

Pacific View Charter School

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

3670 Ocean Ranch Blvd., Oceanside, California 92056

Phone # (760) 757-0161

AGENDA

Board of Trustees' Meeting – Tuesday, June 18, 2013

The Board Meeting for June 18, 2013 has been postponed and rescheduled for
Monday, June 24, 2013 at 9:00am

1.0 Call to Order/Roll Call

2.0 Approval of Agenda Action

3.0 Pledge of Allegiance

4.0 Introductions

5.0 Public Comment

6.0 Executive Director's Report Information

7.0 Treasurer's Report For Period Ending May 31, 2013 Information

8.0 Consent Calendar

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

8.1 Minutes from Board Meeting of May 21, 2013 Action

9.0 Action/Discussion Items

9.1 Second Public Hearing for Education Protection Account Action

9.2 2013.2014 Proposed/Adopted Budget Action

9.3 School Services Agreement School Year 2013.2014 Action

9.4 Harry Hamernik Contract Action

9.5 CSBC Independent Contractor Agreement Action

9.6 Method Education Marketing Agreement Action

9.7 Vacation Policy Action

9.8 E-rate Funding Commitment Letters Information

9.9 Revised Crisis Plan School Year 2013.2014 Action

9.10 PVCS Injury & Illness Prevention Program Action

10.0 Facilities

10.1 SRI Architectural Proposal

Information

10.2 Watkins Landmark Construction Proposal

Action

10.3 Stop the Sun Contract

Action

11.0 Curriculum

11.1 Careers 1&2 Course Outlines

Action

11.2 Pre-Algebra A&B Course Outlines

Action

11.3 Geometry A&B Course Outlines

Action

11.4 Algebra 2 A&B Course Outlines

Action

11.5 Student Achievement

Information

12.0 Personnel

12.1 2013/2014 Executive Leadership salary Schedule

Action

This item changes the language for the Achievement Coordinator and Curriculum Coordinator's caseloads to be consistent with their Job Descriptions.

13.0 Closed Session

13.1 Public Employee Performance Evaluation (Gov.Code 54957)

Title: Founding Executive Director

Action

14.0 Report Out To Public Action Taken In Closed Session

15.0 Board/Staff Discussion

16.0 Adjournment

7.0

PACIFIC VIEW CHARTER SCHOOL

BOARD OF TRUSTEES' MEETING

June 24, 2013

2012/13 TREASURER'S REPORT
FOR PERIOD ENDING May 31, 2013

PACIFIC VIEW CHARTER SCHOOL

Treasurer's Report

June 18, 2013 Board Meeting

2012/13 - Charter Schools Enterprise Fund 62-00 & Capital Outlay Fund 62-01

Statement of Activities for the Period Ending May 31, 2013

Revenues			2012/13	2012/13	#	Year-to-Date		%
<u>Object</u>	<u>Resource</u>	<u>Description</u>	<u>Second</u>	<u>Revised</u>		<u>7/1-05/31/13</u>	<u>Remaining</u>	<u>Budget</u>
			<u>Interim</u>	<u>Budget</u>		<u>Transactions</u>	<u>Budget</u>	<u>Remaining</u>
8012	1400	EPA State Aid	0	596,544		596,544	0	0
8015	0000	General Purpose Entitlement	2,021,270	2,021,270		949,381	1,071,889	53%
8096	0000	Transfer to Charter School Revenue Limit	908,688	908,688		906,724	1,964	0%
8550	0000	Mandated Cost Reimbursement	7,210	7,210		7,210	0	0%
8560	1100	Lottery	65,187	67,996		43,926	24,070	35%
8560	6300	Restricted Lottery	21,430	18,621		4,053	14,568	78%
8590	0000	Categorical Block Grant/Other State Funding	294,285	294,399		213,997	80,402	27%
8660	0000	Interest	2,210	1,810		1,366	444	25%
8699	0000	All Other Local Revenue	8,000	8,000		903	7,097	89%
8919	0000	Other Authorized Interfund Transfers	0	0		0	0	0%
Grand Total All Revenues:			<u>3,328,280</u>	<u>3,327,994</u>		<u>2,127,560</u>	<u>1,200,434</u>	<u>36%</u>

Expenditures

<u>Object</u>	<u>Certificated Personnel Salaries</u>					
1100	Teacher	1,219,678	1,219,678	1,112,629	107,049	9%
1300	Supervisors and Administrators	196,913	196,913	182,357	14,556	7%
1900	Other Certificated	0	0	0	0	0%
Total Certificated Personnel Salaries:		1,416,591	1,416,591	1,294,986	121,605	9%

PACIFIC VIEW CHARTER SCHOOL

Treasurer's Report June 18, 2013 Board Meeting

2012/13 - Charter Schools Enterprise Fund 62-00 & Capital Outlay Fund 62-01 Statement of Activities for the Period Ending May 31, 2013

	<u>Description</u>	2012/13 Second Interim	2012/13 Revised Budget	Year-to-Date 7/1-05/31/13 Transactions	Remaining Budget	% Budget Remaining
Object	<u>Classified Personnel Salaries</u>					
2100	Instructional Aides	28,515	28,515	18,645	9,870	35%
2300	Supervisors and Administrators	116,103	116,103	106,427	9,676	8%
2400	Clerical, Technical and Office	36,257	36,257	35,476	781	2%
2900	Other Classified Salaries	58,760	58,760	54,095	4,665	8%
	Total Classified Personnel Salaries:	239,635	239,635	214,643	24,992	10%
	<u>Total Employee Benefits:</u>	400,807	400,807	350,550	50,257	13%
	<u>Books and Supplies</u>					
4100	Textbooks	2,809	2,809	1,183	1,626	58%
4200	Books and Other Reference Materials	0	0	0	0	0%
4300	Materials and Supplies	112,581	110,233	44,888	65,345	59%
4400	Non Capitalized Equipment	0	0	0	0	0%
	Total Books and Supplies:	115,390	113,042	46,071	66,971	59%
	<u>Services and Other Operating Expenditures</u>					
5200	Travel and Conferences	29,091	29,091	6,376	22,715	78%
5300	Dues and Memberships	7,752	7,752	6,366	1,386	18%
5500	Operations and Housekeeping Services	24,000	24,000	17,655	6,345	26%
5600	Rentals, Leases, Repairs, and Non capitalized Improvements	660	660	475	185	28%
5800	Professional Consulting Services & Operating Expenses	1,006,674	1,006,022	784,360	221,662	22%

PACIFIC VIEW CHARTER SCHOOL

Treasurer's Report

June 18, 2013 Board Meeting

2012/13 - Charter Schools Enterprise Fund 62-00 & Capital Outlay Fund 62-01 Statement of Activities for the Period Ending May 31, 2013

<u>Description</u>		2012/13 Second Interim	2012/13 Revised Budget	Year-to-Date 7/1-05/31/13 Transactions	Remaining Budget	% Budget Remaining
Object	<u>Services & Other Operating Expenses (con't)</u>					
5900	Communications	8,163	8,163	3,694	4,469	55%
	Total Services & Other Operating Expenses:	1,076,340	1,075,688	818,926	256,762	24%
6XXX	<u>Capital Outlay</u>	0	0	0	0	0%
7XXX	<u>Other Outgo and Transfers Out</u>					
	Grand Total All Expenditures:	<u>3,248,763</u>	<u>3,245,763</u>	<u>2,725,176</u>	<u>520,587</u>	<u>16%</u>
	Beginning Fund Balance	2,047,455	2,047,455			
	Increase/Decrease	79,517	82,231			
	Ending Fund Balance	2,126,972	2,129,686			
9711	000 Reserve for Revolving Cash	200	200			
9770	000 Designated for Economic Uncertainties	97,463	97,373			
9780	009 Deferred Maintenance Reserve	50,000	50,000			
9780	008 Erate/100 Laptops/Laptop Cart	14,416	14,416			
9780	007 Facilities Reserve	150,000	150,000			
9780	000 Land/Bldg/Deprec/Comp Absence/Growth	1,644,624	1,647,429			
9780	012 Long Term Debt Reserve (Building)	160,237	160,237			
9780	013 Long Term Debt Reserve (Automobile)	10,032	10,032			

PACIFIC VIEW CHARTER SCHOOL

Treasurer's Report

June 18, 2013 Board Meeting

2012/13 Capital Projects Fund 62-01

Statement of Activities for the Period Ending May 31, 2013

<u>Revenues</u>		2012/13	2012/13	Year-to-Date	Remaining	%
<u>Object</u>	<u>Description</u>	Second	Revised	7/1/12-05/31/13	Budget	Budget
		Interim	Budget	Transactions		Remaining
8660	Interest	400	800	771	29	3.6%
8919	Other Transfers In - General Fund (CSEF)	0	0	0	0	0.0%
	Grand Total All Revenues:	<u>400</u>	<u>800</u>	<u>771</u>	<u>29</u>	<u>0.0%</u>

Expenditures

<u>Object</u>	<u>Description</u>					
	<u>Services and Other Operating Expenditures</u>					
4400	Non-Capitalized Equipment	0	0	0	0	0.0%
5600	Rental, Lease and Repair	0	0	0	0	0.0%
5800	Professional Consulting Services & Operating	3,000	3,000	0	3,000	100.0%
	Total Services and Other Operating Expenditures:	<u>3,000</u>	<u>3,000</u>	<u>0</u>	<u>3,000</u>	<u>0.0%</u>
	<u>Capital Outlay</u>					
6200	Buildings and Improvements of Buildings	0	0	0	0	0.0%
6400	Equipment	0	0	0	0	0.0%
6500	Equipment Replacement	0	0	0	0	0.0%
		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.0%</u>
7619	<u>Transfers Out</u>	0	0	0	0	0.0%
	Grand Total All Expenditures:	<u>3,000</u>	<u>3,000</u>	<u>0</u>	<u>3,000</u>	<u>100.0%</u>
	Beginning Fund Balance	384,034	384,034			
	Increase/Decrease	-2,600	-2,200			
	Ending Fund Balance	381,434	381,834			

Revenue and expense from this statement are included in Fund 62-00 Charter School Enterprise Fund. Separate statement produced to reflect Fund 62-01 Capital Projects Fund balance independently from Fund 62-00 Charter School Enterprise Fund.

8.1

Pacific View Charter School

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3670 Ocean Ranch Blvd., Oceanside, CA 92056

Phone # (760) 757-0161

Minutes

Board of Trustees' Meeting – Tuesday, May 21, 2013

Board Meeting 5:00 p.m.

1. Call To Order

President Gleisberg called the meeting to order at 5:32 pm with Trustees Bob Gleisberg, Jody Miller, & Jon Walters present.

2. Approval of Agenda

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

AYES: Gleisberg, Miller, Walters

NOES: None

ABSTAINED: None

3. Pledge of Allegiance

The pledge was led by 1st Vice President Walters.

4. Introductions

Lori Bentley, Business Services Technician; Kathi Cohen, Lead High School Teacher; Gayl Johnson, Achievement Coordinator; Sandy Benson, Business Consultant, & John Sturm, Technology Technician

5. Public Comment

None

6. Executive Director's Report

- ✚ At this time we have approximately 357 students scheduled to return
- ✚ Students are pre-enrolling on a daily basis
- ✚ We anticipate that the numbers will continue to grow over the next few weeks
- ✚ Poway Unified has implemented a summer program for their students which may make our numbers less
- ✚ We are continuing to research our options for expansion in other counties
- ✚ The possibility of a partnership with another group that was being discussed is no longer viable. Our visions of the program are too different

- ✚ We will present our recommendation to the Board as to which option is better for us, whether it be a satellite or a new school
- ✚ Many variables to consider
- ✚ California Charter School Association encourages great programs to replicate
- ✚ Charter movement's goal is to expand, grow and become stronger

7. Treasurer's Report

- ✚ Budget changed by \$114 from State student identification
- ✚ 40% of revenue remaining and 30% expenditures
- ✚ No one at the State is committing to when we will be receiving the Prop 30 funds. The Local Control Fund Formula (LCFF) was given to calculate the change in ADA.

8. Consent Calendar

8.1 Moved by President Gleisberg and seconded by Trustee Miller to approve the Consent Calendar items as presented.

AYES: Gleisberg, Miller, & Walters

NOES: None

ABSTAIN: None

9. Action/Discussion Items

9.1 Second Public Hearing for Flexibility Transfer was opened at 5:45pm

No public comment

Hearing was closed at 5:46pm

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

AYES: Gleisberg, Miller, & Walters

NOES: None

ABSTAIN: None

9.2 Moved by President Gleisberg and seconded by 1st Vice President Walters to approve the SDCOE Uniform Complaint Form as presented

AYES: Gleisberg, Miller, & Walters

NOES: None

ABSTAIN: None

9.3 First Public Hearing for Education Protection Account was opened at 5:47pm.

No public comment

This item speaks to Prop 30 and denotes how to spend funds. San Diego County is requesting approved funds to be placed in a separate account to track spending

Hearing closed at 5:49pm

9.4 Founding Executive Director

Leadership: Changes are being made with emphasis on student performance. We implemented Star Enterprise to help identify students for RTI with emphasis on student growth, PLC's, Assessment and school safety. Area to focus on is Parent Advisory Committee. We have a new website that is more user friendly, & we are developing a parent/student portal.

Technology: We are able to upload test results into School Pathways. We now have Wi-Fi to use with our chrome books, and students can bring their own devices. Students are working in teacher's offices which has had very successful outcomes. Staff has been attending Digital Literacy workshops at the County Office of Education. We piloted and implemented our simulcast Math and English classes for students that are not able to come to the facility. **Curriculum:** The expansion of classes to 7 weeks has been very successful. PLCs implemented this year allow the teachers to work collaboratively. The focus of Professional Development has been Common Core, which helps students develop critical thinking skills and includes technology

Assessment: This is our first year with the Star Enterprise assessment tool for Reading and Math. This assessment tool categorizes students into tiers (4) and based on the solid data, the curriculum choice and instructional plan are developed. There are multiple assessments throughout the year. Students experienced solid growth.

Finance: The focus is on instruction Read 180/Technology, E-Occupancy is planned for building 6 with tutoring rooms in warehouses. We received approval from the bank regarding refinancing the buildings. We are researching the Public Charter School grant for new schools. We changed our Facebook page – social media presence to reach out to the community. Maintaining a 3% or above in our reserve fund.

9.5 Founding Executive Director's Evaluation

🚩 Kira will email the blank evaluation document to the board.

🚩 Fill out and return to the President

9.6 Moved by President Gleisberg and seconded by 1st Vice President Walters to approve the Renaissance Learning Quote as presented.

AYES: Gleisberg, Miller, & Walters

NOES: None

ABSTAIN: None

9.7 Moved by President Gleisberg and seconded by Trustee Miller to approve the Scholastic Education Quote as presented.

AYES: Gleisberg, Miller, & Walters

NOES: None

ABSTAIN: None

10.0 Board/Staff Discussion

🚩 Dr. Coleman wanted to know if Star Enterprise was Next Generation update. Predictability and know the data for the student outcome. This would be an item to present at the Annual update for OUSD Board

11.0 Adjournment

President Gleisberg adjourned the meeting at 6:30pm

9.1

**PACIFIC VIEW CHARTER SCHOOL
EDUCATION PROTECTION ACCOUNT RESOLUTION**

WHEREAS, the voters approved Proposition 30 on November 6, 2012;

WHEREAS, Proposition 30 added Article XIII, Section 36 to the California Constitution effective November 7, 2012;

WHEREAS, the provisions of Article XIII, Section 36(e) create in the state General Fund an Education Protection Account to receive and disburse the revenues derived from the incremental increases in taxes imposed by Article XIII, Section 36(f);

WHEREAS, before June 30th of each year, the Director of Finance shall estimate the total amount of additional revenues, less refunds that will be derived from the incremental increases in tax rates made pursuant to Article XIII, Section 36(f) that will be available for transfer into the Education Protection Account during the next fiscal year;

WHEREAS, if the sum determined by the State Controller is positive, the State Controller shall transfer the amount calculated into the Education Protection Account within ten days preceding the end of the fiscal year;

WHEREAS, all monies in the Education Protection Account are hereby continuously appropriated for the support of school districts, county offices of education, charter schools and community college districts;

WHEREAS, monies deposited in the Education Protection Account shall not be used to pay any costs incurred by the Legislature, the Governor or any agency of state government;

WHEREAS, a community college district, county office of education, school district, or charter school shall have the sole authority to determine how the monies received from the Education Protection Account are spent in the school or schools within its jurisdiction;

WHEREAS, the governing board of the district shall make the spending determinations with respect to monies received from the Education Protection Account in open session of a public meeting of the governing board;

WHEREAS, the monies received from the Education Protection Account shall not be used for salaries or benefits for administrators or any other administrative cost;

WHEREAS, each community college district, county office of education, school district and charter school shall annually publish on its Internet website an accounting of how much money was received from the Education Protection Account and how that money was spent;

WHEREAS, the annual independent financial and compliance audit required of community college districts, county offices of education, school districts and charter schools shall ascertain and verify whether the funds provided from the Education Protection Account have been properly disbursed and expended as required by Article XIII, Section 36 of the California Constitution;

WHEREAS, expenses incurred by community college districts, county offices of education, school districts and charter schools to comply with the additional audit requirements of Article XIII, Section 36 may be paid with funding from the Education Protection Act and shall not be considered administrative costs for purposes of Article XIII, Section 36.

NOW, THEREFORE, IT IS HEREBY RESOLVED:

1. The monies received from the Education Protection Account shall be spent as required by Article XIII, Section 36 and the spending determinations on how the money will be spent shall be made in open session of a public meeting of the governing board of Pacific View Charter School;

2. In compliance with Article XIII, Section 36(e), with the California Constitution, the governing board of the Pacific View Charter School has determined to spend the monies received from the Education Protection Act as attached.

DATED: June 24, 2013.

Board Member

Board Member

Board Member

2012-13 Education Protection Account
Program by Resource Report
Expenditures by Function - Detail

Pacific View Charter School EPA Allocations

Expenditures through: June 30, 2013

For Fund 01, Resource 1400 Education Protection Account

Description	Object Codes	Amount
AMOUNT AVAILABLE FOR THIS FISCAL YEAR		
Adjusted Beginning Fund Balance	9791-9795	0.00
Revenue Limit Sources	8010-8099	596,544.00
Federal Revenue	8100-8299	0.00
Other State Revenue	8300-8599	0.00
Other Local Revenue	8600-8799	0.00
All Other Financing Sources and Contributions	8900-8999	0.00
Deferred Revenue	9650	0.00
TOTAL AVAILABLE		596,544.00
EXPENDITURES AND OTHER FINANCING USES		
(Objects 1000-7999)		
Instruction	1000-1999	596,544.00
Instruction-Related Services		
Instructional Supervision and Administration	2100-2150	0.00
AU of a Multidistrict SELPA	2200	0.00
Instructional Library, Media, and Technology	2420	0.00
Other Instructional Resources	2490-2495	0.00
School Administration	2700	0.00
Pupil Services		
Guidance and Counseling Services	3110	0.00
Psychological Services	3120	0.00
Attendance and Social Work Services	3130	0.00
Health Services	3140	0.00
Speech Pathology and Audiology Services	3150	0.00
Pupil Testing Services	3160	0.00
Pupil Transportation	3600	0.00
Food Services	3700	0.00
Other Pupil Services	3900	0.00
Ancillary Services	4000-4999	0.00
Community Services	5000-5999	0.00
Enterprise	6000-6999	0.00
General Administration	7000-7999	0.00
Plant Services	8000-8999	0.00
Other Outgo	9000-9999	0.00
TOTAL EXPENDITURES AND OTHER FINANCING USES		596,544.00
BALANCE (Total Available minus Total Expenditures and Other Financing Uses)		0.00

9.2

PACIFIC VIEW CHARTER SCHOOL

BOARD OF TRUSTEES' MEETING

June 18, 2013

2013/14 PROPOSED/ADOPTED BUDGET

Pacific View Charter School
2013/14 Proposed/Adopted Budget
Financial Summary – June 30, 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 School's 2013/14 financial status, Proposed/Adopted 2013/14 Budget and projections for two subsequent fiscal years. The 2013/14 Budget will require the Board's review and action.

