lease & Service	302		
5800-003	District Oversight Fee	35,271		
5800-005	Legal Fees	30,000		
5800-006	Audit Fees	6,500		
5800-025	Fixed Charge Assessments	12,313		
5800-030	Emergency Preparedness	350		
5800-080	K12/Aventa Contract Online Curriculum	212,869		
5800-090	Graduation Expense	1,930		
5900-000	Communications	618		
5900-010	Postage	2,100		
5900-020	Telephone/Commutations	2,505		
5900-030	Cell Phone Service	2,940		
		3,245,823		

SSC Charter School Financial Projection Dartboard 2012-13 Adopted State Budget

This version of SSC's Financial Projection Dartboard is based on the 2012-13 adopted State Budget. The statutory COLA, CPI, and ten-year T-bill planning factors reflect economic forecasts as of the adopted State Budget. We rely on various state agencies and outside sources in developing these factors, but we assume responsibility for them with the understanding that they are, at best, general guidelines.

Factor	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17
Statutory COLA (applies to K-12 and COE Revenue Limits)	2.24%	3.24%	2.00% ¹	2.30%	2.50%	2.70%
K-12 Revenue Limit Deficit %	20.602%	22.272%	22.272%	22.272%	22.272%	22.272%
SSC Planning COLA if tax initiative passes	—	0.00%	0.00% ¹	2.30%	2.50%	2.70%
Net Revenue Limit Change: K-12 COEs	-1.06%	1.08%	0.00%	2.30%	2.50%	2.70%
	-1.06%	1.08%	0.00%	2.30%	2.50%	2.70%
Special Education COLA (on state and local share only)	0.00%	0.00%	0.00%	2.30%	2.50%	2.70%
State Categorical Funding COLA (including adult education and ROC/P)						
Tier I	0.00%	0.00%	0.00%	2.30%	N/A	N/A
Tier II	0.00%	0.00%	0.00%	2.30%	N/A	N/A
Tier III	0.00%	0.00%	0.00%	2.30%	N/A	N/A
California CPI	2.39%	2.60%	2.30%	2.50%	2.60%	2.80%
California Lottery ³	Base	\$125.00	\$124.25	\$124.25	\$124.25	\$124.25
	Proposition 20	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00
Interest Rate for Ten-Year Treasuries	1.93%	1.75%	2.00%	2.30%	2.60%	2.90%

2012-13 BUDGET ACT ESTIMATED CHARTER SCHOOL RATES				
	K-3	4-6	7-8	9-12
General Purpose Block Grant (will change at each apportionment)	\$5,076	\$5,153	\$5,308	\$6,141
Categorical Block Grant (est.) ²	400	400	400	400
Total	\$5,476	\$5,553	\$5,708	\$6,541
Economic Impact Aid ⁴³	\$325	\$325	\$325	\$325

¹While a positive statutory COLA is projected for 2013-14, the state's ability to fund it is suspect. Districts should have a contingency plan if the state decides not to fund this COLA percentage.

² The Charter School Categorical Block Grant rates do not include the Economic Impact Aid funding, which is provided separately. In addition, charter schools that began operation in or after 2008-09, there is an additional \$127 per ADA in supplemental categorical block grant funding, applicable through 2014-15.

³The forecast for Lottery funding per ADA includes both base (unrestricted) funding and the amount restricted by Proposition 20 (2000) for instructional materials. Lottery funding is initially based on prior-year annual ADA—and is ultimately based on current-year annual ADA—times the historic statewide average excused absence factor of 1.04446.

⁴The in lieu of Economic Impact Aid (EIA) funding rate is estimated at \$325 per eligible educationally disadvantaged pupil. For the minimum grant amounts, estimates are \$5,749 for one to ten eligible pupils and \$8,676 for eleven or more eligible pupils. This funding has been subject to a reduction in the past and is projected at 2011-12 P-2 Principal Apportionment—a proration factor of 3.86 (proration factor of 0.9613187485).