The Proposed/Adopted 2013/14 Budget includes the following items:

- ✓ 2013/14 Proposed/Adopted Multi-year Projection and Assumptions
- ✓ 2013/14 Proposed/Adopted Worksheet For General Purpose Block Grant Funding
- ✓ 2013/14 School Services of California Dart Board
- ✓ 2013/14 Proposed/Adopted Charter School Certification – Form CB
- ✓ 2013/14 Proposed/Adopted Charter School Lottery Report – Form L
- ✓ 2013/14 Proposed/Adopted Charter School ADA Report – Form ADC
- ✓ 2013/14 Proposed/Adopted Charter School Enterprise Fund – Form 62

School Services of California (SSC) has created a simulator model to calculate the Governor's May Revise proposals for Local Control Funding (LCFF). PVCS simulator scenario for 2013-14 will produce a conservative net change of \$144 to overall per student ADA funding. Administration chose to use the original SSC Dart Board prior to Governor's May Revise and add \$144 per ADA as the overall most conservative approach. Final LCFF per student funding will be updated at First Interim.

	K-3	4-6	7-8	9-12
General Purpose Block Grant	5,304	5,382	5,540	6,386
Categorical Block Grant	407	407	407	407
Total:	5,711	5,789	5,947	6,793

- The School has a Memorandum of Understanding with the Oceanside Unified School District (OUSD) to provide special education services to our students. OUSD receives all PVCS's NCCSE revenue in exchange for the programs and services provided to our students.
- 2011/12 represented the second year that PVCS was scheduled to remit to OUSD an additional \$70,000 for special education programs and services. The 2013/14 scheduled remittance was projected to be \$150,000. PVCS submitted a waiver request for the 2011/12 encroachment costs. A waiver request will be submitted for 2013/14 and OUSD assures the school that the waiver will be granted.

**Pacific View Charter School
2013/14 Proposed/Adopted Budget
Financial Summary – June 30, 2013**

Proposed/Adopted Budget Enrollment and Average Daily Attendance (A.D.A.)

	2012/13	2013/14	2014/15	2015/16
Enrollment	509	521	541	561
A.D.A.	488.01	498.54	517.68	536.82
A.D.A. Ratio	95.3%	95.7%	95.7%	95.7%

The enclosed reports provide updated, detailed financial information for our 2013/14 budget and projections for the subsequent two fiscal years. Following are the major highlights of the 2013/14 budget which form the foundation for the Director's Goals and the School's Mission.

1. Additional Certificated Staff: One half (.5) 9-12 Supervisory Teaching Positions. One half (.5) K-8 Supervisory Teaching Positions and three (3) Temporary Part-time 9-12 positions.
2. Additional Instruction Aide to be shared between K-8 and 9-12 programs
3. Carpeting floor replacement in designated suites
4. Chrome Books or Equivalent for 30 students.
5. Growth of five (05) 9-12 Aventa students
6. Growth of five (05) 9-12 blended learning students
7. Growth of ten (10) K-8 K12®students
8. Increased mortgage payment to reflect 14 year fixed loan at 4.20%
9. iPads or equivalent for 10 students for High School Intervention
10. Marketing expansion with Method Education Customized Marketing Plan and Search Engine Optimization
11. Renaissance Learning added to K-8 program
12. Replacement computers for Administration and Teacher
13. San Diego County Office of Education Modernization, Improvement & Transformation Initiative (MITI) MOU implementation cost
14. Scholastic Education Read 180 additional classroom package
15. Technology line item budget of \$30,000 for additional instructional materials

**PACIFIC VIEW CHARTER SCHOOL
MULTI-YEAR PROJECTION
2013-2016 Proposed/Adopted Budget**

ENTERPRISE FUND		2012/13 Estimated Actuals 5/31/2013	2013/14 Proposed/ Adopted Budget	2014/15 Projected Budget	2015/16 Projected Budget
A. REVENUES					
1) Revenue Limit Sources	8010-8099	2,929,958	3,090,783	3,280,038	3,482,928
2) Other Federal Revenues	8100-8299	0	0	0	0
3) Other State Revenues	8300-8599	388,226	363,887	376,312	389,631
4) Other Local Revenues	8600-8799	10,610	9,810	10,122	10,452
5) TOTAL REVENUES		3,328,794	3,464,480	3,666,472	3,883,011
B. EXPENDITURES					
1) Certificated Salaries	1000-1999	1,416,591	1,503,698	1,631,846	1,697,120
2) Classified Salaries	2000-2999	239,635	263,685	274,232	285,202
3) Employee Fringes	3000-3999	400,807	434,862	466,859	497,491
4) Books, Supplies, Non-Capital Equip	4000-4999	113,042	73,551	75,758	78,030
5) Services, Other Operating Exp	5000-5999	1,078,688	1,178,417	1,213,770	1,250,183
7) Other Outgo	7100-7299	0	0	0	0
8) Direct Support/Indirect Costs	7300-7399	0	0	0	0
9) TOTAL EXPENDITURES		3,248,763	3,454,213	3,662,464	3,808,025
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES & USES		80,031	10,267	4,008	74,986
D. Other Financing Sources/Uses					
1) Interfund Transfers In - 8919		0	0	0	0
2) Interfund Transfers Out - 7619		0	0	0	0
E. Net Increase(Decrease) in Fund Balance		80,031	10,267	4,008	74,986
F. FUND BALANCE, RESERVES					
1) Fund 03/06 Beginning Balance/July 1		2,047,455	2,127,486	2,137,753	2,141,761
2) Ending Balance		2,127,486	2,137,753	2,141,761	2,216,747
Components of Fund Balance					
Restricted for Econ Uncert.		97,463	103,626	109,874	114,241
Restricted for Special Purposes		2,030,023	2,034,127	2,031,887	2,102,506
Undesignated		0	0	0	0
Total Components of Fund Balance		2,127,486	2,137,753	2,141,761	2,216,747
SPECIAL RESERVE FUND FOR CAPITAL OUTLAY PROJECTS		381,834	381,834	381,834	381,834

**PACIFIC VIEW CHARTER SCHOOL
MULTI-YEAR PROJECTION
2013-2016 Proposed/Adopted Budget**

		2012/13 Estimated Actuals	2013/14 Proposed/ Adopted	2014/15 Projected Budget	2015/16 Projected Budget
Designated for Economic Uncertainty	9770-000	97,463	103,626	109,874	114,241
TOTAL		97,463	103,626	109,874	114,241
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	14,848	15,294	15,753
Payroll/Facilities Reserve	9780-007	150,000	150,000	150,000	150,000
Land/Bldg/Deprec/Comp Absence	9780-000	1,645,138	1,588,825	1,586,340	1,656,500
Long Term Debt Reserve (Building)	9780-012	160,237	220,221	220,021	220,021
Long Term Debt Reserve (Automobile)	9780-013	10,032	10,032	10,032	10,032
TOTAL		2,030,023	2,034,126	2,031,887	2,102,506
Undesignated	9790-000	0	0	(0)	0
TOTAL		0	0	(0)	0
TOTAL RESERVES		2,127,486	2,137,753	2,141,761	2,216,747

**PACIFIC VIEW CHARTER SCHOOL
MULTI-YEAR PROJECTION
2013-2016 Proposed/Adopted Budget**

	2013/14 PROJECTED	2014/15 PROJECTED	2015/16 PROJECTED
<u>REVENUE</u>			
1. COLA	1.65%	2.20%	2.40%
2. LOTTERY	\$154.00	\$153.75	\$153.50
3. ENROLLMENT ESTIMATES			
Totals	521	541	561
4. ENROLLMENT INCREASE(DECREASE)	20	20	20
Percentage Change	3.69%	3.84%	3.70%
5. REVENUE LIMIT ADA	498.54	517.68	536.82
<u>EXPENDITURES</u>			
1. FRINGE BENEFIT RATES			
STRS State Teachers Retirement System	8.25%	8.25%	8.25%
PERS Public Employee Retirement System	11.42%	11.42%	11.42%
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	\$ 181,173	\$ 199,290	\$ 219,219
 Books and Supplies/Other Operating Services	3%	3%	3%

**PACIFIC VIEW CHARTER SCHOOL
MULTI-YEAR PROJECTION
2013-2016 Proposed/Adopted Budget**

REVENUES	2013/14	2014/15	2015/16
<i>Total Student Enrollment</i>	521	541	561
<i>Total Student ADA</i>	498.54	517.68	536.82
<i>Student ADA at 95.69% - MS - Grade K-3</i>	31.25	32.45	33.65
<i>Student ADA at 95.69% - MS - Grade 4-6</i>	31.41	32.62	33.82
<i>Student ADA at 95.69% - MS - Grade 7-8</i>	32.56	33.81	35.06
<i>Student ADA at 95.69% - HS - Grade 9-12</i>	403.32	418.80	434.29
<i>COLA - Expenditures</i>	1.650%	2.20%	2.40%
<i>General Purpose Block Grant - MS - Grade K-3</i>	5,304	5,421	5,551
<i>Categorical Block Grant - MS - Grade K-3</i>	407	416	426
<i>General Purpose Block Grant - MS - Grade 4-6</i>	5,382	5,500	5,632
<i>Categorical Block Grant - MS - Grade 4-6</i>	407	416	426
<i>General Purpose Block Grant - MS - Grade 7-8</i>	5,540	5,662	5,798
<i>Categorical Block Grant - MS - Grade 7-8</i>	407	416	426
<i>General Purpose Block Grant - HS - Grade 9-12</i>	6,386	6,526	6,683
<i>Categorical Block Grant - HS - Grade 9-12</i>	407	416	426
<i>Revenue Limit Sources</i>			
8015 Principal Apport. Grade K-3	165,750	175,899	186,780
8015 Principal Apport. Grade 4-6	169,049	179,400	190,497
8015 Principal Apport. Grade 7-8	180,382	191,428	203,269
8015 Principal Apport. Grade 9-12 less Prop. Taxes	1,618,219	1,754,866	1,900,455
8015-001 Prior Year Principal Apportionment Adjustment	0	0	0
8096 In lieu of Property Taxes-Included in Prin Apport	957,383	978,445	1,001,928
TOTALS	3,090,783	3,280,038	3,482,928
<i>Other Federal Revenues</i>			
8290 Education Jobs Fund	0	0	0
TOTALS	0	0	0
<i>Other State Revenues</i>			
8550 Mandated Costs	0	0	0
8590 Cat. Block Grant K-3	12,719	13,498	14,332
8590 Cat. Block Grant 4-6	12,784	13,567	14,406
8590 Cat. Block Grant 7-8	13,252	14,063	14,933
8590 Cat. Block Grant 9-12	164,151	174,203	184,978
8590 Funding for disadvantaged pupils	69,225	69,225	69,225
8590-001 PY State Apportionment Adjustment	0	0	0
8590 STAR 0460	752	752	752
8590 Art & Music 0922	4,974	4,974	4,974
8590 CAHSEE 0923	13,820	13,820	13,820
8560 State Lottery - CY Unrestricted 1100	58,144	58,144	58,144
8560 State Lottery - CY Restricted 6300	14,067	14,067	14,067
8560-001 State Lottery Restricted Adjustment	0	0	0
TOTALS	363,887	376,312	389,631
<i>Other Local Revenues</i>			
8660 Interest	1,810	1,882	1,965
8699 All other local revenue	8,000	8,240	8,487
TOTALS	9,810	10,122	10,452
TOTAL REVENUE	\$3,464,480	\$3,666,472	\$3,883,011

**PACIFIC VIEW CHARTER SCHOOL
MULTI-YEAR PROJECTION
2013-2016 Proposed/Adopted Budget**

EXPENDITURES		2013/14	2014/15	2015/16
		21	22	22
<i>Certificated Salaries</i>				
1000-1999		1,503,698	1,631,846	1,697,120
Teacher salaries based on 20 FTE				
Admin Salaries 1.0 FTE				
<i>Classified Salaries</i>				
2000-2999		263,685	274,232	285,202
Support staff & office salaries 4.0 FTE				
Management salaries 1.5 FTE				
<i>Employee Fringes</i>				
3111 STRS		124,054	134,627	140,012
3212 PERS		28,300	31,309	32,561
3312 Social Security		15,365	17,002	17,683
3321/3322 Medicare		25,626	27,638	28,744
3401/3402 Health & Welfare Benefits		181,173	199,290	219,219
3501/3502 Unemployment Insurance		26,941	20,967	21,806
3601/3602 Workman's Compensation Ins.		33,403	36,025	37,466
<i>TOTALS</i>		434,862	466,859	497,491
<i>Books and Supplies</i>				
4000-4999		73,551	75,758	78,030
<i>Services, Other Operating Expense</i>				
5000-5999		1,178,417	1,213,770	1,250,183
conferences, mileage, dues & memberships, insurance, gas & electric				
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		\$3,454,213	\$3,662,464	\$3,808,025

WORKSHEET FOR GENERAL PURPOSE BLOCK GRANT FUNDING

Pacific View Charter School 2013-14 Projections

	ADA	SWA RATE	FUNDING	CATEGORICAL RATE	FUNDING	LOTTERY RATE	FUNDING
<u>RESIDENT PUPILS</u>							
Grade K-3	12.02	5,304	63,754	407.00	4,892		
Grade 4-6	11.05	5,382	59,471	407.00	4,497		
Grade 7-8	15.73	5,540	87,144	407.00	6,402		
Grade 9-12	229.78	6,386	1,467,375	407.00	93,520		
<u>NON-RESIDENT PUPILS</u>							
Grade K-3	19.23	5,304	101,996	407.00	7,827		
Grade 4-6	20.36	5,382	109,578	407.00	8,287		
Grade 7-8	16.83	5,540	93,238	407.00	6,850	124.00	58,144
Grade 9-12	173.54	6,386	1,108,226	407.00	70,631	30.00	14,067
TOTAL FUNDING	498.54		<u>\$ 3,090,783</u>		<u>\$ 202,906</u>		<u>\$ 72,211</u>
<u>FUNDING FOR DISADVANTAGE PUPILS</u>		213		325.00	69,225		
					<u>\$272,131</u>		

IN-LIEU PROPERTY TAX CALCULATION

OUSD Total Local Property Taxes	38,612,247
District & Charter School Total ADA	20,106.64
Per ADA Property Tax	1,920.37
Total Charter School Block Grant ADA	498.54
Calculated In-Lieu Property Tax	957,382.72
Total Block Grant Charter School Funding	3,090,782.54
State Aid Portion of Block Grant	2,133,399.82

SSC Charter School Financial Projection Dartboard Governor's 2013-14 Budget Proposal

This version of SSC's Financial Projection Dartboard is based on the Governor's 2013-14 State Budget Proposal. We have updated the COLA, CPI, and ten-year T-bill planning factors per the latest economic forecasts. 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	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18
Statutory COLA (applies to K-12 and COE Revenue Limits)	3.24%	1.65%	2.20%	2.40%	2.70%	2.90%
K-12 Revenue Limit Deficit %	22.272%	22.272%	22.272%	22.272%	22.272%	22.272%
Net Revenue Limit Change: K-12	1.08%	1.65%	2.20%	2.40%	2.70%	2.90%
COLA on state and local share only of Special Education, Child Nutrition, American Indian Education Centers/American Indian Early Childhood Education	0.00%	1.65%	2.20%	2.40%	2.70%	2.90%
Other state categorical programs COLA ¹						
Tier I	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Tier II	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Tier III	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
California CPI	2.30%	2.20%	2.40%	2.60%	2.70%	2.80%
California Lottery ²	Base	\$124.25	\$124.00	\$123.75	\$123.50	\$123.00
	Proposition 20	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00
Interest Rate for Ten-Year Treasuries	1.85%	2.15%	2.40%	2.70%	2.90%	3.10%

2013-14 BUDGET ACT ESTIMATED CHARTER SCHOOL RATES				
	K-3	4-6	7-8	9-12
General Purpose Block Grant ¹ (will change at each apportionment)	\$5,160	\$5,238	\$5,396	\$6,242
Categorical Block Grant (est.) ^{1,3}	\$407	\$407	\$407	\$407
Total	\$5,567	\$5,645	\$5,803	\$6,649
In lieu of Economic Impact Aid ⁴	\$325	\$325	\$325	\$325

¹ The May Revision Dartboard will provide an update to the categorical funding COLA and General Purpose Block Grant based upon the status of the Governor's Local Control Funding Formula Budget Proposal.

² The 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 historical statewide average excused absence factor of 1.04446.

³ The Charter School Categorical Block Grant rates do not include Economic Impact Aid funding, which is provided separately. In addition, for charter schools that began operation in or after 2008-09, there is an additional amount per ADA in supplemental categorical block grant funding.

⁴ The in lieu of Economic Impact Aid 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.

Charter Number: 247

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

2013-14 CHARTER SCHOOL BUDGET 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 budget report, please contact:

Charter School Contact:

Kira Fox
Name

Administrative Coordinator
Title

760-757-0161x105
Telephone

kfox@pacificview.org
E-mail Address

Description	Object Codes	Lottery: Unrestricted (Resource 1100)	Transferred to Other Resources for Expenditure	Lottery: Instructional Materials (Resource 6300)*	Totals
A. AMOUNT AVAILABLE FOR THIS FISCAL YEAR					
1. Adjusted Beginning Fund Balance	9791-9795	23,354.99		0.00	23,354.99
2. State Lottery Revenue	8560	67,996.00		18,621.00	86,617.00
3. Other Local Revenue	8600-8799	0.00		0.00	0.00
4. Transfers from Funds of Lapsed/Reorganized Districts	8965	0.00		0.00	0.00
5. Contributions from Unrestricted Resources (Total must be zero)	8980	0.00			0.00
6. Total Available (Sum Lines A1 through A5)		91,350.99	0.00	18,621.00	109,971.99
B. EXPENDITURES AND OTHER FINANCING USES					
1. Certificated Salaries	1000-1999	0.00			0.00
2. Classified Salaries	2000-2999	0.00			0.00
3. Employee Benefits	3000-3999	0.00			0.00
4. Books and Supplies	4000-4999	0.00		500.00	500.00
5. a. Services and Other Operating Expenditures (Resource 1100)	5000-5999	91,351.00			91,351.00
b. Services and Other Operating Expenditures (Resource 6300)	5000-5999, except 5100, 5710, 5800				
c. Duplicating Costs for Instructional Materials (Resource 6300)	5100, 5710, 5800			18,121.00	18,121.00
6. Capital Outlay	6000-6999	0.00			0.00
7. Tuition	7100-7199	0.00			0.00
8. Interagency Transfers Out					
a. To Other Districts, County Offices, and Charter Schools	7211,7212,7221, 7222,7281,7282	0.00			0.00
b. To JPAs and All Others	7213,7223, 7283,7299	0.00			0.00
9. Transfers of Indirect Costs	7300-7399				
10. Debt Service	7400-7499	0.00			0.00
11. All Other Financing Uses	7630-7699	0.00			0.00
12. Total Expenditures and Other Financing Uses (Sum Lines B1 through B11)		91,351.00	0.00	18,621.00	109,972.00
C. ENDING BALANCE					
(Must equal Line A6 minus Line B12)	979Z	(0.01)	0.00	0.00	(0.01)
D. COMMENTS:					
Object 5800 is K12 Curriculum for our K-8 program.					