Charter Number: _____

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):

2012-13 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:

Sandy Benson
Name

Business Consultant
Title

760-450-4179
Telephone

csbc1@yahoo.com
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	118.73	90.05	90.05	90.05	0.00	0%
2. Special Education	0.00	0.00	0.00	0.00	0.00	0%
HIGH SCHOOL						
3. General Education	439.14	409.45	409.45	409.45	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	557.87	499.50	499.50	499.50	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)	557.87	499.50	499.50	499.50	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)	557.87	499.50	499.50	499.50	0.00	0%
b. All Other Block Grant Funded Charters	0.00	0.00	0.00	0.00	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)	557.87	499.50	499.50	499.50	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%

*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	3,130,506.00	2,929,958.00	1,374,060.41	2,929,958.00	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	395,363.00	388,112.00	207,270.47	388,112.00	0.00	0.0%
4) Other Local Revenue		8600-8799	9,810.00	10,210.00	2,066.61	10,210.00	0.00	0.0%
5) TOTAL, REVENUES			3,535,679.00	3,328,280.00	1,583,397.49	3,328,280.00		
B. EXPENSES								
1) Certificated Salaries		1000-1999	1,653,459.00	1,416,591.00	828,336.10	1,416,591.00	0.00	0.0%
2) Classified Salaries		2000-2999	239,198.00	239,635.00	140,945.35	239,635.00	0.00	0.0%
3) Employee Benefits		3000-3999	485,915.00	400,807.00	223,293.11	400,807.00	0.00	0.0%
4) Books and Supplies		4000-4999	86,879.00	115,390.00	29,710.91	115,390.00	0.00	0.0%
5) Services and Other Operating Expenses		5000-5999	1,064,885.00	1,076,340.00	540,957.73	1,076,340.00	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			3,530,336.00	3,248,763.00	1,763,243.20	3,248,763.00		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			5,343.00	79,517.00	(179,845.71)	79,517.00		
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)			5,343.00	79,517.00	(179,845.71)	79,517.00		
F. NET POSITION								
1) Beginning Net Position								
a) As of July 1 - Unaudited		9791	2,047,455.00	2,047,455.00		2,047,455.00	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)			2,047,455.00	2,047,455.00		2,047,455.00		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Net Position (F1c + F1d)			2,047,455.00	2,047,455.00		2,047,455.00		
2) Ending Net Position, June 30 (E + F1e)			2,052,798.00	2,126,972.00		2,126,972.00		
Components of Ending Net Position								
a) Net Investment in Capital Assets		9796	0.00	0.00		0.00		
b) Restricted Net Position		9797	2,052,798.00	2,126,972.00		2,126,972.00		
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								
Charter Schools General Purpose Entitlement - State Aid		8015	2,056,997.00	2,021,270.00	775,521.00	2,021,270.00	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	1,073,509.00	908,688.00	598,539.41	908,688.00	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			3,130,506.00	2,929,958.00	1,374,060.41	2,929,958.00	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 / IASA	3000-3009, 3011-3024, 3026-3299, 4000-4034, 4036-4139, 4202, 4204-4215, 5510	8290	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%
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%
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	7,210.00	7,210.00	7,210.00	0.00	0.0%
Lottery - Unrestricted and Instructional Materials		8560	73,720.00	86,617.00	29,315.95	86,617.00	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%
Class Size Reduction Facilities	6200	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	321,643.00	294,285.00	170,744.52	294,285.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			395,363.00	388,112.00	207,270.47	388,112.00	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	2,210.00	1,338.81	2,210.00	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	727.80	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	10,210.00	2,066.61	10,210.00	0.00	0.0%
TOTAL, REVENUES			3,535,679.00	3,328,280.00	1,583,397.49	3,328,280.00		