Data from this report will be used to prepare a report to the Legislature as required by Control Section 24.60 of the Budget .

*Pursuant to Government Code Section 8880.4(a)(2) and the definition in Education Code Section 60010(h), Resource 6300 funds are to be used for purchase of instructional materials only. Any amounts in the shaded cells of this column should be reviewed for appropriateness.

	2012-13 Estimated Actuals			2013-14 Budget		
Description	P-2 ADA	Annual ADA	Revenue Limit ADA	Estimated P-2 ADA	Estimated Annual ADA	Estimated Revenue Limit ADA
ELEMENTARY						
1. General Education			93.33	95.22	95.22	95.22
a. Kindergarten	5.68	5.68				
b. Grades One through Three	19.71	19.71				
c. Grades Four through Six	26.60	26.60				
d. Grades Seven and Eight	41.34	41.34				
e. Opportunity Schools and Full-Day Opportunity Classes						
f. Home and Hospital						
g. Community Day School						
2. Special Education						
a. Special Day Class						
b. Nonpublic, Nonsectarian Schools (EC 56366[a][7])						
c. Nonpublic, Nonsectarian Schools - Licensed Children's Institutions						
3. TOTAL, ELEMENTARY	93.33	93.33	93.33	95.22	95.22	95.22
HIGH SCHOOL						
4. General Education			385.18	403.32	403.32	403.32
a. Grades Nine through Twelve	385.18	385.18				
b. Continuation Education						
c. Opportunity Schools and Full-Day Opportunity Classes						
d. Home and Hospital						
e. Community Day School						
5. Special Education						
a. Special Day Class						
b. Nonpublic, Nonsectarian Schools (EC 56366[a][7])						
c. Nonpublic, Nonsectarian Schools - Licensed Children's Institutions						
6. TOTAL, HIGH SCHOOL	385.18	385.18	385.18	403.32	403.32	403.32
COUNTY SUPPLEMENT						
7. County Community Schools (EC 1982[a])						
a. Elementary						
b. High School						
8. Special Education						
a. Special Day Class - Elementary						
b. Special Day Class - High School						
c. Nonpublic, Nonsectarian Schools - Elementary						
d. Nonpublic, Nonsectarian Schools - High School						
e. Nonpublic, Nonsectarian Schools - Licensed Children's Institutions - Elementary						
f. Nonpublic, Nonsectarian Schools - Licensed Children's Institutions - High School						
9. TOTAL, ADA REPORTED BY COUNTY OFFICES	0.00	0.00	0.00	0.00	0.00	0.00
10. TOTAL, K-12 ADA (sum lines 3, 6, and 9)	478.51	478.51	478.51	498.54	498.54	498.54
11. ADA for Necessary Small Schools also included in lines 3 and 6.						
12. REGIONAL OCCUPATIONAL CENTERS & PROGRAMS*						

Description	2012-13 Estimated Actuals			2013-14 Budget		
	P-2 ADA	Annual ADA	Revenue Limit ADA	Estimated P-2 ADA	Estimated Annual ADA	Estimated Revenue Limit ADA
CLASSES FOR ADULTS						
13. Concurrently Enrolled Secondary Students*						
14. Adults Enrolled, State Apportioned*						
15. Students 21 Years or Older and Students 19 or Older Not Continuously Enrolled Since Their 18th Birthday, Participating in Full-Time Independent Study*						
16. TOTAL, CLASSES FOR ADULTS (sum lines 13 through 15)						
17. Adults in Correctional Facilities						
18. TOTAL, ADA (sum lines 10, 12, 16, and 17)	478.51	478.51	478.51	498.54	498.54	498.54
SUPPLEMENTAL INSTRUCTIONAL HOURS						
19. ELEMENTARY*						
20. HIGH SCHOOL*						
21. TOTAL, SUPPLEMENTAL INSTRUCTIONAL HOURS (sum lines 19 and 20)						
COMMUNITY DAY SCHOOLS - Additional Funds						
22. ELEMENTARY						
a. 5th & 6th Hour (ADA) - Mandatory Expelled Pupils only						
b. 7th & 8th Hour Pupil Hours (Hours)*						
23. HIGH SCHOOL						
a. 5th & 6th Hour (ADA) - Mandatory Expelled Pupils only						
b. 7th & 8th Hour Pupil Hours (Hours)*						
CHARTER SCHOOLS						
24. Charter ADA Funded Through 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 RL)						
b. All Other Block Grant Funded Charters	478.51	478.51	478.51	498.54	498.54	498.54
25. Charter ADA Funded Through the Revenue Limit						
26. TOTAL, CHARTER SCHOOLS ADA (sum lines 24a, 24b, and 25)	478.51	478.51	478.51	498.54	498.54	498.54
27. SUPPLEMENTAL INSTRUCTIONAL HOURS*						
BASIC AID "CHOICE"/COURT ORDERED VOLUNTARY PUPIL TRANSFER						
28. Regular Elementary and High School ADA (SB 937)						
BASIC AID OPEN ENROLLMENT						
29. Regular Elementary and High School ADA						

*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	2012-13 Estimated Actuals	2013-14 Budget	Percent Difference
A. REVENUES					
1) Revenue Limit Sources		8010-8099	2,929,958.00	3,090,783.00	5.5%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	388,226.00	363,888.00	-6.3%
4) Other Local Revenue		8600-8799	10,610.00	9,810.00	-7.5%
5) TOTAL, REVENUES			3,328,794.00	3,464,481.00	4.1%
B. EXPENSES					
1) Certificated Salaries		1000-1999	1,416,591.00	1,503,698.00	6.1%
2) Classified Salaries		2000-2999	239,635.00	263,685.00	10.0%
3) Employee Benefits		3000-3999	400,807.00	434,862.00	8.5%
4) Books and Supplies		4000-4999	113,042.00	73,551.00	-34.9%
5) Services and Other Operating Expenses		5000-5999	1,078,688.00	1,178,417.00	9.2%
6) Depreciation		6000-6999	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENSES			3,248,763.00	3,454,213.00	6.3%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			80,031.00	10,268.00	-87.2%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2012-13 Estimated Actuals	2013-14 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN NET POSITION (C + D4)			80,031.00	10,268.00	-87.2%
F. NET POSITION					
1) Beginning Net Position					
a) As of July 1 - Unaudited		9791	2,047,455.00	2,127,486.00	3.9%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			2,047,455.00	2,127,486.00	3.9%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Net Position (F1c + F1d)			2,047,455.00	2,127,486.00	3.9%
2) Ending Net Position, June 30 (E + F1e)			2,127,486.00	2,137,754.00	0.5%
Components of Ending Net Position					
a) Net Investment in Capital Assets		9796	0.00	0.00	0.0%
b) Restricted Net Position		9797	2,127,486.00	2,137,754.00	0.5%
c) Unrestricted Net Position		9790	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2012-13 Estimated Actuals	2013-14 Budget	Percent Difference
G. ASSETS					
1) Cash					
a) in County Treasury		9110	0.00		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Fund		9130	0.00		
d) with Fiscal Agent		9135	0.00		
e) collections awaiting deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	0.00		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) Fixed Assets					
a) Land		9410	0.00		
b) Land Improvements		9420	0.00		
c) Accumulated Depreciation - Land Improvements		9425	0.00		
d) Buildings		9430	0.00		
e) Accumulated Depreciation - Buildings		9435	0.00		
f) Equipment		9440	0.00		
g) Accumulated Depreciation - Equipment		9445	0.00		
h) Work in Progress		9450	0.00		
10) TOTAL, ASSETS			0.00		

Description	Resource Codes	Object Codes	2012-13 Estimated Actuals	2013-14 Budget	Percent Difference
H. LIABILITIES					
1) Accounts Payable		9500	0.00		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640	0.00		
5) Deferred Revenue		9650	0.00		
6) Long-Term Liabilities					
a) Net OPEB Obligation		9664	0.00		
b) Compensated Absences		9665	0.00		
c) COPs Payable		9666	0.00		
d) Capital Leases Payable		9667	0.00		
e) Lease Revenue Bonds Payable		9668	0.00		
f) Other General Long-Term Liabilities		9669	0.00		
7) TOTAL, LIABILITIES			0.00		
I. NET POSITION					
Net Position, June 30 (G10 - H7)			0.00		

Description	Resource Codes	Object Codes	2012-13 Estimated Actuals	2013-14 Budget	Percent Difference
REVENUE LIMIT SOURCES					
Principal Apportionment					
Education Protection Account State Aid - Current Year		8012	596,544.00	0.00	-100.0%
Charter Schools General Purpose Entitlement - State Aid		8015	1,424,726.00	2,133,400.00	49.7%
State Aid - Prior Years		8019	0.00	0.00	0.0%
Revenue Limit Transfers					
Unrestricted Revenue Limit Transfers - Current Year	0000	8091	0.00	0.00	0.0%
All Other Revenue Limit Transfers - Current Year	All Other	8091	0.00	0.00	0.0%
Transfers to Charter Schools in Lieu of Property Taxes		8096	908,688.00	957,383.00	5.4%
Property Taxes Transfers		8097	0.00	0.00	0.0%
Revenue Limit Transfers - Prior Years		8099	0.00	0.00	0.0%
TOTAL, REVENUE LIMIT SOURCES			2,929,958.00	3,090,783.00	5.5%
FEDERAL REVENUE					
Maintenance and Operations		8110	0.00	0.00	0.0%
Special Education Entitlement		8181	0.00	0.00	0.0%
Special Education Discretionary Grants		8182	0.00	0.00	0.0%
Child Nutrition Programs		8220	0.00	0.00	0.0%
Interagency Contracts Between LEAs		8285	0.00	0.00	0.0%
NCLB: Title I, Part A, Basic Grants Low-Income and Neglected	3010	8290	0.00	0.00	0.0%
NCLB: Title I, Part D, Local Delinquent Programs	3025	8290	0.00	0.00	0.0%
NCLB: Title II, Part A, Teacher Quality	4035	8290	0.00	0.00	0.0%
NCLB: Title III, Immigrant Education Program	4201	8290	0.00	0.00	0.0%
NCLB: Title III, Limited English Proficient (LEP) Student Program	4203	8290	0.00	0.00	0.0%
NCLB: Title V, Part B, Public Charter Schools Grant Program (PCSGP)	4610	8290	0.00	0.00	0.0%
Other No Child Left Behind	3011-3020, 3026-3205, 4036-4126, 5510	8290	0.00	0.00	0.0%
Vocational and Applied Technology Education	3500-3699	8290	0.00	0.00	0.0%
Safe and Drug Free Schools	3700-3799	8290	0.00	0.00	0.0%
All Other Federal Revenue	All Other	8290	0.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2012-13 Estimated Actuals	2013-14 Budget	Percent Difference
OTHER STATE REVENUE					
Other State Apportionments					
Special Education Master Plan Current Year	6500	8311	0.00	0.00	0.0%
Prior Years	6500	8319	0.00	0.00	0.0%
Home-to-School Transportation	7230	8311	0.00	0.00	0.0%
Special Education Transportation	7240	8311	0.00	0.00	0.0%
All Other State Apportionments - Current Year	All Other	8311	0.00	0.00	0.0%
All Other State Apportionments - Prior Years	All Other	8319	0.00	0.00	0.0%
Year Round School Incentive		8425	0.00	0.00	0.0%
Class Size Reduction, K-3		8434	0.00	0.00	0.0%
Child Nutrition Programs		8520	0.00	0.00	0.0%
Mandated Costs Reimbursements		8550	7,210.00	0.00	-100.0%
Lottery - Unrestricted and Instructional Materials		8560	86,617.00	72,211.00	-16.6%
School Based Coordination Program	7250	8590	0.00	0.00	0.0%
After School Education and Safety (ASES)	6010	8590	0.00	0.00	0.0%
Charter School Facility Grant	6030	8590	0.00	0.00	0.0%
Drug/Alcohol/Tobacco Funds	6650-6690	8590	0.00	0.00	0.0%
Healthy Start	6240	8590	0.00	0.00	0.0%
Class Size Reduction Facilities	6200	8590	0.00	0.00	0.0%
School Community Violence Prevention Grant	7391	8590	0.00	0.00	0.0%
Quality Education Investment Act	7400	8590	0.00	0.00	0.0%
All Other State Revenue	All Other	8590	294,399.00	291,677.00	-0.9%
TOTAL, OTHER STATE REVENUE			388,226.00	363,888.00	-6.3%

Description	Resource Codes	Object Codes	2012-13 Estimated Actuals	2013-14 Budget	Percent Difference
OTHER LOCAL REVENUE					
Sales					
Sale of Equipment/Supplies		8631	0.00	0.00	0.0%
Sale of Publications		8632	0.00	0.00	0.0%
Food Service Sales		8634	0.00	0.00	0.0%
All Other Sales		8639	0.00	0.00	0.0%
Leases and Rentals		8650	0.00	0.00	0.0%
Interest		8660	2,610.00	1,810.00	-30.7%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.0%
Fees and Contracts					
Child Development Parent Fees		8673	0.00	0.00	0.0%
Transportation Fees From Individuals		8675	0.00	0.00	0.0%
Transportation Services	7230, 7240	8677	0.00	0.00	0.0%
Interagency Services		8677	0.00	0.00	0.0%
All Other Fees and Contracts		8689	0.00	0.00	0.0%
All Other Local Revenue		8699	8,000.00	8,000.00	0.0%
Tuition		8710	0.00	0.00	0.0%
All Other Transfers In		8781-8783	0.00	0.00	0.0%
Transfers of Apportionments					
Special Education SELPA Transfers					
From Districts or Charter Schools	6500	8791	0.00	0.00	0.0%
From County Offices	6500	8792	0.00	0.00	0.0%
From JPAs	6500	8793	0.00	0.00	0.0%
Other Transfers of Apportionments					
From Districts or Charter Schools	All Other	8791	0.00	0.00	0.0%
From County Offices	All Other	8792	0.00	0.00	0.0%
From JPAs	All Other	8793	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			10,610.00	9,810.00	-7.5%
TOTAL, REVENUES			3,328,794.00	3,464,481.00	4.1%

Description	Resource Codes	Object Codes	2012-13 Estimated Actuals	2013-14 Budget	Percent Difference
CERTIFICATED SALARIES					
Certificated Teachers' Salaries		1100	1,219,678.00	1,329,037.00	9.0%
Certificated Pupil Support Salaries		1200	0.00	0.00	0.0%
Certificated Supervisors' and Administrators' Salaries		1300	196,913.00	174,661.00	-11.3%
Other Certificated Salaries		1900	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			1,416,591.00	1,503,698.00	6.1%
CLASSIFIED SALARIES					
Classified Instructional Salaries		2100	28,515.00	29,656.00	4.0%
Classified Support Salaries		2200	0.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	116,103.00	121,908.00	5.0%
Clerical, Technical and Office Salaries		2400	36,257.00	53,584.00	47.8%
Other Classified Salaries		2900	58,760.00	58,537.00	-0.4%
TOTAL, CLASSIFIED SALARIES			239,635.00	263,685.00	10.0%
EMPLOYEE BENEFITS					
STRS		3101-3102	116,163.00	124,054.00	6.8%
PERS		3201-3202	30,994.00	28,300.00	-8.7%
OASDI/Medicare/Alternative		3301-3302	38,331.00	40,991.00	6.9%
Health and Welfare Benefits		3401-3402	158,971.00	181,173.00	14.0%
Unemployment Insurance		3501-3502	30,111.00	26,941.00	-10.5%
Workers' Compensation		3601-3602	26,237.00	33,403.00	27.3%
OPEB, Allocated		3701-3702	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
PERS Reduction		3801-3802	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			400,807.00	434,862.00	8.5%
BOOKS AND SUPPLIES					
Approved Textbooks and Core Curricula Materials		4100	2,809.00	3,650.00	29.9%
Books and Other Reference Materials		4200	0.00	0.00	0.0%
Materials and Supplies		4300	110,233.00	69,901.00	-36.6%
Noncapitalized Equipment		4400	0.00	0.00	0.0%
Food		4700	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			113,042.00	73,551.00	-34.9%

Description	Resource Codes	Object Codes	2012-13 Estimated Actuals	2013-14 Budget	Percent Difference
SERVICES AND OTHER OPERATING EXPENSES					
Subagreements for Services		5100	0.00	0.00	0.0%
Travel and Conferences		5200	29,091.00	24,256.00	-16.6%
Dues and Memberships		5300	7,752.00	7,443.00	-4.0%
Insurance		5400-5450	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	24,000.00	24,000.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	660.00	0.00	-100.0%
Transfers of Direct Costs		5710	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	1,009,022.00	1,118,218.00	10.8%
Communications		5900	8,163.00	4,500.00	-44.9%
TOTAL, SERVICES AND OTHER OPERATING EXPENSES			1,078,688.00	1,178,417.00	9.2%
DEPRECIATION					
Depreciation Expense		6900	0.00	0.00	0.0%
TOTAL, DEPRECIATION			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	0.0%
Tuition, Excess Costs, and/or Deficit Payments					
Payments to Districts or Charter Schools		7141	0.00	0.00	0.0%
Payments to County Offices		7142	0.00	0.00	0.0%
Payments to JPAs		7143	0.00	0.00	0.0%
Other Transfers Out					
All Other Transfers		7281-7283	0.00	0.00	0.0%
All Other Transfers Out to All Others		7299	0.00	0.00	0.0%
Debt Service					
Debt Service - Interest		7438	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2012-13 Estimated Actuals	2013-14 Budget	Percent Difference
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			0.00	0.00	0.0%
Transfers of Indirect Costs		7310	0.00	0.00	0.0%
Transfers of Indirect Costs - Interfund		7350	0.00	0.00	0.0%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			0.00	0.00	0.0%
TOTAL, EXPENSES			3,248,763.00	3,454,213.00	6.3%

Description	Resource Codes	Object Codes	2012-13 Estimated Actuals	2013-14 Budget	Percent Difference
INTERFUND TRANSFERS					
INTERFUND TRANSFERS IN					
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.0%
INTERFUND TRANSFERS OUT					
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%
OTHER SOURCES/USES					
SOURCES					
Other Sources					
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
USES					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
CONTRIBUTIONS					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
Transfers of Restricted Balances		8997	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			0.00	0.00	0.0%

9.3

AGREEMENT FOR SPECIAL SERVICES

Fiscal Report Information

This is an agreement between **PACIFIC VIEW CHARTER SCHOOL**, hereinafter referred to as "Client," and **SCHOOL SERVICES OF CALIFORNIA, INC.**, hereinafter referred to as "Consultant," entered into as of July 1, 2013.