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	1,478,798.00	1,219,678.00	704,199.62	1,219,678.00	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	196,913.00	124,136.48	196,913.00	0.00	0.0%
Other Certificated Salaries		1900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			1,653,459.00	1,416,591.00	828,336.10	1,416,591.00	0.00	0.0%
CLASSIFIED SALARIES								
Classified Instructional Salaries		2100	8,515.00	28,515.00	16,633.75	28,515.00	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	116,103.00	116,103.00	67,726.54	116,103.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	36,257.00	36,257.00	21,149.45	36,257.00	0.00	0.0%
Other Classified Salaries		2900	78,323.00	58,760.00	35,435.61	58,760.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			239,198.00	239,635.00	140,945.35	239,635.00	0.00	0.0%
EMPLOYEE BENEFITS								
STRS		3101-3102	136,253.00	116,163.00	67,721.06	116,163.00	0.00	0.0%
PERS		3201-3202	31,144.00	30,994.00	15,872.62	30,994.00	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	42,247.00	38,331.00	21,662.76	38,331.00	0.00	0.0%
Health and Welfare Benefits		3401-3402	200,084.00	158,971.00	89,592.38	158,971.00	0.00	0.0%
Unemployment Insurance		3501-3502	32,697.00	30,111.00	13,080.82	30,111.00	0.00	0.0%
Workers' Compensation		3601-3602	43,490.00	26,237.00	15,047.07	26,237.00	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	316.40	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			485,915.00	400,807.00	223,293.11	400,807.00	0.00	0.0%
BOOKS AND SUPPLIES								
Approved Textbooks and Core Curricula Materials		4100	2,809.00	2,809.00	480.30	2,809.00	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	84,070.00	112,581.00	29,230.61	112,581.00	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			86,879.00	115,390.00	29,710.91	115,390.00	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	29,091.00	29,091.00	5,492.48	29,091.00	0.00	0.0%
Dues and Memberships		5300	7,458.00	7,752.00	4,989.00	7,752.00	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	12,077.37	24,000.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	660.00	660.00	475.20	660.00	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	995,513.00	1,006,674.00	515,933.39	1,006,674.00	0.00	0.0%
Communications		5900	8,163.00	8,163.00	1,990.29	8,163.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENSES			1,064,885.00	1,076,340.00	540,957.73	1,076,340.00	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			3,530,336.00	3,248,763.00	1,763,243.20	3,248,763.00		

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		

8.6

Pacific View Charter School Goals 2012-2013

Leadership

Refine the Professional Development Plan and calendar activities for the school year.

A Professional Development has been put in place this year highlighting School Safety, PLCs, Assessment and Student Growth.

Research and attend workshops to develop and enhance leadership skills.

Teachers and Administration have attended several workshops and conferences focused on leadership. These workshops include, 2012 Charter School Leadership Conference, ISTE Conference, Implementing Common Core workshop, and the K12 Symposium on Online Learning.

Revitalize the Parent Advisory Committee (PAC). Provide leadership opportunities for students through PAC.

This continues to be in process.

Promote the school through partnerships and fundraising.

Pacific View continues to participate in fundraisers throughout the school year. We have approximately one per month partnering with various restaurants and other organizations. PVCS organized a Fall Festival which included a raffle with prizes comprised of movie tickets, dinner at local restaurants, zoo tickets and many more. The school has an active Marketing Committee and is using several means to acquire name recognition in the community. These efforts include participation at street fairs, holding meet and greets monthly, exposure using a vehicle wrap, and the use of social media.

Grow the student enrollment by 50 ADA.

Pacific View did not meet this goal. The school's ADA declined by 30 largely due to implementing a waiting list this past summer. This summer we are preparing to enroll as many students as we can. This will build the numbers preventing such a large drop as we saw this past August when many students return to their school of residence. This will also boost ADA for the year.

Develop Marketing strategies with the goal of reaching and communicating with 21st century learners and their parents.

The school is actively using social media to promote news and events. The web site is being redesigned to make navigation easier and attract interest. The website is also being used as a resource for students and parents. Eblasts are also used to communicate events.

Continue to improve website to communicate virtually and implement further social media communication to foster a PVCS green environment.

This is part of our marketing strategy.

Technology

Research compatibility of existing systems to house information within a single platform

Other programs have been looked at, but at present we have decided to stay with School Pathways. Presently, we are looking at ways to optimize its use and to integrate external data into its database. Researching the optimal way of using the student and parent portal for School Pathways.

Student's will utilize various devices to support and enhance their learning experiences

Wireless has been made available to all student in order for them to use their own devices. Chromebooks are available in teachers' offices for students to use. All students have signed the Technology Acceptable Use Policy.

Provide additional opportunities in Professional Development in the use of technology to support student learning

All HQTs have been sent to Digital Literacy Workshops at the County office. Professional Development opportunities are regularly offered to teachers and staff, especially as the new technologies are implement for the new Common Core Standards. Webinars, offered by K-12 and others, are regularly attended by staff, including ones on the technology needed to support the new Common Core testing requirements.

Research and develop the use of technology in curriculum and in the classroom within the Professional Learning Communities

Simulcasted classrooms for English 11 and English 12 have been researched and developed, and are in the piloting stage. Results have been promising.

Create a new Technology Committee

Committee has been formed and meets regularly.

Update the technology plan to address 21st Century Learning

Technology plan has been amended to reflect changes to the school to address such issues as the Bring Your Own Device implementation and a policy for online compliance.

Assessment and Accountability

Provide Professional Development to all teachers and instructional assistants to interpret and apply the data generated from Star Enterprise assessment to make data driven decisions

Staff development to interpret Star Enterprise reports including universal screening of all students and progress monitoring has been provided.

Form data teams within Math and English PLC's to review Star Enterprise reports, guide curricular decisions, and plan instructional interventions.

PLCs are utilizing data from Star Enterprise reports to make appropriate modifications in curriculum as well as provide instructional interventions in Math.

Attain the projected target API

Although the school's API for 11/12 declined to 688, PVCS is implementing several strategies this year to measure and promote student academic growth. Students are attending instructional interventions in Math and Reading. PLCs are working to modify core curriculum to match the needs of below grade level students. Daily academic support is provided by instructional assistants and the Supervisory teacher. State testing is implemented by the Supervisory teacher.

Raise students' Math and Reading scores by one proficiency level

Instructional interventions are currently being implemented in Math to address student deficiencies. Instruction is individualized and in a small group setting. Read 180 is assigned to students who are assessed as needing urgent intervention.

Curriculum

Demonstrate student mastery in all core subjects

A variety of assessments in all core subjects, including project based finals, have been developed . These include real-life projects such as using spreadsheets to compare cell phone plans and buying cars based on price and gas mileage, and using presentation programs such as PowerPoint and Story Bird to give depth of understanding to book reports. STAR Enterprise testing has been implemented at the beginning and end of all math classes to gauge student achievement.

Prepare and implement the Common Core Standards in all core courses

Teachers are working collaboratively in PLCs to align core subjects to the common core. Classes have been expanded to seven weeks to

incorporate end-of-class assessments and for re-learning opportunities to insure all students have master the materials.

Teachers have attended common core professional development workshops and collaboration among the disciplines has begun.

Improve Career/Technology discipline to prepare students for 21st century careers

Introductory Packet is being updated for the beginning of the next school year to include more technology pieces to familiarize students with the use of the Google suite of applications, in addition to the Office applications. Digital literacy components are being added to the Career 2 class.

Integrate innovative and high-interest technology into all classes to facilitate optimal learning

Technology- based projects and assessments have been embedded into the curriculum of all core subjects. These include Time Toast, an interactive timeline, Story Bird and Prezi, presentation programs, and interactive games and tutorials.

Instruction

Improve student math skills by one proficiency level as measured by STAR Enterprise

Response to Intervention model is being implemented in Math. Students are assessed after 6 weeks of instruction and progress is carefully monitored by RTI team.

Improve student reading skills by one proficiency level as measured by STAR Enterprise

Read 180 is being utilized for students needing urgent intervention,

curriculum is modified for students who are on watch. Students are assessed in Star Enterprise to monitor progress and determine curricular needs.

Finance

Structure Curriculum and Instruction budget to support enhancement of Reading, Math and Writing curriculum, evaluation and assessment software and technology devices.

Budget development with Business Consultant, Achievement Coordinator and Curriculum Coordinator encompassed budget line items to address achievement and assessment. The Read 180 program was an excellent addition to the Curriculum Budget for 2012/13. Each year additional software and technology will be investigated as budget allows to address this ongoing challenge.

Evaluate resources to focus on appropriate staff development and funding for Response to Intervention and Professional Learning Communities.

Budget development encompassed specific line items for additional Professional Development for the 2012/13 school year. Professional Development calendar was prepared by the Achievement Coordinator to target specific areas of need.

Plan and prepare for building expansion to accommodate a growing student population when funds are available.

Research was conducted on necessary construction to building 6 to meet E occupancy code last school year. Project will commence when adequate enrollment growth is recognized. Informal bids have been solicited to improve safety exits in building 6 as well. Staff is continuing to evaluate enrollment and possibly combining projects.

Monitor and update a very strong and reliable Crisis Response Plan.

Crisis Response Plan has been updated and communicated on a continuous basis with all staff. All mandatory safety drills are calendarized. Pre-Drills for lockdown have been held and unannounced drills will be held in the near future. Safety Committee is working

closely with first responders to ensure student and staff safety.

Maintain facilities to provide a safe, clean and well maintained environment for the students, parents and staff.

Maintenance & Operation budget was developed to ensure school facilities remain in the best condition possible. Not only for safety of students, but to maintain facility value.

Investigate Grant and Entitlement programs to provide funding for instructional program growth, as well as facility expansion.