RECITALS

WHEREAS, the Client needs assistance regarding issues of school finance, legislation, school budgeting, and general fiscal issues; and

WHEREAS, the Consultant, is professionally and specially trained and competent to provide these services; and

WHEREAS, the authority for entering into this Agreement is contained in Section 53060 of the Government Code and such other provisions of California law as may be applicable;

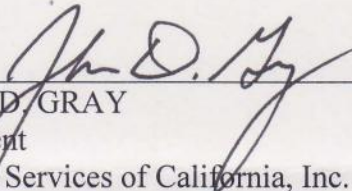
NOW, THEREFORE, the parties to this Agreement do hereby mutually agree as follows:

1. Consultant agrees to perform such duties relating to issues of school finance, including:
 - a. Delivery of "one copy" of each edition of the *Fiscal Report* containing information on issues of school finance, budgets, or practices that impact school district fiscal policies, and one copy of the booklet *Analysis of the Governor's Proposals for the State Budget and K-12 Education*
 - b. The option of receiving information on Consultant's website regarding major school finance and policy issues
 - c. An analysis of all major school finance/fiscal legislation and reports on its legislative/executive branch progress
 - d. Preliminary school district calculation of the base revenue limit using the online base revenue limit calculator on the Consultant's website for use in determining the base revenue limit soon after the budget is adopted based on the major annual school finance legislation
 - e. Participation at the Consultant's school finance conferences and workshops at the Consultant's client rate
2. The Client agrees to pay the Consultant for services rendered under this Agreement:
 - a. \$1,800 annually, plus expenses, or payable at \$150 per month, plus expenses, for the services listed in Item 1 above, upon billings from Consultant
 - b. For all requested services in this 12-month period, the applicable hourly rate for the person(s) performing the services shall apply

- c. "Hours" are defined as hours of direct service to the Client, as well as reasonable travel time to and from the Client's site
 - d. "Expenses" are defined as actual, out-of-pocket expenses, such as travel, meals, shipping, and duplication of materials
3. The term of this contract shall be for the period of one year, beginning July 1, 2013, and terminating June 30, 2014. This Agreement may be terminated prior to June 30, 2014, by either party on thirty (30) days' written notice. In the event that the Client elects to terminate services at the end of the Agreement, the Client shall give a 30-day written notice of nonrenewal. Consultant will provide continuing services for 90 days after the expiration date of the Agreement or until the Client provides written notice. The Client is responsible for these accrued charges and Consultant may bill these additional days. In case of cancellation, the Client shall be liable for any costs accrued to the date of cancellation under Item 2 above.
4. It is expressly understood and agreed to by both parties that Consultant, while carrying out and complying with any of the terms and conditions of this Agreement, is an independent contractor and is not an employee of the Client.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed as indicated below:

BY: _____ DATE: _____
Pacific View Charter School

BY:  _____ DATE: June 3, 2013
JOHN D. GRAY
President
School Services of California, Inc.

9.4

Hamernik Art Studios

Website Design Contract

Client Information:

Contact Name Sandy Benson Company/Client Pacific View Charter
Phone 760-757-0161 Ext 118 Address 3670 Ocean Ranch Blvd.
FAX 760-435-2666
E-mail address sbenson@pacificview.org City Oceanside State CA ZIP 92056

Project Description:

Annual Website maintenance contract. \$2000
Includes WordPress core maintenance and updates.
Plugin maintenance and updates.
Theme maintenance.
Weekly backup of MySql database
Training and support for staff for content generation

SEO- Annual Plan \$3000
Website code to reflect current SEO standards
Monthly keyword research and optimization reports.
Content modification for SEO best practices
SEO keyword and content implementation

The total amount of contract is \$ 5000

This agreement begins with an initial payment of \$ 5000.

If the client halts work, no portion of this initial payment will be refunded.

The undersigned agrees to the terms of this agreement on behalf of his or her organization.

Client Signature

Hamernik Art Studios

714-319-2477

858-367-3322

9.5

Independent Contractor Agreement

Contract Date: July 1, 2013

This Agreement is entered into between the Pacific View Charter School hereinafter called the **“The Charter School”** and Charter School Business Consultants hereinafter called the **“Contractor”**.

WHEREAS, The Charter School is authorized to contract with and employ any persons for the furnishing of special services and advice in financial, economic, accounting, engineering, legal or administrative matters, if such persons are specially trained and experienced and competent to perform the special services required; and

WHEREAS, The Charter School is in need of such special services and advice, and

WHEREAS, Contractor is specially trained and experienced and competent to perform the special services required by the Charter School, and such services are needed on a limited basis;

NOW THEREFORE, the parties agree as follows:

1. Services to be provided by Contractor:

- Train staff to prepare necessary Local, State and Federal budgetary documents and monitor budget on a continual basis
- Train staff on Categorical programs, State property forms, Auditor's deposit process and clearing suspense on SDCOE FIS
- Train staff to prepare Year End Closing documentation on revenue, expense and budget
- Train staff on PERS reduction, Statement of Information and Audit procedures
- Train staff on SB740 formula and reporting process
- Train staff on SACS account code structure and other related duties as assigned
- Perform budget analysis and review and present final budgetary documents to the Board of Trustees
- Budget will be based on current revenue and expenditure data available from State and Local agencies
- Perform personnel related analysis, communicate on behalf of and make recommendations to the Executive Director
- Assist with Marketing and potential growth at current location.
- Perform necessary steps to assist in the preparation of Local, State and Federal documents to open a Learning Center or New Charter School

Independent Contractor Agreement

2. Term of Agreement:

A. Contractor shall commence providing services under this Agreement on **July 1, 2013 through June 30, 2014** and services may be discontinued by either party to this agreement.

B. It shall be expressly understood by Contractor that time is of the essence per this Agreement and the Charter School may terminate this Agreement in the event of an unexcused delay in Contractor's performance hereunder.

3. Compensation:

A. The Charter School agrees to pay Contractor for services rendered pursuant to this Agreement on an hourly basis at a rate of **\$87.81 on an as needed basis. The annual contract is not to exceed \$84,300 (Eighty-Four Thousand, Three Hundred Dollars).** Invoice will be submitted monthly and contain a breakdown of actual hours worked in the performance of PVCS Service to be Provided by Contract section of this agreement.

B. The Charter School shall pay the Contractor according to the following terms and conditions: Upon presentation of a monthly invoice, payment will be made 30 working days after completion of service.

4. Termination of Agreement:

The Charter School may terminate this Agreement and will be relieved of all obligations under this Agreement should Contractor fail to perform any of the terms and conditions hereof at the time and places set forth herein. In the event of such termination, Contractor shall be paid the reasonable value of the services rendered up to the date of such terminations, less any payments theretofore made, as determined by the Charter School, and the Contractor hereby expressly waives any and all claims for damages or compensation arising under this Agreement in the event of such terminations.

5. Status of Contractor:

It is expressly understood that at all times while rendering the services described herein and in complying with any terms and conditions of this Agreement, Contractor is acting as an independent contractor and not as an officer, agent, or employee of the Charter School.

Independent Contractor Agreement

6. Compliance with Law:

The Contractor shall be subject to and shall comply with all Federal, State, and local laws and regulations applicable with respect to its performance under this Agreement including, but not limited to: licensing, employment and purchasing practices, and wages, hours and conditions of employment, including nondiscrimination.

7. Alterations or Variance:

No alterations to this Agreement or variance from the provisions hereof shall be valid unless made in writing and executed by both of the parties hereto.

IN WITNESS WHEREOF the parties hereto have executed this Agreement as of the date hereinabove first written.

The Charter School

Contractor

Signature

Signature

Date

Date

Pacific View Charter School
3670 Ocean Ranch Blvd.
Oceanside, California 92056
760-757-0161

Charter School Business Consultants
3616 Flowerwood Lane
Fallbrook, California 92028
760-731-3025

9.6

BUSINESS CONSULTANT AGREEMENT

This agreement Dated JUNE 11, 2013, is made By and Between PACIFIC VIEW CHARTER SCHOOL, whose address is 3670 Ocean Ranch Blvd Oceanside, CA 92056, referred to as "School", and METHOD EDUCATION, LLC, whose address is 2196 Foothill Dr., Vista, CA 92084, referred to as "Consultant."

1. Consultation Services. The company hereby employs the consultant to perform the following services in accordance with the terms and conditions set forth in this agreement: The consultant will consult with the officers and employees of the company concerning matters relating to marketing and recruiting of K-12 independent study students who reside in or near North San Diego County, CA, specifically the area of Oceanside, CA, and surrounding locations. Specific activities included in this agreement include:

Development of marketing plan and implementation of 60 day marketing campaign, including:

- Customized marketing plan, including research and acquisition/retention components
- Lead generation tools, including landing page website for lead generation and follow through
- Building and execution of paid search campaigns targeted at identified segments and directed to lead capture landing pages
- Design of PVCS branded marketing materials (collateral) including (2) two-sided, "plane ticket" flyers and (1) poster – high-res, full bleed printing included at these quantities:
 - Flyers: 3,000
 - Posters: 150
- 60 day marketing implementation with a goal of enrolling 90 new students
- Special Considerations: If goal of 90 students isn't reached by August 30, 2013, Consultant agrees to continue marketing execution for up to an additional 30 days at no change in contract amount except "hard" advertising and printing costs, if required. Hard advertising costs include printed marketing materials (collateral) and online advertising campaigns, including fees paid to Google, Inc. for "AdWords", Facebook, Inc. for "Advertising on Facebook", and Yahoo, Inc. and Microsoft, Inc. for "BingAds."

2. Terms of Agreement. This agreement will begin JULY 1, 2013 and will end AUGUST 30, 2013. Either party may cancel this agreement on ten (10) days notice to the other party in writing, by certified mail or personal delivery.

3. Time Devoted by Consultant. It is anticipated the consultant will spend approximately 64 hours over 60 days in fulfilling its obligations under this contract. The particular amount of time may vary from day to day or week to week.

4. Place Where Services Will Be Rendered. The consultant will perform most services in accordance with this contract in San Diego (CA) and Riverside (CA) counties, both on-site at school location and elsewhere as needed. In addition the consultant will perform services on the telephone and via email and at such other places as designated by the company to perform these services in accordance with this agreement.

5. Payment to Consultant. The consultant will be paid \$7,500.00 for work performed in accordance with this agreement. 50% of total payment, or \$3,750.00, is due at the commencement of work. The remaining 50%, or \$3,750.00, is due at the completion of the work, regardless of the outcome.

6. Independent Contractor. Both the company and the consultant agree that the consultant will act as an independent contractor in the performance of its duties under this contract. Accordingly, the consultant shall be responsible for payment of all taxes including Federal, State and local taxes arising out of the consultant's activities in accordance with this contract, including by way of illustration but not limitation, Federal and State income tax, Social Security tax, Unemployment Insurance taxes, and any other taxes or business license fee as required.

7. Confidential Information. The consultant agrees that any information received by the consultant during any furtherance of the consultant's obligations in accordance with this contract, which concerns the personal, financial or other affairs of the company will be treated by the consultant in full confidence and will not be revealed to any other persons, firms or organizations.

8. Employment of Others. The company may from time to time request that the consultant arrange for the services of others. All costs to the consultant for those services will be paid by the company but in no event shall the consultant employ others without the prior authorization of the company.

9. Signatures. Both the company and the consultant agree to the above contract.

Witnessed by:

SCHOOL

Printed Name_____

Signature_____

Title_____

Date_____

METHOD EDUCATION, LLC

Printed Name_____

Signature_____

Title_____

Date_____

9.7

Vacation Leave

Pacific View Charter School (PVCS) offers vacation leave to regular full-time employees that are hired under the Confidential Classified Salary Schedule (CCSS) or Executive Leadership Schedule (ELS) as a part of their compensation package. Vacation will be accrued annually at a rate of twelve (12) days for CCSS employees and twenty-three (23) days for ELS employees. The vacation leave policies apply exclusively to the aforementioned employee groups with the exception of contractual agreements voted on by the Board of Trustees.

While PVCS recognizes the importance of vacation time as a period of rest and rejuvenation away from the job, vacations must be scheduled with due consideration for “peak traffic periods” in the school. Vacation leave must be scheduled and approved by the immediate supervisor and Executive Director. Effort will be made to enable vacation leave to be taken at a time convenient to employees, consistent with the needs of their service obligations and the workload of the school. Any vacation denials may be reviewed by the Executive Director.

Accrued vacation carries over from year to year up to a maximum of twenty-four (24) days for CCSS employees and forty-six (46) days for ELS employees. Once this cap is reached, no further vacation will accrue until some vacation is used. There is no retroactive grant of vacation compensation for the period of time the accrued vacation compensation was at the cap. PVCS reserves the right to “cash out” all or some of an employee’s accrued vacation leave at any time. With the exception of the “cash out” policy, no employee shall be required to forfeit vacation accrued prior to the adoption of this policy.

Vacation accrual begins annually on July 1. Employees are not eligible for vacation leave accrual until they have served six (6) months in a regular (not temporary/substitute) full-time position. Thereafter, vacation leave will be earned on the basis of a full month of employment or major portion thereof. Major portion of the month, as used here, is defined as at least eleven (11) days in paid status. Vacation time may not be utilized before it is earned. Employees shall be paid for all accrued unused vacation at the time of separation.

9.8

USAC
Universal Service Administrative Company
Schools and Libraries Division
Correspondence Unit
30 Lanidex Plaza West
PO Box 685
Parsippany, NJ 07054-0685

TIME SENSITIVE MATERIAL

08649
John Sturm
PACIFIC VIEW CHARTER SCHOOL
3670 Ocean Ranch Blvd.
Oceanside, CA 92056



Schools and Libraries Division

FUNDING COMMITMENT DECISION LETTER
(Funding Year 2013: 07/01/2013 - 06/30/2014)

May 29, 2013

John Sturm
PACIFIC VIEW CHARTER SCHOOL
3670 Ocean Ranch Blvd.
Oceanside, CA 92056

Re: FCC Form 471 Application Number: 914702
Billed Entity Number (BEN): 16061726
Billed Entity FCC Registration Number (FCC RN): 0020662482
Applicant's Form Identifier: AT&T Cell Phones

Thank you for your Funding Year 2013 application for Universal Service Support and for any assistance you provided throughout our review. The current status of the funding request(s) in the FCC Form 471 application cited above and featured in the Funding Commitment Report(s) (Report) at the end of this letter is as follows.

- The amount, \$8,682.34 is "Approved."

Please refer to the Report following this letter for specific funding request decisions and explanations. The Universal Service Administrative Company (USAC) is also sending this information to your service provider(s) so preparations can begin for implementing your approved discount(s) after you file FCC Form 486, Receipt of Service Confirmation Form. A guide that provides a definition for each line of the Report is available in the Guide to USAC Letter Reports in the Reference Area of our website.

NEXT STEPS

- Work with your service provider to determine if you will receive discounted bills or if you will request reimbursement from USAC after paying your bills in full.
- Review technology planning approval requirements.
- Review Children's Internet Protection Act (CIPA) requirements.
- File FCC Form 486.
- Invoice USAC using the FCC Form 474, Service Provider Invoice (SPI) Form, or FCC Form 472, Billed Entity Applicant Reimbursement (BEAR) Form, - as products and services are being delivered and billed.

TO APPEAL THIS DECISION:

You have the option of filing an appeal with USAC or directly with the Federal Communications Commission (FCC).

If you wish to appeal a decision in this letter to USAC, your appeal must be received by USAC or postmarked within 60 days of the date of this letter. Failure to meet this requirement will result in automatic dismissal of your appeal. In your letter of appeal:

1. Include the name, address, telephone number, fax number, and email address for the person who can most readily discuss this appeal with us.

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30 Lanidex Plaza West, PO Box 685, Parsippany, NJ 07054-0685
Visit us online at: www.usac.org/sl

2. State outright that your letter is an appeal. Include the following to identify the USAC decision letter (e.g., FCDL) and the decision you are appealing:
 - Appellant name,
 - Applicant name and service provider name, if different from appellant,
 - Applicant BEN and Service Provider Identification Number (SPIN),
 - FCC Form 471 Application Number 914702 and the Funding Request Number (FRN) or Numbers as assigned by USAC,
 - "Funding Commitment Decision Letter for Funding Year 2013," AND
 - The exact text or the decision that you are appealing.
3. Please keep your letter to the point, and provide documentation to support your appeal. Be sure to keep a copy of your entire appeal, including any correspondence and documentation.
4. If you are the applicant, please provide a copy of your appeal to the service provider(s) affected by USAC's decision. If you are the service provider, please provide a copy of your appeal to the applicant(s) affected by USAC's decision.
5. Provide an authorized signature on your letter of appeal.

We strongly recommend that you use one of the electronic filing options. To submit your appeal to USAC by email, email your appeal to appeals@sl.universalservice.org or submit your appeal electronically by using the "Submit a Question" feature on the USAC website. USAC will automatically reply to incoming emails to confirm receipt.

To submit your appeal to USAC by fax, fax your appeal to (973) 599-6542.

To submit your appeal to USAC on paper, send your appeal to:

Letter of Appeal
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 30 Lanidex Plaza West
 PO Box 685
 Parsippany, NJ 07054-0685

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If you wish to appeal a decision in this letter to the FCC, you should refer to CC Docket No. 02-6 on the first page of your appeal to the FCC. Your appeal must be received by the FCC or postmarked within 60 days of the date of this letter. Failure to meet this requirement will result in automatic dismissal of your appeal. We strongly recommend that you use the electronic filing options described in Appeals in the Schools and Libraries section of our website. If you are submitting your appeal via United States Postal Service, send to: FCC, Office of the Secretary, 445 12th Street SW, Washington, DC 20554.

OBLIGATION TO PAY NON-DISCOUNT PORTION

Applicants are required to pay the non-discount portion of the cost of the products and/or services to their service provider(s). Service providers are required to bill applicants for the non-discount portion. The FCC stated that requiring applicants to pay their share ensures efficiency and accountability in the program. If USAC is being billed via the FCC Form 474, the service provider must bill the applicant at the same time it bills USAC. If USAC is being billed via the FCC Form 472, the applicant pays the service provider in full (the non-discount plus discount portion) and then seeks reimbursement from USAC. If you are using a trade-in as part of your non-discount portion, please refer to Disposal or Trade-in of Equipment posted in the Reference Area of our website for more information.

NOTICE ON RULES AND FUNDS AVAILABILITY

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**Schools and Libraries Division
Universal Service Administrative Company**



FUNDING COMMITMENT REPORT
Billed Entity Name: PACIFIC VIEW CHARTER SCHOOL
BEN: 16061726
Funding Year: 2013

Comment on RAL corrections: The applicant did not submit any RAL corrections.