Continuing to investigate Grant and Entitlement availability and applications specific to Non-seat based school with low socio economically disadvantaged percentage.

Review and update Website and Social Media options with latest technology to reach a larger population.

Schools Facebook has evolved during this school year and for the first time 14 students have enrolled from learning about PVCS on Facebook. Twitter account has been reactivated and social media contest exposure has been successful. 64 students have enrolled from internet search, 28 from PVCS specific website and 29 from K12 Advertisement/Website.

Maintain sound fiscal policies and a balance budget in these very difficult economic times.

PVCS has maintained a 3% reserve and Administration has dealt efficiently with a deficit budget earlier in the school year. The budget is balanced and PVCS has been able to retain a positive ending balance as of Second Interim.

9.1



Certified Job Description

Achievement Coordinator I

Description:

The Achievement Coordinator I 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 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.**
- **Coordinate and supervise standardized testing in close collaboration with Curriculum Coordinator and Lead Teachers.**
- Assist Resource Specialist and **Supervise** SST team to monitor the instructional practices of Supervisory Teachers, ensuring that student with IEPs, 504s, and SSTs are receiving appropriate modifications and accommodations.
- Support the Curriculum Committee for the development and continuous improvement of curriculum and instruction.
- 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 and implement the School Curriculum/ RTI (Response to Intervention) **Committee 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.

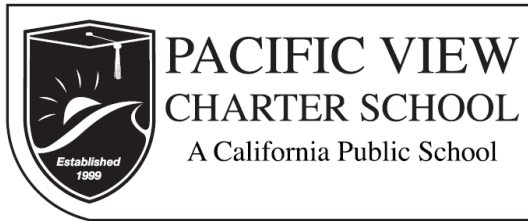
Supervisor: Executive Director

WORK YEAR: 248

Board Approved: May 15, 2012

Amended: February 19, 2013

9.2



Certified Job Description

Curriculum Coordinator I

Description:

The Curriculum Coordinator I 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 I 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.
- 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 with site staff development in curriculum, including scheduling, monitoring and evaluating.
- ~~Co-Chair Curriculum Committee / RTI Committee (Response to Intervention)~~ and meet with various committees to regulate curriculum success and development.
- **Chair Technology Committee**
- Direct and monitor the design, development, implementation and continuous improvement of the School's curriculum.
- 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 theories, techniques and methodologies.
- Coordinate and organize standardized testing in close collaboration with ~~Associate Director~~ **Achievement Coordinator.**
- 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.

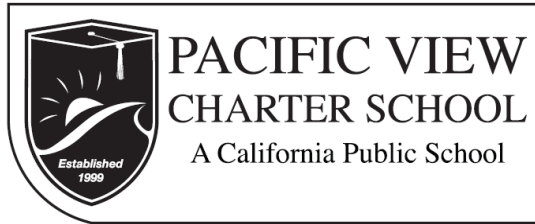
Supervisor: Executive Director

WORK YEAR: 248 Days

Board Approved: May 15, 2012

Amended: February 19, 2013

9.3



Certificated Position

Job Description: Lead Teacher

Description of Position:

The Lead Teacher is directly responsible to the Associate Director. The Lead Teacher will assume responsibility for assisting Supervisory Teachers in curricular choices, monitor caseloads, perform monthly file checks, train new teachers, serve as team leader in implementing assessment testing, and serve as liaison to Advisory and Administration in general. Provide an educational program for students in grades K-12 or a combination thereof, and assist in other school programs as assigned based on 50% caseload. Supervisory teacher job description attached.

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

- Act as liaison with Administration, as well as, attend instructionally related portion of the Advisory meeting
- Advise Supervisory Teachers concerning appropriate curricular choices and field a variety of questions
- Approve AGS curriculum and sign for the use of AGS textbooks
- Document ~~Supervise~~ and delegate SST, 504 responsibilities. Attend workshops and remain current on programs and information available to incorporate in the school's SST and 504 processes.
- Oversee, delegate and provide leadership for scholarship, financial aid, fundraiser and community outreach events.
- Chair collaborative meetings concerning Best Practices and available resources
- Chair Graduation Committee
- Manage and evaluate all high school transcripts
- Prepare report and provide guidance to the Executive Director and Advisory Team concerning state-of-the-art instructional theories, techniques and methodologies.
- Assist with standardized testing in close collaboration with ~~the Achievement Coordinator and~~ Curriculum Coordinator
- Maintain knowledge of enrollment process, student policies, and instructional lab policies
- Maintain thorough knowledge of the curriculum and appropriate modifications to meet student needs
- Oversee the organization of field trips and ensure appropriate rules are followed
- Perform student file checks on grades Kindergarten through 12th grade

- Plan, organize, and facilitate Middle School Muscle and Ready to Learn
- Prepare and update teacher training manual
- Prepare, organize, and review distribution of Newsletter and Meet and Greet communications
- Represent K-8 and High School, as a specialist, at Meet & Greets
- Research grant opportunities and provide support for teachers to begin writing grants
- Respond to Kindergarten through 12th grade information requests
- Work collaboratively with Administration on assessment, test data, and response to intervention
- Other duties as assigned.

Requirements:

Education and Experience:

Valid California Teaching Credential.

Minimum of three years teaching experience and SST/504 experience preferred.

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:

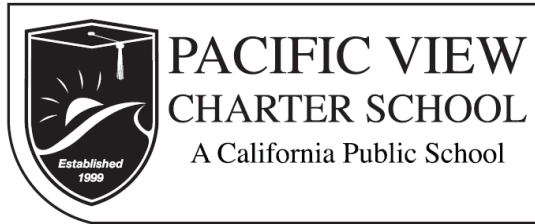
Prioritize, organize, and multi task. Set appropriate goals, problem-solve, accept personal accountability for moving in the direction of the Executive Director's goals. Interpret, apply and explain rules, regulations, policies and procedures. Assist in the preparation of comprehensive narrative and statistical reports. Perform under demanding, often stressful and varied work schedules with the ability to remain flexible and focused with interruptions and distractions.

Work Year: Grades 9-12: 223 Days, Grades K-8: 192 Days

Supervisor: ~~Associate Director~~ Executive Director

Board Approved: May 15, 2012

Revised February 19, 2013



Certificated Position

Job Description: SUPERVISORY TEACHER

DESCRIPTION OF POSITION:

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

DUTIES:

1. Develop a Personalized Learning Plan encompassing the expected standards of each particular student's progress and communicating the expectation of high standards and learning goals.
2. Assess each student's academic and social growth, and communicate with parents on the individual student's progress.
3. Maintain professional competence through participation in in-service educational activities provided by the School and/or self-directed professional growth activities.
4. Meet with the K-5th grade student and parent every three weeks; the 6-8th grade every two weeks and the 9-12th grade every week to:
 - Collect, review, and grade work
 - Discuss the current work samples
 - Complete lesson plans for upcoming week
 - Complete attendance record
 - Distribute educational material when appropriate
 - Notify parents and students of school-related updates
5. Suggest appropriate instructional techniques that involve and motivate students.
6. Administer group standardized tests in accordance with state testing program.
7. Follow-up with students who are not meeting expectations and with students who require more challenging material through the Student Success Team Process (SST).
8. Become knowledgeable of the PVCS Menu of Services to provide students and parents additional support through PVCS and other community resources.

9. Be a contributing member of the staff and work as part of a team toward school goals.
10. Stay up-to-date on curriculum content and “best practices”.
11. May serve on at least one committee throughout the school year.
12. Supervise students on field trips.
13. Complete requisitions for instructional supplies as needed.
14. Other duties as assigned.

QUALIFICATION REQUIREMENTS:

A valid California Teaching Credential.

REASONING ABILITY:

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.

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.

WORK ENVIRONMENT:

School office environment.
Constant interruptions.
Evening or variable hours.

WORK YEAR:

As per the salary schedule.

SUPERVISOR:

Lead Teacher

Board Approved: June 19, 2007

Amended: November 10, 2009
March 16, 2010
February 19, 2013

9.4



Certificated Position

Job Description: SUPERVISORY TEACHER

DESCRIPTION OF POSITION:

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

DUTIES:

1. Develop a Personalized Learning Plan encompassing the expected standards of each particular student's progress and communicating the expectation of high standards and learning goals.
2. Assess each student's academic and social growth, and communicate with parents on the individual student's progress.
3. Maintain professional competence through participation in in-service educational activities provided by the School and/or self-directed professional growth activities.
4. Meet with the K-5th grade student and parent every three weeks; the 6-8th grade every two weeks and the 9-12th grade every week to:
 - Collect, review, and grade work
 - Discuss the current work samples
 - Complete lesson plans for upcoming week
 - Complete attendance record
 - Distribute educational material when appropriate
 - Notify parents and students of school-related updates
5. Suggest appropriate instructional techniques that involve and motivate students.
6. Administer group standardized tests in accordance with state testing program.
7. Follow-up with students who are not meeting expectations and with students who require more challenging material through the Student Success Team Process (SST).
8. Become knowledgeable of the PVCS Menu of Services to provide students and parents additional support through PVCS and other community resources.