FCC Form 471 Application Number: 914702
Funding Request Number: 2493488
Funding Status: Funded
Category of Service: Telecommunications Service
FCC Form 470 Application Number: 668680001096068
SPIN: 143025240
Service Provider Name: AT&T Mobility
Contract Number: 1732316
Billing Account Number: 287243845693
Multiple Billing Account Numbers: Y
Service Start Date: 07/01/2013
Service End Date: N/A
Contract Award Date: 03/07/2013
Contract Expiration Date: 06/30/2016
Site Identifier: 16061726
Number of Months Recurring Service Provided in Funding Year: 12
Annual Pre-discount Amount for Eligible Recurring Charges: \$10,852.92
Annual Pre-discount Amount for Eligible Non-recurring Charges: \$.00
Pre-discount Amount: \$10,852.92
Discount Percentage Approved by the USAC: 80%
Funding Commitment Decision: \$8,682.34 - FRN approved as submitted

FCDL Date: 05/29/2013
Wave Number: 001
Last Allowable Date for Delivery and Installation for Non-Recurring Services: 09/30/2014
Consultant Name:
Consultant Registration Number (CRN):
Consultant Employer:

USAC
Universal Service Administrative Company
Schools and Libraries Division
Correspondence Unit
30 Lanidex Plaza West
PO Box 685
Parsippany, NJ 07054-0685



TIME SENSITIVE MATERIAL

00174
John Sturm
PACIFIC VIEW CHARTER SCHOOL
3670 OCEAN RANCH BLVD
OCEANSIDE, CA 92056



FUNDING COMMITMENT DECISION LETTER
(Funding Year 2013: 07/01/2013 - 06/30/2014)

May 29, 2013

John Sturm
PACIFIC VIEW CHARTER SCHOOL
3670 OCEAN RANCH BLVD
OCEANSIDE, CA 92056

Re: FCC Form 471 Application Number: 878632
Billed Entity Number (BEN): 16061726
Billed Entity FCC Registration Number (FCC RN): 0020662482
Applicant's Form Identifier: 2013

Thank you for your Funding Year 2013 application for Universal Service Support and for any assistance you provided throughout our review. The current status of the funding request(s) in the FCC Form 471 application cited above and featured in the Funding Commitment Report(s) (Report) at the end of this letter is as follows.

- The amount, \$10,019.42 is "Approved."

Please refer to the Report following this letter for specific funding request decisions and explanations. The Universal Service Administrative Company (USAC) is also sending this information to your service provider(s) so preparations can begin for implementing your approved discount(s) after you file FCC Form 486, Receipt of Service Confirmation Form. A guide that provides a definition for each line of the Report is available in the Guide to USAC Letter Reports in the Reference Area of our website.

NEXT STEPS

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- Review Children's Internet Protection Act (CIPA) requirements.
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1. Include the name, address, telephone number, fax number, and email address for the person who can most readily discuss this appeal with us.

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 - Applicant name and service provider name, if different from appellant,
 - Applicant BEN and Service Provider Identification Number (SPIN),
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 - The exact text or the decision that you are appealing.
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**Schools and Libraries Division
Universal Service Administrative Company**



FUNDING COMMITMENT REPORT
Billed Entity Name: PACIFIC VIEW CHARTER SCHOOL
BEN: 16061726
Funding Year: 2013

Comment on RAL corrections: The applicant did not submit any RAL corrections.

FCC Form 471 Application Number: 878632
Funding Request Number: 2398913
Funding Status: Funded
Category of Service: Telecommunications Service
FCC Form 470 Application Number: 971640000898460
SPIN: 143000014
Service Provider Name: Cox California Telcom, LLC
Contract Number: N/A
Billing Account Number: 760-757-0161
Multiple Billing Account Numbers: N
Service Start Date: 07/01/2013
Service End Date: N/A
Contract Award Date: 03/08/2011
Contract Expiration Date: 06/30/2014
Site Identifier: 16061726
Number of Months Recurring Service Provided in Funding Year: 12
Annual Pre-discount Amount for Eligible Recurring Charges: \$12,524.28
Annual Pre-discount Amount for Eligible Non-recurring Charges: \$.00
Pre-discount Amount: \$12,524.28
Discount Percentage Approved by the USAC: 80%
Funding Commitment Decision: \$10,019.42 - FRN approved as submitted

FCDL Date: 05/29/2013
Wave Number: 001
Last Allowable Date for Delivery and Installation for Non-Recurring Services: 09/30/2014
Consultant Name:
Consultant Registration Number (CRN):
Consultant Employer:

9.9



PACIFIC VIEW CHARTER SCHOOL

A California Public School

3670 Ocean Ranch Boulevard • Oceanside, CA 92056 • (760) 757-0161

Crisis Response Plan

Pacific View Charter School

2013-14

Revised: June, 2013

Board Approved:

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Purpose of the Crisis Response Plan

The primary objective of the Pacific View Charter School's Crisis Response Plan is to prepare our students, employees, and visitors to respond in emergency situations. Our goal in crisis response is to minimize injury and loss of life to every Pacific View Charter School student, employee, or visitor. The plan has been revised in order to make it more operational and useful when a crisis is occurring.

Legal Issues/Laws

The moral responsibility during an incident at school often lies with the individual confronted with it. In addition to your moral obligations, you also have legal duties that you will be responsible to know and carry out. These are responsibilities you took on when you became a public employee.

The codes listed below are only a sampling of laws and are abbreviated. Refer to the Education Code for more laws and the complete reading of each specific law.

California Government Code 3100

Public employees are disaster service workers, subject to such disaster service activities as may be assigned to them by their superiors or by law. Public employees include all persons employed by a public school district. The law applies to public employees in the following cases:

- 1) When a local or state emergency has been proclaimed
- 2) When a federal disaster declaration has been declared

California Government Code 8607

School districts must respond to disasters using the Standardized Emergency Management System (SEMS), of which the Incident Command System (ICS) is a part. Using SEMS also includes planning, training, and practicing drills.

California Government Code 820, 815.2

Schools have a duty to use reasonable care to protect students from known or foreseeable dangers. A school district and its employees can be held liable for failure to provide such care.

Pacific View Charter School
Statement of Acknowledgement and Responsibility

Explanation:

Acknowledgement of Government Code 3100

Statement of Purpose and Public Responsibility

In the event of a disaster during school hours, every employee has a specific duty to participate in a mobilized team effort to prevent injury and save lives. Every employee is to remain on campus and aid in the supervision of all students and assist in maintaining general safety and well being, per Government Code 3100.

Should a disaster strike during school hours, no employee will leave his/her assignment under any circumstance, unless officially released by the Superintendent, the Principal/Site Administrator, or his/her designee.

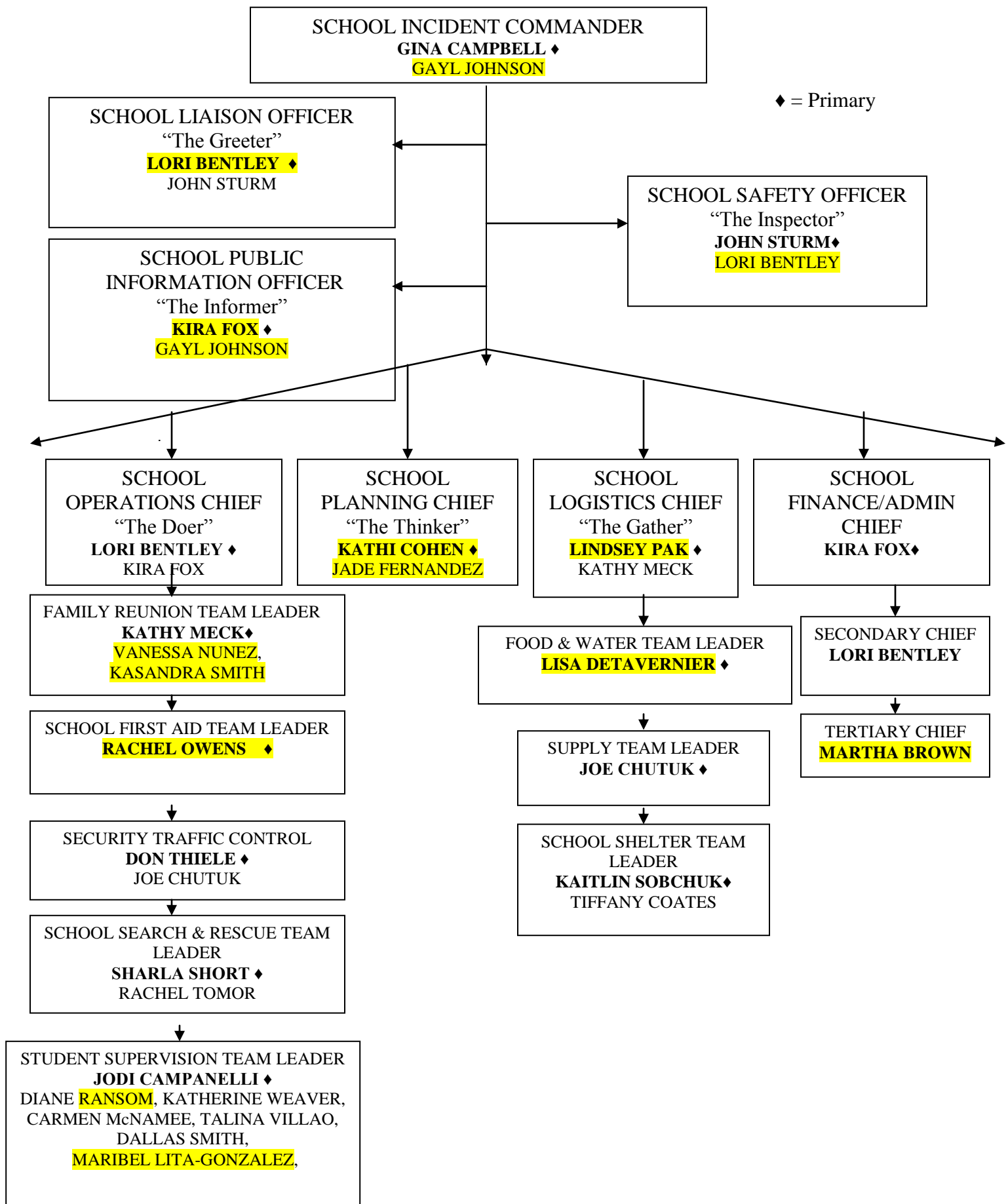
Specific duties will be assigned to all employees, depending on the type of emergency or drill.

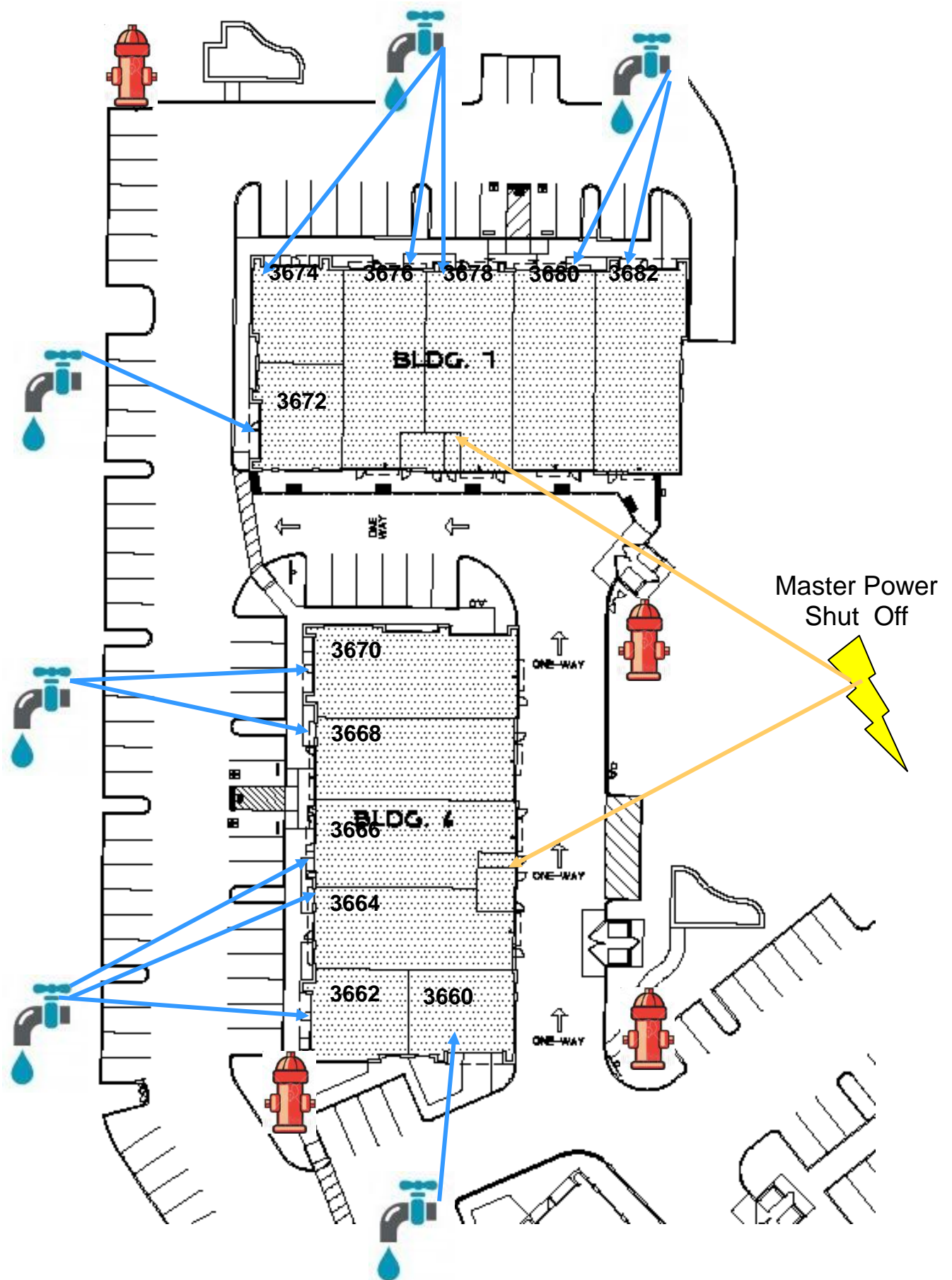
Statement of Acknowledgement & Responsibility

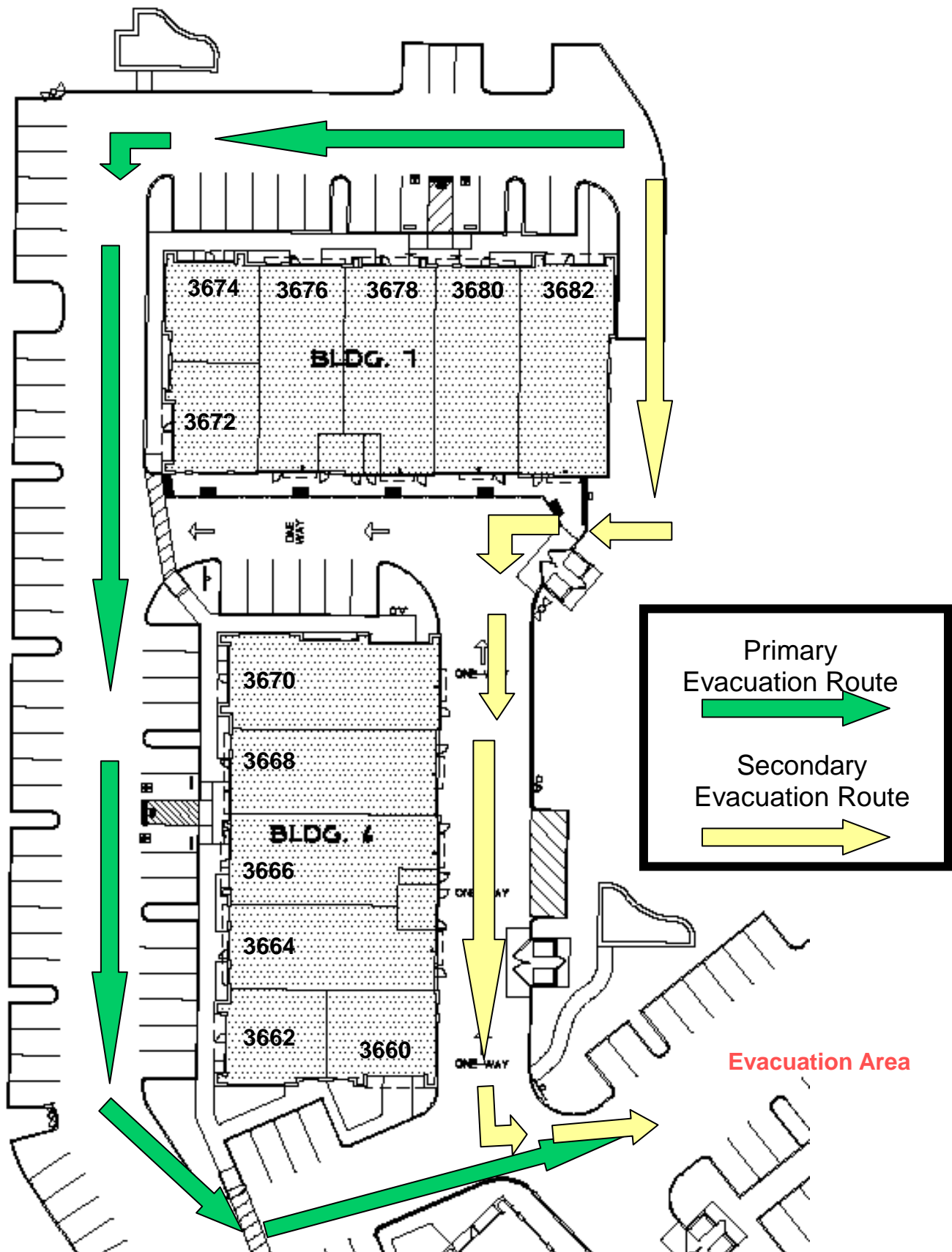
I have read the Crisis Response Plan and understand my responsibilities in relationship to the Pacific View Charter School Crisis Response Plan, as well as the responsibility to inform and educate the students under my charge, to efficiently respond during disaster emergencies and drills contained in the PVCS Crisis Response Plan. Additionally, I have read Government Code 3100 and understand my responsibility as a Disaster Service Worker.