9. Be a contributing member of the staff and work as part of a team toward school goals.
10. Stay up-to-date on curriculum content and “best practices”.
11. May serve on at least one committee throughout the school year.
12. Supervise students on field trips.
13. Complete requisitions for instructional supplies as needed.
14. Other duties as assigned.

QUALIFICATION REQUIREMENTS:

A valid California Teaching Credential.

REASONING ABILITY:

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.

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.

WORK ENVIRONMENT:

School office environment.
Constant interruptions.
Evening or variable hours.

WORK YEAR:

As per the salary schedule.

SUPERVISOR:

Lead Teacher

Board Approved: June 19, 2007

Amended: November 10, 2009
March 16, 2010
February 19, 2013

9.5



Confidential Classified

Job Description - Business Services Technician

Description of Position:

Under general direction of the Business Manager, perform a variety of complex statistical and account record keeping functions in the maintenance of the School's fiscal information. General area of responsibility includes accounts payable, payroll, employee benefits, personnel, building maintenance and operations, and the school safety program. Assist with the overall functions of the business office; performing general office assistance assignments and related work as required.

This is an advanced working level classification for a position responsible for a variety of accounting and statistical record keeping assignments, including accounts payable, accounts receivable, payroll and personnel, facilities maintenance and operations, and safety. This position requires knowledge of fiscal and payroll accounting, record keeping, and reporting requirements for educational institutions.

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

- 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.
- 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.
- 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.
- Under the supervision of the Business Manager 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.
- 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.
- Participate as the Director's Representative on the Building Association.
- School's representative for County's Payroll, Commercial Warrant, Worker's Compensation, Benefits, and Credentialing User's Groups.
- Prepare miscellaneous reports; maintain meeting records, and perform a variety of account and statistical record keeping functions. Perform a variety of office assistance tasks; operate office and computer equipment.

Training and Experience:

Any combination of training and experience, which would likely provide the required knowledge and abilities, is qualifying. A typical way to obtain the knowledge and abilities would be:

Two years of increasingly responsible work experience in financial and statistical record keeping, including experience in accounts payable and receivables record keeping and/or completion of advanced education in accounting, business services, or a related field.

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.

Work Environment:

School office environment

Constant interruptions

Deadlines, meetings, and reports are constant

Overtime may be necessary throughout the year during peak reporting periods

Knowledge of:

Policies, procedures, and functions of the Business Office and the assigned area of the fiscal record keeping system.

Laws, rules, and regulations affecting financial record keeping assignments.

Laws, rules, and regulations affecting personnel and payroll.

Methods, policies, and practices of account, fiscal, and statistical record keeping including accounts payable and accounts receivable.

Modern office methods, procedures, and equipment.

Ability to:

Perform a variety of difficult financial and statistical record keeping.

Perform specialized accounts payable and receivable assignments.

Prepare financial and accounting reports.

Make arithmetical calculations quickly and accurately.

Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

Interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Operate standard office equipment, including the use of advanced computer applications.

Establish and maintain cooperative working relationships, dealing tactfully and courteously with the public, coworkers, school district, and County Office of Education personnel.

Proficient with Word, Excel, Outlook, Google Apps, School Pathways, Filemaker, SDCOE-FIS, Payroll, Leave and TREVE, EDJOIN, Textlink, and /or equivalent programs.

License:

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

Supervisor:

~~Business Manager~~ **Administrative Coordinator**

Work Year: 237 Work Days

Board Approved: 6/19/2007

Amended: 8/17/2010
7/19/2011
2/19/2013

10.1



Pacific View Charter School
Graduation Requirements- 2011-2012
220 credits

Board Approved: 7-19-11

Discipline	Courses
English	40 Credits of English including: ✓ Grammar and Composition ✓ World Literature ✓ American Literature ✓ English Literature
Mathematics	30 Credits of Mathematics including: ✓ Algebra I
Science	30 Credits of Science including: ✓ Biology with lab (10 credits)
Social Science	30 Credits of Social Science including: ✓ World History ✓ United States History ✓ Civics ✓ Economics
Fine Arts	10 Credits
Health Science	5 Credits ✓ Contemporary Living
Foreign Language	10 Credits
Physical Education	20 Credits
Career/Technology	10 Credits of Career/Technology including: ✓ Computers 1 (2.5 credits) ✓ Careers 1 (5 credits) ✓ Careers 2 (2.5 credits)
Electives	35 Credits of Electives
CAHSEE Language Arts & Math	Passing Score of 350 or more