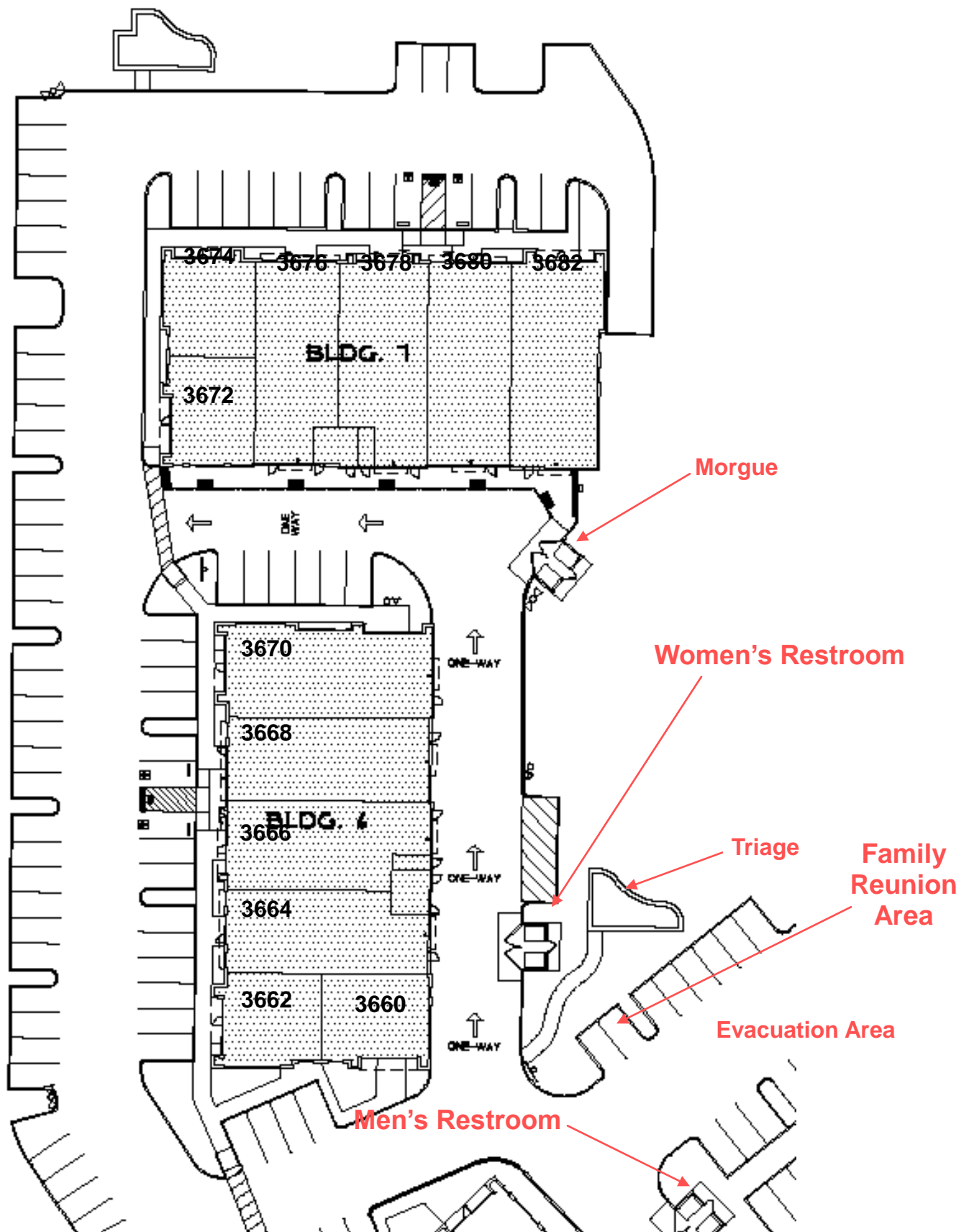
Employee's signature

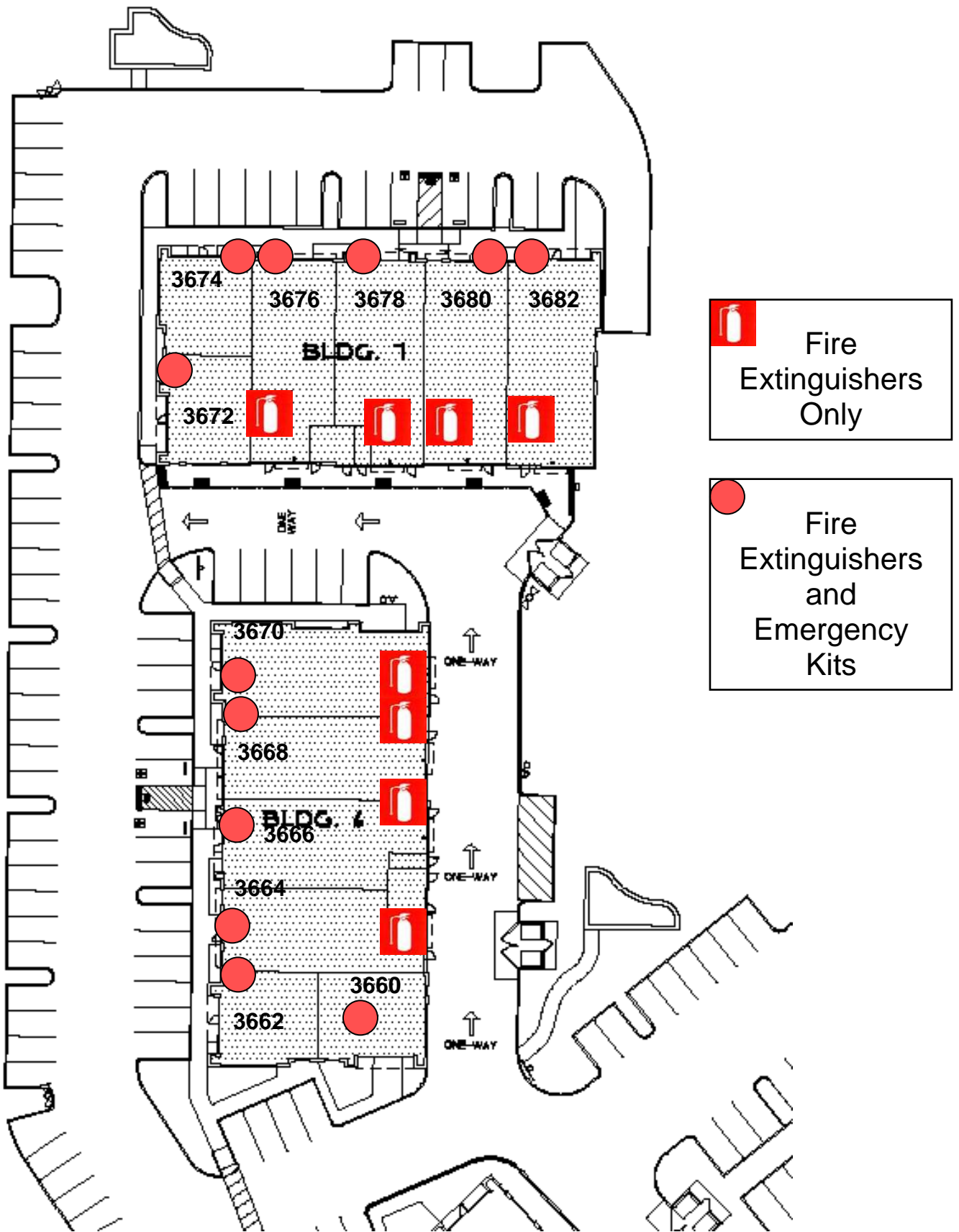
Date

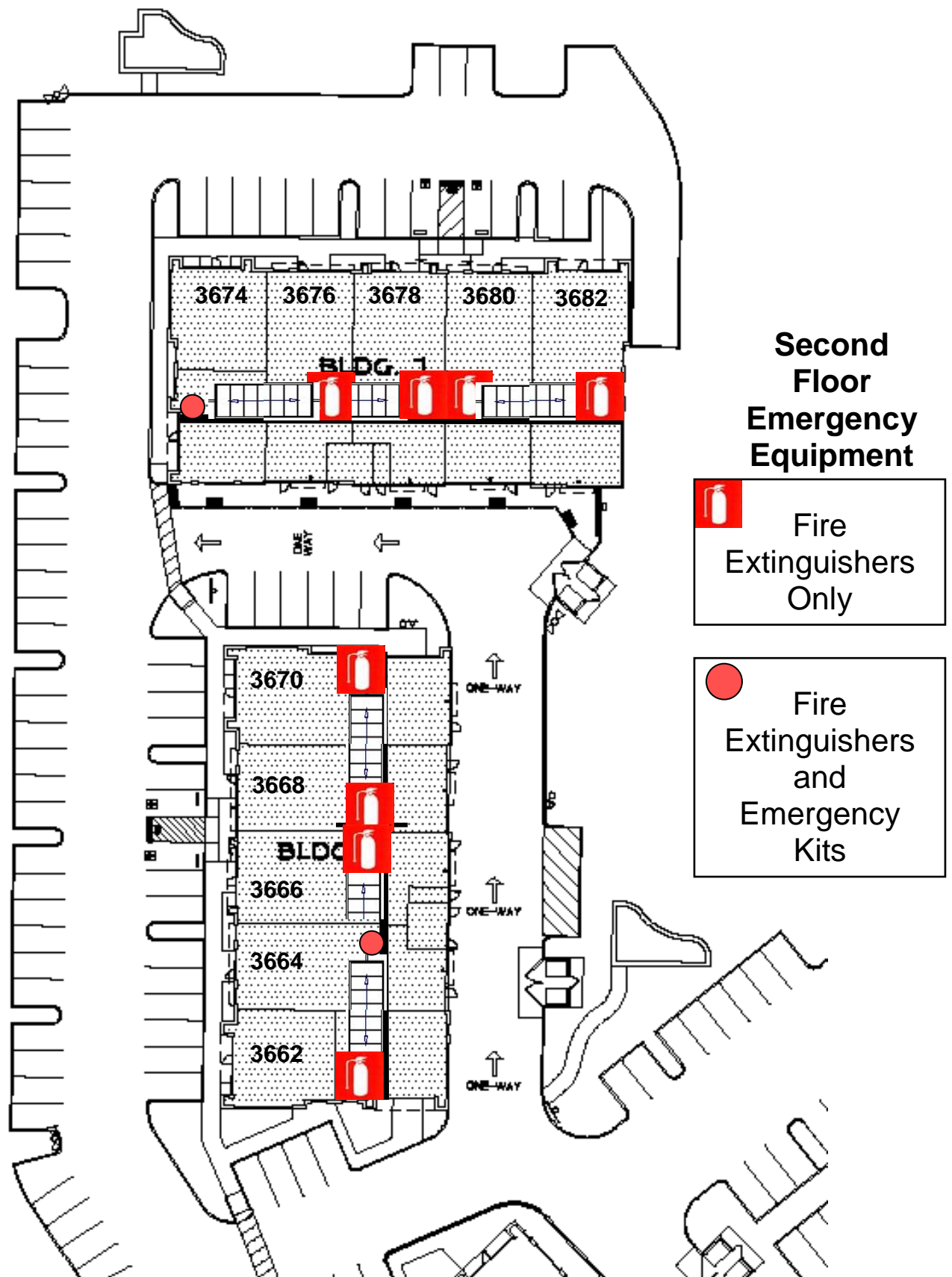












Staff Buddy List
Pacific View Charter School

- 3660/3662 Computer Lab & Study Hall, Workshop
- 3664 HS Classroom, Computer Tech/Teacher , Server Room
- 3666 HS Classroom, Curriculum Coordinator, & Achievement Coordinator
- 3668/3670 Administration & Front Office
- 3672/3674 K-8 Classroom , K-8 Teachers & Special Ed/Resource
- 3676 HS Classrooms
- 3678 HS Classrooms
- 3680/3682 Biology, Workshops

DRAFT

Bomb Threat Telephone Checklist

Pacific View Charter School

<u>Questions to Ask</u>	<u>Exact Wording of the Threat</u>
When is the bomb going to explode?	
Where is it right now?	
What does it look like?	
What kind of bomb is it?	
What will cause it to explode?	
Did you place the bomb?	
Why?	
What is your address?	
What is your name?	

Sex of Caller _____ Race _____ Age _____
 Number at which call was received _____
 Time _____ Date _____

<u>Caller's Voice</u>					
Calm			Nasal		
Angry			Stutter		
Excited			Lisp		
Slow			Raspy		
Rapid			Deep		
Soft			Ragged		
Loud			Clearing Throat		
Laughter			Deep Breathing		
Crying			Cracking Voice		
Normal			Disguised		
Distinct			Accent		
Slurred			Familiar		
Whispered			Childish		

<u>Background Sounds</u>			<u>Threat Language</u>		
Street		Factory		Educated	
Voices		Animal		Foul	
PA System		Long Distance		Incoherent	
Motor		Booth		Irrational	
Static		Clear		Taped	
Office		Loud Music		Being Read	

REPORT INFORMATION IMMEDIATELY TO DIRECTOR OR DESIGNEE.

Pacific View Charter School

Student Accountability Log

Teacher: _____

Date: _____

Suite Number: _____

_____ (check here) ALL STUDENTS ARE PRESENT.

Print below the names of students absent (unaccounted for) at the time of incident. Do Not list the names of students who were absent from school on the day of the incident.

Students Absent:

Names:

Where You Think They Are:

List Students Visiting Your Classroom:

Name:

Teacher:

Pacific View Charter School
Family Reunion Log

DATE: _____

PAGE _____ **of** _____

Student Name Supervisory Teacher	Released to	Signature	ID Y/N	Time

Pacific View Charter School
First-Aid Activity Log

<i>Date:</i>	<i>Person Reporting:</i>			<i>Page #:</i>
Time In:	Patient Name	Condition: Treatment: Pulse/min: Airway Breathing Respirations/min: Circulation Blood Pressure	Attend. Staff	Time Out

Pacific View Charter School

Injury/Damage Assessment Log

Team Lead: _____

DATE: _____

Team Member: _____

Team Member: _____

<u>Suite Number</u>	<u>Clear (Y/N)</u>	<u>Injured Person(s) Name & Condition</u>	<u>Time</u>	<u>Damage Comments:</u> <ul style="list-style-type: none"> • Fire • Hazardous materials • Exposed electricity • Sewer leak • Water leak • Broken glass • Other _____

School Incident Commander

Duty Position Responsibilities: Serves as Chief of Staff for the entire school site. Initiates and manages the school site Incident Command System. Directs the School Command Staff and Section Chiefs.

Initial Steps:

1. **Confirm severity of event** based on initial reports.
2. Direct **call** to appropriate agency (law enforcement, fire dept., district office and/or 911).
3. **Give** appropriate **command** to entire school.
 - Containment
 - Lock down entire school
 - Shelter in Place
 - Evacuation
 - 1) On site
 - 2) Off site by foot
 - 3) Off site by transportation
4. Initiate Incident Command System.

Operational Steps:

1. Establish Incident Command Post.
 - 1) Access ICP Black Disaster & 1st Aid Supplies Kit.
 - 2) Read entire duty responsibilities checklist.
 - 3) Identify yourself as the School Incident Commander (vest/nametag).
 - 4) Establish site communication.
 - 5) Brief Command Staff.
 - Public Information Officer-(**only individual authorized to release information to parents and press**). (Business Manager)
 - Liaison Officer (Administrative Coordinator)
 - Safety Officer (Technology Technician)
 - 6) Plan periodic briefings (15-30-45-60 minutes).
 - 7) Brief Command Staff of situation assessment and develop an Incident Action Plan.
 - 8) Direct School Response Teams' Chief to deploy other response teams as needed:
 - Search & Rescue Team
 - Family Reunion Team
 - First Aid Team (classified staff, teachers)
 - School Security & Traffic Control Team (classified/teachers)
 - Student Supervision Team (teachers, Student Support Advisor)
 - 9) If students/staff have evacuated direct teachers to take class roll immediately after assembling at evacuation site.

Closure:

1. Submit Activity Log to Finance Chief.
2. Direct Finance Chief to gather all:
 - Incident Action Plans
 - Activity logs from each member of Command Staff and School Section Chiefs
3. Conduct debriefing with command staff, district office and support agencies.
 - What went well?
 - Why did it go well?
 - What didn't go well?
 - Why didn't it go well?
4. Remedial steps and completion dates:
 - 1) _____
 - 2) _____
 - 3) _____
5. Date of follow-up debriefing meeting to discuss completion status of remedial steps: _____

School Liaison Officer

Duty Position Responsibilities: Contact for all off-site responders. Needs to know who is functioning in each leadership role of school's Incident Command System.

Initial Steps:

1. Obtain briefing from School Incident Commander.
2. Access ICP Black Disaster & 1st Aid Supplies Kit.
3. Read entire check list.
4. Identify yourself as School Liaison Officer (vest/nametag).
5. Select place of contact for meeting responding support agencies. (school parking lot, front of school, etc.)
6. Remind all team members to direct the media to the School Public Information Officer for official statements.
7. Know who the School Command Staff & Section Chiefs are during the incident:
 - School Incident Commander _____
 - Public Information Officer _____
 - Safety Officer _____
 - Liaison Officer _____
 - Operations Chief _____
 - Logistics Chief _____
 - Planning Chief _____
 - Finance Chief _____

Operational Steps

1. Maintain coordination with all responding agencies and direct them to appropriate Command Staff Officer and/or Section Chief.
2. Meet for periodic briefings with Command Staff.

Closure

1. Collect and submit Liaison Officer & Student Care activity logs to Finance Chief.
2. Debrief with Command Staff, Section Chiefs, District office and Support Agency.
Discuss:
 - What went well?
 - Why did it go well?
 - What didn't go well?
 - Why didn't it go well?
3. Remedial Steps and completion date(s).
 - 1) _____
 - 2) _____
 - 3) _____
4. Date of follow-up debriefing meeting to discuss complete status of remedial steps:

School Safety Officer

Duty Position Responsibilities: Monitor and assess hazardous and unsafe conditions and develop measures to assure the safety of all staff, campus visitors and volunteers.

Initial Steps:

1. Obtain briefing from School Incident Commander.
2. Access ICP Black Disaster & 1st Aid Supplies Kit
3. Read entire School Safety Officer Duty Checklist.
4. Identify yourself as School Safety Officer (vest/nametag).
5. Designate an assistant if necessary.
6. Remind all team members to direct media to School Public Information Officer for official statements.

Operational Steps:

1. Maintain an Activity Log.
2. Identify and report accidents and/or hazardous situations to School Incident Commander.
3. Exercise authority to prevent or stop unsafe acts.
4. Meet for periodic briefings with School Command Staff.
 - Consult with Operations Chief and other School Command Staff regarding safety concerns.

Closure:

1. Collect and submit School Safety Officer Activity Log to School Finance Officer.
2. Debrief with School Command Staff, School Section Chiefs, and support agencies.

Discuss:

 - What went well?
 - Why did it go well?
 - What didn't go well?
 - Why didn't it go well?
3. Remedial Steps and completion dates:
 - 1) _____
 - 2) _____
 - 3) _____
4. Date of follow-up debriefing to discuss completion of remedial step(s):

School Public Information Officer

Role and Responsibilities: Collects accurate and complete information regarding the incident at the school site for release to the news media and other appropriate agencies.

Initial Steps:

1. Access ICP Black Disaster & 1st Aid Supplies Kit
2. Read entire PIO duty check list.
3. Obtain briefing from School Commander.
4. Identify yourself as PIO (vest/nametag).
5. Designate a bilingual assistant if needed.
6. Remind all team members to direct the media to the School Information Officer for official statements.
7. Set up Information Center **away** from School Command Post.

Operational Steps:

1. Prepare incident summary report: (attached)
 - 1) Incident cause/time.
 - 2) Number/nature of injuries/damage. **(NO VICTIM NAMES)**
 - 3) School response:
 - Containment
 - Lockdown
 - Shelter in place
 - Evacuation
 - On site
 - Off site
 - 4) School requests to the public.
 - 5) Obtain authorization to release information.
2. Speaking to the media.
 - 1) Media members properly identifiable.
 - 2) Read/translate only approved incident summary report.
(No victim names).
 - 3) Avoid “no comment”. Say “information unavailable”.
3. Keep Activity Log.
4. Attend periodic briefings with School Command Staff.

Closure:

1. Submit Activity Log to Finance Chief.
2. Debrief with the School Command Staff and support agencies.
Discuss:
 - 1) What went well?
 - 2) Why did it go well?
 - 3) What did not go well?
 - 4) Why did it not go well?
3. Remedial steps and completion dates:
 - 1) _____
 - 2) _____
 - 3) _____
4. Date of follow-up debriefing meeting to discuss completion status of remedial steps: _____

Public Information Officer's Incident Summary Report

Date: _____

Time: _____

1. Incident cause/time _____

2. Number/nature of injuries: (no victim names) _____

3. Nature of damage: _____

4. School Response:

- Containment
- Lockdown
- Shelter in place
- Evacuation location(s) _____

5. Parent/Student Reunification instructions: _____

6. Additional school information/request(s) to the public _____

Incident Commander Signature: _____

Title/Position: _____

Operations Chief

Duty Position Responsibilities: Coordinates and supervises efforts of school emergency response teams:

- Student Supervision Team
(teachers, counselors, psychologist, instructional aides)
- Search and Rescue Team
(teachers)
- Family Reunion Team
(office staff, teachers & Public Information Officer)
- School Security & Traffic Control Team
(Classified, Instructional Aides, teachers)
- First-aid Team
(Any first-aid certified staff)

Initial Steps:

1. Obtain briefing from School Incident Commander.
2. Access ICP Black Disaster & 1st Aid Supplies Kit
3. Read entire duty checklist.
4. Identify yourself as School Operations Chief (vest/nametag).
5. Designate an assistant if necessary.

Operational Steps:

1. Maintain Activity Log.
2. Assign/deploy Response Teams as directed by School Incident Commander.
3. Receive and evaluate situation reports from response team leaders.
4. Meet for periodic reporting & briefing with School Incident Commander.
5. Frequently communicate with school response team leaders to determine any needs for assistance.
6. Assign other specific tasks to available school response leaders.
7. Communicate additional or anticipated needs to Logistics/Supply Chief

Closure:

1. Collect and submit all School Response Teams' Activity Logs to School Finance Officer.
2. Collect and submit School Operations Chief's Activity Log to School Finance Officer.
3. Debrief with School Incident Command Staff, School Section Chiefs, and support agencies. Discuss:
 - What went well?
 - Why did it go well?
 - What didn't go well?
 - Why didn't it go well?
4. Remedial steps and completion dates:
 - 1) _____
 - 2) _____
 - 3) _____
5. Date of follow-up debriefing to completion status of remedial step(s): _____

Student Supervision Team Leader

Duty Position Responsibilities: Assume overall responsibility of student evacuation area including student and staff accountability check and Parent/Student Reunion Team/Site.

Initial Steps:

1. Obtain briefing from School Incident Commander or School Response Teams Chief.
2. Access ICP Black Disaster & 1st Aid Supplies Kit
3. Read entire duty checklist.
4. Identify yourself as the Student Control Team Leader.
5. Designate an assistant if necessary.
6. Remind all team members to direct the media to the School Information Officer for official statements.

Operational Steps:

1. Maintain Activity Log.
2. Supervise assembly of teachers and students at prearranged positions in the evacuation area.
3. Once in position direct teachers to conduct roll call (attendance). Report the name(s) of any missing students on attendance form to the Response Teams Chief immediately.
4. Once roll call has been completed double up class supervision via teacher/buddy system so released teachers may report to their assigned Response Teams.
5. Deploy and record names of teachers assigned to the Parent/Student Reunification Team.
6. Record names of remaining teachers as the Student Control Team.
7. Direct remaining teachers to send completed attendance forms to Parent & Student Reunification Team Site via runners.
8. Meet for periodic briefings with Response Teams Chief or School Incident Commander.
9. Periodically direct teachers to retake roll (every 30 min.)
10. In the event of a prolonged evacuation communicate anticipated needs such as food, water, shelter, toilet needs to the Logistics/Supply Officer.

Closure:

1. Collect and submit all School Control Team Leader Activity Logs and submit to School Finance Officer.
2. Debrief with School Incident Command Staff, Response Teams Chief, school district office and support agencies. Discuss:
 - What went well?
 - Why did it go well?
 - What didn't go well?
 - Why didn't it go well?
3. Remedial steps and completion dates:
 - 1) _____
 - 2) _____
 - 3) _____
 - 4) _____
 - 5) _____
4. Date of follow-up debriefing to discuss completion status of remedial steps:

Student Supervision Team Managers

Duty Position and Responsibilities: Supervise students in the classroom, evacuation/assembly areas and other duties as assigned.

Initial Steps:

1. When directed or based upon best personal judgment lockdown or evacuate.
2. If evacuating access ICP Black Disaster & 1st Aid Supplies Kit.
3. If evacuating ascertain the need for assistance from neighboring teacher (“buddy system”). If a buddy is injured or missing report it to the Student Supervision Team Supervisor immediately after arriving at the evacuation/assembly area.
4. Remind all team members to direct the media to the School Public Information Officer for official statements.

Operational Steps at the evacuation/assembly area:

1. Read entire duty checklist.
2. Identify yourself as a Student Control Team Manager (vest/nametag).
3. Take roll when class reaches evacuation/assembly area. Identify any missing students. Ensure that all students have been visually identified.
4. Turn in roll (attendance) report to the Student Control Teacher Leader. Inform them of any missing students.
5. Periodically recount your students.
6. Keep track of released students.
7. Render first aid or send injured students to first aid station if conditions are safe.
8. Inform Student Control Team Leader of current or anticipated needs such as:
 - Drinking water
 - Food
 - Rest rooms
 - Shelter

Closure:

1. Submit activity logs to Student Control Team Leader.
2. Debrief with Student Control Team Leader. Discuss:
 - What went well?
 - Why did it go well?
 - What didn’t go well?
 - Why didn’t it go well?
3. Remedial steps and completion dates:
 - 1) _____
 - 2) _____
 - 3) _____
4. Date of follow-up debriefing to discuss completion status of remedial steps:

Family Reunion Team Leader

Duty Position Responsibilities: Supervise the Family Reunion Team site and the release of students to authorized adults.

Initial Steps:

1. Access ICP Black Disaster & 1st Aid Supplies Kit before evacuating classroom.
2. Obtain briefing & directions from Operations Chief.
3. Read entire duty checklist.
4. Identify yourself as Family Reunion Team Leader (vest/nametag).
5. Designate assistants (other teachers, classified, instructional aides).
6. No team members should make statements to the media. Direct media to School Public Information Officer.
7. Access student emergency or locator cards from front office.
8. Establish the location and set up tables and chairs for the Family Reunion Team/Site.

Operational Steps:

1. Receive all class roll call (attendance) forms.
2. Report missing students and staff to Student Control Team Leader or Response Teams Chief immediately.
3. Maintain Family Reunion Log.
4. Individuals picking up students **must sign** Family Reunion Log.
5. Use runners (students) to locate and summon students.

Closure:

1. Collect and submit all Family Reunion Logs to school attendance clerk or School Finance Officer.
2. Debrief with School Incident Command Staff and support agencies. Discuss:
 - What went well?
 - Why did it go well?
 - What didn't go well?
 - Why didn't it go well?
3. Remedial steps and completion dates:
 - 1) _____
 - 2) _____
 - 3) _____
4. Date of follow-up debriefing to discuss completion status of remedial steps:

School First-Aid Team Leader

Duty Position Responsibilities: Establish the school first-aid center for triage and treatment of injured/ill students and staff. Set up morgue if necessary.

Initial Steps:

1. Obtain briefing from School Response Teams Chief.
2. Access ICP Black Disaster & 1st Aid Supplies Kit.
3. Read entire duty checklist.
4. Identify yourself as the Medical Team Leader (vest/nametag).
5. Designate an assistant if necessary.
6. Assemble your medical team with no more than 5 key members who report directly to you.

First-Aid Team Member duties:

- Triage _____
 - Treatment _____
 - Additional Staff if necessary
7. Establish location of first-aid center and confirm location with School Response Teams Chief. Pre-designated areas -- see emergency site map.
 8. Identify first-aid center so location can be seen from a distance.
 9. Gather all first-aid center supplies and take them to designated room(s)/area(s) if necessary. Use medical team members or students to help.
 10. Ensure that student emergency and health cards are at the first-aid center.
 11. Pre-designate a morgue area away and out of sight – see emergency site map.

Operational Steps:

1. Maintain First-Aid Activity Log.
2. Conduct triage.
3. Supervise treatment of injured by first-aid staff.
4. Make requests for additional supplies/personnel to School Response Teams Chief.
5. Periodically brief Schools Response Teams Chief (every 30 min.).
6. Remind all team members to direct the media to the School Public Information Officer for official statements.
7. If necessary, establish morgue away and out of sight. Cover any victims' bodies.

Closure:

1. Collect and submit all First-Aid Activity Logs to School Response Teams Chief.
2. Debrief with First-Aid Team then debrief with School Response Teams Chief. Discuss:
 - What went well?
 - Why did it go well?
 - What didn't go well?
 - Why didn't it go well?
3. Remedial Steps and planned completion dates:
 - 1) _____
 - 2) _____
 - 3) _____
4. Date of follow-up debriefing to discuss completion status of remedial steps:

School Security & Traffic Control

Team Leader

Duty Position Responsibilities: Coordinates security throughout the school during a crisis. Establishes security perimeter around hazardous areas. Establishes security at the Family Reunion Site, school entrances/exits and parking lot.

Initial Steps:

1. Obtain briefing from Schools Response Teams Chief or School Incident Commander.
2. Access ICP Black Disaster & 1st Aid Supplies Kit.
3. Read entire duty checklist.
4. Identify yourself as School Security & Traffic Control Team Leader (vest/nametag).
5. Remind all team members to direct the media to the School Public Information Officer for official statements.

Operational Steps:

1. Maintain Activity Log.
2. Assign School Security Team to establish safety perimeter around hazardous area(s) with yellow caution tape and monitor the area until help arrives.
3. Assign School Security Team to Family Reunion Site.
4. Assign Traffic Control Team to school entrances/exits and parking lot(s).
5. Attempt to maintain normal traffic pattern that is familiar to parents.
6. Guide/direct responding support agencies (law enforcement, fire protection) to School Liaison Officer.
7. Direct parents to Family Reunion Site.
8. Post legible traffic directions to guide motorists.

Closure:

1. Submit Activity Log to School Response Teams Chief.
2. Debrief with School Security & Traffic Control Team members and School Response Teams Chief. Discuss:
 - 1) What went well?
 - 2) Why did it go well?
 - 3) What did not go well?
 - 4) Why did it not go well?
3. Remedial steps and completion dates:
 - 1) _____
 - 2) _____
 - 3) _____
4. Date of follow-up debrief meeting to discuss completion status of remedial steps: _____

School Search & Rescue Team Leader

Duty Position Responsibilities: Supervise a Search & Rescue Team. Search a predetermined area of the school site in an established pattern to find/rescue trapped or injured students/staff and extinguish fires if possible.

Initial Steps:

1. Obtain debriefing from School Response Teams Chief or School Incident Commander.
2. Access ICP Black Disaster & 1st Aid Supplies Kit
3. Read entire duty checklist.
4. Identify yourself as a Search & Rescue Team Leader (vest/nametag).
5. Access hard hats, safety goggles and gloves (ICS backpack).
6. Remind all team members to direct the media to the School Public Information Officer for official statements.

Operational Steps:

1. Maintain Damage/Injury Assessment Log. School map on reverse side (attached).
2. Access Search & Rescue Team Kit (special equipment).
3. Initiate search of assigned area(s).
4. Searches should be conducted in groups of 2 or 3 members.
5. Searches should be proximal, visual, vocal and auditory.
6. Proceed quietly in order to hear calls for help.
7. Mark each searched room door with the following:
 - Large "X" made from bright colored adhesive tape.
 - Time & date search was completed.
 - Team number
8. Stay within voice contact of your search & rescue members.
9. Request 911 assistance for seriously injured persons. If necessary remove seriously injured persons to the School First-Aid Center.
10. Assist less seriously injured persons toward School First-Aid Center.
11. Deceased victims should be covered and moved out of sight **unless the body is part of a crime scene.** Mark location on school map.
12. Mark unsafe areas using yellow caution tape. Mark location on school map.
13. Report to School Response Teams Chief when search is completed.

Closure:

1. Submit all Damage/Injury Logs to the School Response Teams Chief.
2. Debrief with other Search & Rescue Teams and the School Response Teams Chief. Discuss:
 - 1) What went well?
 - 2) Why did it go well?
 - 3) What didn't go well?
 - 4) Why didn't it go well?
3. Remedial steps and planned completion dates:
 - 1) _____
 - 2) _____
 - 3) _____
4. Date of follow-up debriefing to discuss completion status of remedial steps:

School Planning Section Chief

Duty Position Responsibilities: Collection, evaluation, dissemination and use of information about the development of the crisis and status of the school staff and site. Makes recommendations that addresses anticipated needs to the School Incident Commander.

Initial Steps:

1. Obtain briefing/instructions from School Incident Commander.
2. Access ICP Black Disaster & 1st Aid Supplies Kit.
3. Read entire duty checklist.
4. Identify yourself as Planning Section Chief (vest/nametag).
5. Designate an assistant if necessary.
6. Remind all team members to direct the media to the School Public Information Officer for official statements.

Operational Steps:

1. Maintain Activity Log.
2. Meet with each member of Command Staff and Section Chief.
3. Review and discuss maintenance of their Activity Logs. Identify their duty's current needs and priorities.
4. Help mitigate any concerns challenging the performance of their duty.
5. Make recommendations at periodic briefings with Command Staff and Section Chiefs.
6. Keep School Incident Commander briefed and advised.

Closure:

1. Submit Activity Log to Finance Chief.
2. Debrief with School Command Staff and Section Chiefs. Discuss:
 - 1) What went well?
 - 2) Why did it go well?
 - 3) What did not go well?
 - 4) Why did it not go well?
3. Remedial Steps and completion dates:
 - 1) _____
 - 2) _____
 - 3) _____
4. Date of follow-up debriefing meeting to discuss completion status of remedial steps: _____

School Logistics Section Chief

Duty Position Responsibilities: Manage the teams responsible for providing personnel, equipment, facilities, technical, nutritional and other support to personnel managing a school crisis.

Initial Steps:

1. Obtain briefing from School Incident Commander.
2. Access ICP Black Disaster & 1st Aid Supplies Kit.
3. Read entire duty checklist.
4. Identify yourself as the Logistics Chief (vest/nametag).
5. Designate an assistant if necessary.
6. Participate in the development of the Incident Action Plan.
7. Remind all team members to direct the media to School Public Information Officer for official statements.

Operational Steps:

1. Maintain Activity Log. Precise information is essential for reimbursement from state and federal governments.
2. Organize and deploy the following when directed by School Incident Commander:
 - Food/Water Team
 - Supply Team
 - Facilities Team
 - Feeding Area
 - Shelter Area
 - Facilities
 - Restroom set up
 - Policing (litter) Patrol
 - Lighting
 - Heating
3. Participate in periodic briefings with command staff and other section chiefs.

Closure:

1. Submit activity log to Finance Chief.
2. Debrief with team members and command staff. Discuss:
 - 1) What went well?
 - 2) Why did it go well?
 - 3) What didn't go well?
 - 4) Why didn't it go well?
3. Remedial steps and completion dates:
 - 1) _____
 - 2) _____
 - 3) _____
4. Date of follow-up debriefing meeting to discuss completion remedial status: _____

Supply Team Leader

Duty Position Responsibilities: Before an emergency the School Supply Team Leader works with the Logistics Chief to prepare for a crisis by requesting, receiving and storing supplies and equipment. During an emergency the School Supply Team Leader provides supplies and equipment under the direction of the Logistics Chief.

Preparedness Steps:

1. Coordinate with the Finance Chief for the administration of all financial matters pertaining to purchasing supplies/equipment.
2. Working with the Logistics Chief the School Supply Team Leader anticipates staff/student needs in times of emergency:
 - 1) Food/Water
 - 2) Sanitation needs:
 - Antiseptic wipes or sanitizing lotion
 - 5-gallon toilet buckets
 - Black plastic garbage can liners
 - Additional toilet paper
 - 3) Shelter needs (tent covers, emergency blankets)
 - 4) ICP Black Disaster & 1st Aid Supplies Kit
 - 5) Emergency tools
 - 6) Power sources (generator, batteries)
 - 7) Student diversion materials (playing cards, games, coloring books, comics, etc.)
 - 8) Works with School Response Teams Chief to determine/address needs of all school response teams.
 - 9) Acquires adequate storage space for emergency supplies protected from theft and weather including extreme temperatures.

Initial Steps:

1. Obtain briefing from the Logistics Chief.
2. Access ICP Black Disaster & 1st Aid Supplies Kit
3. Read entire duty checklist.
4. Identify your self as Supply Team Leader
5. Designate an assistant if necessary.
6. Remind team members to direct the media to the School Public Information Officer for official statements.

Operational Steps:

1. Maintain Activity Log. Precise record keeping will facilitate cost reimbursement from state and federal government.
2. Coordinate sanitation & shelter needs with Shelter Team.
3. Coordinate rationing and distribution of foods with Food/Water Team.
4. Hold periodic briefings with the Logistics Chief.
5. Stand by for requests from Logistics Chief.

Closure:

1. Submit Activity Log to Logistical Chief.
2. Debrief with School Supply Team members and Logistics Chief.

Discuss:

- 1) What went well?
 - 2) Why did it go well?
 - 3) What did not go well?
 - 4) Why did it not go well?
3. Remedial steps and completion dates:
 - 1) _____
 - 2) _____
 - 3) _____
 4. Date of follow-up debriefing meeting to discuss completion status of remedial steps: _____

School Shelter Team Leader

Position Duty Responsibilities: Establish shelter to protect students/staff from environmental conditions and to establish shelter for sanitation/privacy needs.

Initial Steps:

1. Obtain briefing/instructions from Logistics Chief.
2. Access ICP Black Disaster & 1st Aid Supplies Kit
3. Read entire duty checklist.
4. Identify yourself as Shelter Team Leader (vest/nametag).
5. Designate an assistant if necessary.
6. Remind team members to direct the media to School Public Information Officer for statements

Operational Steps:

1. Maintain Activity Log. Precise record keeping will facilitate cost reimbursement from state and federal government.
2. As directed by Logistics Chief, use staff & students from the Student Control Area to establish shelter for protection from the weather and for sanitation/privacy purposes.
3. Assist American Red Cross if school is declared a community shelter.
4. Shelter for sanitation/privacy purpose can use 5-gallon buckets with a black plastic liner per individual. Once used each individual should tie each plastic liner with a knot and safely discard it far away, out of sight and down wind from the evacuation area.
5. Metal garbage dumpsters are preferred receptacle for knotted plastic toilet bags.
6. Hold periodic briefings with Logistics Chief.