*The Career/Technology requirement applies to all 2015 graduates

Any graduates prior to 2015, may use any course combination within the Career/Technology

Category: Careers 1, Careers 2, Computers 2, & Computers

Graduation Requirements

Community College Level Courses

Semester units of high school credits will be granted for college units earned as shown below:

Community College Units	High School Credits
0.5 Units	2 Credits
1.0 Units	3 Credits
1.5 Units	5 Credits
2.0 Units	7 Credits
2.5 Units	9 Credits
3.0 Units	10 Credits
3.5 Units	12 Credits
4.0 Units	14 Credits
4.5 Units	15 Credits
5.0 Units	17 Credits



PVCS Comprehensive Course List

Updated 7/11

		English (40)			Mathematics (30)
		1059 Eng 9 A Grammar/Comp*			1074 Math Fundamentals I A
		1060 Eng 9 B Grammar/Comp*			1075 Math Fundamentals I B
		2034 Apex English 9 A*			1076 Math Fundamentals II A
		2035 Apex English 9 B*			1077 Math Fundamentals II B
		1049 Eng 10 A World Lit*			2045 Apex Math Found. IA
		1050 Eng 10 B World Lit*			2046 Apex Math Found. IB
		2028 Apex English 10 A*			2047 Apex Math Found. IIA
		2029 Apex English 10 B*			2048 Apex Math Found. IIB
		1051 Eng 11 A American Lit*			1086 Pre-Algebra 1
		1053 Eng 11 B American Lit*			1087 Pre-Algebra 2
		2030 Apex English 11 A*			2058 Apex Pre-Algebra A
		2031 Apex English 11 B*			2059 Apex Pre-Algebra B
		2002 AP Apex Eng Lang.&Comp A*			1019 AGS Pre-Algebra A
		2003 AP Apex Eng Lang.&Comp B*			1020 AGS Pre-Algebra B
		1052 AGS Eng 11 A American Lit			1009 Algebra 1A*
		1054 AGS Eng 11 B American Lit			1010 Algebra 1B*
		1056 Eng 12 A English Lit*			2011 Apex Algebra 1A*
		1057 Eng 12 B English Lit*			2012 Apex Algebra 1B*
		2032 Apex English 12 A*			1015 AGS Algebra 1A
		2033 Apex English 12 B*			1016 AGS Algebra 1B
		2004 AP Apex Eng. Lit. & Comp A*			1067 Geometry A*
		2005 AP Apex Eng. Lit. & Comp B*			1068 Geometry B*
		1055 AGS Eng 12 A English Lit			2043 Apex Geometry A*
		1058 AGS Eng 12 B English Lit			2044 Apex Geometry B*
		Science (30)			1012 Algebra 2A*
		1043 Earth Science A			1013 Algebra 2B*
		1045 Earth Science B			2013 Apex Algebra 2A*
		2025 Apex Earth Science A			2014 Apex Algebra 2B*
		2026 Apex Earth Science B			2060 Apex Pre-calculus A*
		1044 AGS Earth Science A			2061 Apex Pre-calculus B*
		1046 AGS Earth Science B			2062 Apex Probability & Statistics
		1069 Integrated Science A			2006 AP Statistics A*
		1070 Integrated Science B			2007 AP Statistics B*
		1022 Biology A (with lab) *			1025 Business Math A
		1024 Biology B (with lab) *			1027 Business Math B
		2016 Apex Biology A (with lab)			2018 Apex Adv. Consumer Math A
		2017 Apex Biology B (with lab)			2019 Apex Adv. Consumer Math B
		1021 AGS Biology A (with lab)			1026 AGS Business Math A
		1023 AGS Biology B (with lab)			1028 AGS Business Math B
		2056 Apex Physical Science A			2038 Apex Financial Literacy
		2057 Apex Physical Science B			Social Sciences (30)
		Foreign Language (10)			1107 World History A*
		2039 Apex French IA			1109 World History B*