Closure:

1. Submit Activity Log to Logistics Chief.
2. Disassemble and store shelter materials.
3. Ensure that toilet buckets are sanitized before storing again.
4. Debrief with School Shelter Team members and Logistics Chief.
Discuss:
 - 1) What went well?
 - 2) Why did it go well?
 - 3) What did not go well?
 - 4) Why did it not go well?
5. Remedial Steps and completion dates:
 - 1) _____
 - 2) _____
 - 3) _____
6. Date and follow-up debriefing meeting to discuss completion status of remedial Steps: _____

Food/Water Team

Position Duty Responsibilities: Provide food/water for all staff/students/volunteers at the school site for as long as necessary. May also provide food/water for the community should the school become a community shelter.

Initial Steps:

1. Obtain briefing from Logistics Chief.
2. Access ICP Black Disaster & 1st Aid Supplies Kit.
3. Read entire duty checklist.
4. Identify yourself as member of Food/Water Team (vest/nametag).
5. Remind team members to direct media to School Public Information Officer for official statements.

Operational Steps:

1. Maintain activity log. Precise accounting is necessary for reimbursement from state and federal government.
 - Number of meals served?
 - Types of meals served?
 - Number of water units bottles served?
 - Amount of water per container?
2. Determine the number of staff needed to operate food/water team. Involve students if possible.
3. Estimate duration of crisis and ration food/water accordingly to staff/students still on site at time of serving.
4. Determine if food/water will be available from other schools or sources such as the Red Cross.
5. Keep all food/water secured in one area if possible.
6. Determine best method to serve food/water.
7. Establish feeding schedules.
8. Have disposable cups, plates, forks and spoons available.
9. Serve perishable foods first.
10. Purify all drinking water if not already done.
11. Wash hands before food preparation/contact.
12. Keep all garbage and trash in plastic bags away from staff/students.
13. Keep Logistics Chief periodically briefed.

Closure:

1. Submit activity log to Logistics Chief.
2. Debrief with Food/Water Team members and Logistics Chief. Discuss:
 - 1) What went well?
 - 2) Why did it go well?
 - 3) What did not go well?
 - 4) Why didn't it go well?
3. Remedial steps and completion dates:
 - 1) _____
 - 2) _____
 - 3) _____
4. Date of follow-up debriefing meeting to discuss completion status of remedial steps: _____

School Finance/Administrative Chief

Position Duty Responsibilities: Collect all school incident Activity Logs. Determine & submit cost analysis to the School Incident Commander (administration) who then reports to the district office Finance Officer (Business Office).

Initial Steps:

1. Obtain briefing from School Incident Commander.
2. Access ICP Black Disaster & 1st Aid Supplies Kit
3. Read entire duty checklist.
4. Identify yourself as the Finance Chief (vest/nametag).
5. Designate an assistant if necessary.
6. Remind all team members to direct media to School Public Information Officer for official statements.

Operational Steps:

1. Maintain Activity Log. Precise record keeping will facilitate cost reimbursement from state and federal government.
2. Collect any of the following in reference to the school crisis:
 - Report forms
 - Logs
 - Messages
 - Receipts
 - Accident/illness claims
 - Photographs/videos of damage or relevant details.
4. Hold periodic briefings with the School Incident Commander.
5. Participate in the development of the Incident Action Plan.

Closure:

1. Submit Activity Log to School Incident Commander.
2. Debrief with School Command Staff and support agencies. Discuss:
 - 1) What went well?
 - 2) Why did it go well?
3. Remedial steps and completion dates:
 - 1) _____
 - 2) _____
 - 3) _____
4. Date of follow-up debriefing meeting to discuss completion status of remedial steps: _____

Specific Crisis Response Procedures

1. Air Pollution

When an air pollution emergency is declared, staff will be notified via email and/or telephone/radio. The severity of the emergency is distinguished by Levels and is usually issued Countywide. Level I is the first stage. The most serious is Level III. In the event of an air pollution emergency, the following will be accomplished:

LEVEL I

ALERT

This is directed to people with asthma, emphysema, and other breathing and cardiac problems.

ADVISORY

Schools should cancel all outdoor physical activities, such as physical education classes, intramural sports, and interscholastic contests.

RECOMMENDED SAFE GUARDS

1. Remain indoors whenever possible, keeping doors and windows closed.
2. Avoid dust, smoke, fumes, sprays, and other irritants.
3. If air conditioning is available, turn it on.
4. Avoid strenuous physical activities.
5. If under a physician's care, people are urged to contact a doctor for treatment of any respiratory problems.

LEVEL II

1. Same precautions as Level I.
2. In addition, SCHOOL CLOSES

LEVEL III

1. Same precautions and closures as Level II
2. In addition, all non-emergency facilities are to be SHUT DOWN

2. Animal Attack or Threat

In the City of Oceanside, there are wild animals (i.e. coyotes, opossums, raccoons, snakes, even an occasional mountain lion). It is possible that an animal could attack a child or staff member and cause serious injury or even death. All animals encountered on a school campus should be considered wild and dangerous. It is also possible a student or staff member could be attacked and bitten by a potentially dangerous loose pet. Faculty and staff should consider all animals observed on a campus as potentially dangerous. Every attempt should be made to keep all students away from animals observed on campus.

IF A POTENTIALLY DANGEROUS ANIMAL IS ON CAMPUS...

1. Move people away from the threat.
2. Students and staff should move to a safe location either inside or outside a building.
3. Do not try to scare the animal away. The animal may become alarmed, causing the animal to attack.
4. If safety permits, assign staff to observe the animal until it moves off school property or assistance arrives.
5. Call 911 and/or Administrative Coordinator (105), Business Services (128).
6. Initiate a "Modified Lockdown", if appropriate.

IF ATTACK OCCURS...

1. Follow the instructions above.
2. If someone is injured, administer first aid and contact emergency authorities.
3. If possible, move the injured person to safety and initiate a “Modified Lockdown”, if appropriate.

3. Bees - European Bees, Killer Honey Bees

“Killer” honeybees became established in Texas in 1990 and have spread throughout the Southern California area. “Killer” bees are closely related to the European honeybees and both look similar. “Killer” bees tend to be more aggressive. Caution and a safe distance should be maintained when encountering any type of bees on campus. The following are general safety rules recommended by the U.S. Department of Agriculture and the University of California:

1. Listen for buzzing indicating a nest or swarm of bees.
2. Stay away from all bee swarms and colonies (including nests).
3. If bees are encountered, get away quickly.
4. While running away, try and protect face and eyes as much as possible.
5. Take shelter in a classroom or building. Thick brush does not offer enough protection.
6. Do not stand and swat bees; rapid motions will cause them to sting.
7. Notify a teacher or administrator of the incident.

IF STUNG, THE FOLLOWING STEPS ARE RECOMMENDED...

1. Go quickly to a safe area (preferably a classroom, building, or vehicle).
2. Notify the Administrative Coordinator (105), Business Office (128), or Front Office (101) of the danger.
3. Remove the stinger as soon as possible. However, do not squeeze the stinger. Pressure will release more venom.
4. Scrape stinger out with fingernail, the side of a notebook, or non-sharpened credit card type item.
5. Wash wound with soap and water.
6. Apply ice pack to relieve pain and swelling.
7. Seek medical attention (Administrative Coordinator /Business Services Office).

4. Bomb Threats and Suspicious Packages

A bomb threat is often a hoax or prank. However, in this day and age, we have to take every precaution to keep our students, staff, and school safe. In order to do so, we **MUST** treat **ALL THREATS** as if they are **REAL** and a **DANGER** exists. By handling each threat quickly and effectively, we can reduce the threat of harm and enhance the stability and learning environment at our schools. The following will be accomplished when a threat is received:

THREAT BY PHONE:

1. The person receiving the threat should keep the caller on the line, using the “Bomb Threat Checklist” to obtain as much information as possible.
2. This individual should also notify/signal to a secondary person to call 911 and to notify the Director or designee.

THREAT BY NOTE:

1. If a threat is found or received by note, pay attention to the description of the person delivering the note, if possible.
2. Call the police immediately.
3. If the threat arrives by e-mail, save the e-mail and proceed appropriately.

FOR EVERY BOMB THREAT INCIDENT:

1. The Director or designee will designate a contact person member to direct/advise police/fire personnel, upon arrival.
2. All cell phones should be turned off and “non-cordless” (regular) telephones should be used. The use of radio transmissions, whether cellular, digital, or from a cordless phone, could detonate a bomb.
3. Do not turn on/off electrical equipment.
4. Do not use radio devices to alert personnel or students
5. If evacuation becomes necessary, or instructions need to be given campus wide, it can be accomplished using hard-wired or mechanical communication systems or human “runners”.
6. Searching is to be conducted by school personnel familiar with school grounds. **NOTE: DO NOT TOUCH OR APPROACH ANY OBJECT THAT APPEARS SUSPICIOUS.**
7. Teachers, when possible, should perform searches of their own classrooms.
8. Classified personnel will be responsible for searching the exterior portions of the campus and all remaining structures not already addressed.
9. It will be the decision of the Director or designee whether to evacuate prior to finding a suspicious object/suspected bomb. This decision should be based on the initial bomb threat information and any other pertinent information relating to the incident.
10. No report of a bomb should be ignored! The minimum response should be no less than a search followed by a report to the police and district officials.

WHEN A BOMB OR SUSPICIOUS DEVICE IS LOCATED:

1. The school grounds need to be evacuated immediately!
2. **Get at least 2000 FEET away from the bomb!**
3. Emergency Personnel are to be notified of the found device immediately!
4. **NO ONE is to touch or move the suspicious object for any reason!**
5. **BE AWARE: Just because one object is found does not mean there are not others!**
6. Evacuation is to be accomplished via fire/evacuation drill procedures.
7. Emergency personnel (i.e. police and fire) will advise when it is safe to return to the campus.
8. Teachers take roll book and fill out the “Student Accountability Log.”
9. Turn the “Student Accountability Log” into the Student Accountability Team.

5. Civil Disturbance

The school administration should be aware of circumstances that might create civil disturbances or public demonstrations within the school (i.e. student walkout, internal or external incidents, or an outside individual or group that incites student participation in an inappropriate activity). If a civil disturbance does occur, the safety of the students and staff is the first priority and the following should be accomplished:

1. Assess situation:
 - Identify who is involved
 - What is actually occurring?
 - When is it going to occur, if it is not currently ongoing?
 - Where is it occurring?
 - Why is it occurring?
2. Remove students and staff from any hazardous situation (If inside a building “lockdown” or if outside get to a safe area).
3. Contact the following:
 - Call 911 (Police)
 - School Administration – Executive Director /Associate Director/ Administrative Coordinator.
4. Do nothing to antagonize the demonstrators.
5. For a general “walkout” or uncontrolled disturbance (Do not attempt to stop students).
6. Assign a staff member to maintain observation of the group to keep track of the group’s location.
7. If appropriate and safe to do so, secure building entrances, utilities, fire alarms, furnace rooms, and school equipment rooms.
8. Use good judgment and remain calm. Stay in your office unless you are in an unsafe position or instructed to leave by the person in charge.
9. Stay off the telephone. After initial contacts communications systems could become overloaded.
10. Cooperate. Certain services may be limited during a disturbance. Access will be restricted. Withdraw from the area near the emergency until safe to return.

6. Crime Scenes

In the event of a crime on campus, a classroom, a large area of the school, or even an entire campus may become a crime scene. A crime scene is a location, designated by law enforcement, where a crime was committed and where evidence of the crime may be located. Preservation of the crime scene is very important to our judicial system. Every school employee has the responsibility to preserve a crime scene until law enforcement arrives. The following are steps that should be followed at a crime scene:

1. Make an informed decision about the need to evacuate or stay at the scene.
2. Watch for involved parties, witnesses, or suspects leaving the area.
3. Do not pick up, touch, or disturb in any way any potential evidence.
4. Keep in mind that a lot of evidence is very difficult or impossible to see due to its size or nature.
5. Do not allow anyone to enter or re-enter the crime scene.
6. Write down the name of any person entering the crime scene.
7. Guard any entrance or exit to the crime scene.
8. Relinquish control of the crime scene to law enforcement upon arrival.

7. Earthquakes

Because we live in California, we should not be asking “if it will occur”, but rather, “when will it occur!” Although technological advances have enabled us to learn more about earthquakes, accurate predictions are still in the distant future. If an earthquake should take place during school the following will be accomplished:

IF INSIDE...

1. If necessary - Call 911

2. Remain in the Drop, Cover, and Hold position until the person in charge gives instructions. Teachers use your best judgment.
3. Turn away from windows.
4. If inside get next to an inside wall.
5. Stay under shelter until shaking stops.
6. Listen for instructions.
7. Be prepared for aftershocks.
8. Avoid objects and areas that could cause injury.

DURING EVACUATION...

1. Evacuate to a predetermined assembly area away from buildings and overhead power lines, and away from underground gas and sewer lines.
2. Do a visual check and make sure your neighboring classrooms are evacuating as well.
3. Teachers fill out the “Student Accountability Log.”
4. Turn the “Student Accountability Log” into the Student Accountability Team.
5. Do not return to buildings until they have been deemed safe.
6. Designated staff will turn off gas, electricity, and water valves if necessary and feasible.
7. Stay off telephones.
8. If necessary turn over custody of your students to your buddy teacher and report for your team assignment.

IF OUTSIDE...

1. Follow the instructions listed above.
2. Move to an open space. Lie down or crouch low to the ground.
3. Watch for large objects (telephone poles, light posts, etc) that could fall on top of you.
4. Remain outside and unite with another teacher when they exit their classroom.

8. Fallen Aircraft

The City of Oceanside hosts a Municipal Airport. Planes fly above our city usually from east to west. If a plane should crash near or on a campus, immediate action is necessary to ensure safety of the students. All persons must be kept at a safe distance from the aircraft because of the great danger of explosion even after the plane comes to rest. The following will be accomplished:

1. CALL 911 immediately

2. When necessary, teachers will take immediate action to ensure the safety of students.
3. Unless obvious action is indicated, the Director or designee will determine the action to be taken.
4. The only warning you may have could be the sound of the crash or explosion.
5. Be aware that there may be secondary explosions or even explosives associated with the aircraft.
6. Be advised that 2-way radio transmissions give off a small spark during each transmission. This could trigger an explosion if fuel vapors are present.

IF THE DECISION IS MADE TO REMAIN ON CAMPUS:

1. Move all students and staff inside by initiating a “Modified Lockdown”.
2. Close window blinds.
3. Move away from windows and remain near an inside wall if on a lower floor.

IF AN EVACUATION IS INITIATED:

1. The evacuation site should be at least **2000 feet** and **upwind** from the crash site.
2. Depending on your evacuation alternatives and the potential danger of the plane crash, you will need to decide whether to initiate an “Evacuation on foot” (front or rear) or an “Evacuation on bus” (front or rear)

9. Fires

A fire can be mesmerizing to your students. A fire can spread quickly and surround victims within moments. It is imperative that students and staff act immediately in order to reduce the threat of injury or death. If a fire is detected in or near a school building, the following will be accomplished:

1. Call 911.

2. Initiate an evacuation to a safe location.
3. Alert all staff members as to the location and condition of the fire.
4. If time permits, close windows and close and **unlock the door** (This will help contain the fire).
5. Students and adults should evacuate buildings to the designated areas of safety in a quiet, orderly fashion. Your evacuation routes may vary given the nature and location of the fire.
6. Do a visual check and make sure your neighboring classrooms are evacuating as well.
7. Fill out the “Student Accountability Log”.
8. Turn the “Student Accountability Log” into the Student Accountability Team.
9. Assigned staff will assist by directing evacuation routes away from the fire. Designated safety staff will also assist with **minor** firefighting duties.
10. The Incident Commander will designate someone to stand by at the site entrance to direct police and fire personnel to the fire.
11. If necessary, turn over custody of your students to your “buddy teacher” and report to the command post for team assignments.
12. Do not return to class until the fire department declares the area safe.
13. Each teacher shall be required to know the location of the fire extinguishers in their classroom.

10. Floods

In the mid-1990's, Oceanside experienced heavy rain. As a result, flooding occurred and the evacuation of multiple residences and people ensued. We are not exempt from another, possibly more serious occurrence. If flooding should occur on or near PVCS, the following will be accomplished:

1. Call 911

2. The Executive Director or designee will initiate any emergency actions ("Evacuation on foot" or "Evacuation on bus") deemed necessary.
3. Get all personnel to high ground
4. If an evacuation becomes necessary, mobilize the Evacuation Assistance Team and have them begin the preparations for the evacuation.
5. Fill out the "Student Accountability Log".
6. Turn the "Student Accountability Log" into the Student Accountability Team.

11. Hazardous Materials

The major threat from this type of situation is toxic fumes and/or skin contact. This type of emergency can range from a train wreck involving tanker cars, to a fire at one of our local chemical factories, to a small chemical spill in the Biology Lab. If such an emergency should occur, the following will be accomplished:

FOR BOTH ON & OFF CAMPUS ORIGINATION...

1. **Call 911.**
2. Teachers and students evacuate affected area.
3. Consider wind direction and evacuate **crosswind** if possible (staying a minimum of 2000 feet away).
4. If necessary, mobilize the Transportation Team to facilitate having school personnel and students bused crosswind out of the affected area.
5. Seal off the area if possible.
6. Identify contaminated personnel and keep them from having contact with others.
7. If necessary turn over custody of students to your "buddy teacher" and report to your designated responsibility positions.
8. Fill out the "Student Accountability Log".
9. Turn the "Student Accountability Log" into the Student Accountability Team.
10. The Incident Commander should designate personnel to guide emergency crews to affected area.
11. Do not reenter a building or area until it has been cleared.

12. Armed Intruder / Active Shooter

Your **PRIMARY GOAL** during this incident is to **MINIMIZE DANGER** to yourself and to your students. Do not try to confront the subject, but act immediately. Both police notification and lockdown activation need to be accomplished. The order of this process will depend on the situation.

UPON DISCOVERING THE INTRUDER...

1. Call 911 – **USE CELL PHONE** so you can move.

2. Relay accurate information to the police dispatcher.

What does the intruder look like?

Where is the incident occurring?

How many are involved?

What demands, if any have been made?

What type(s) of weapons?

3. Stay on the line, if safe to do so, until the dispatcher tells you to hang up.

4. Try to give the dispatcher as much information as possible. As you are talking to the dispatcher, the information is being relayed to the responding police units.

5. When law enforcement arrives on scene, a contact person should immediately meet officers with vital intelligence of the incident, **if** possible.

ALERTING THE SCHOOL...

1. Use the phone/radio system to alert your campus of the need to Lockdown.

2. Make your instructions firm and clear. **Do not use code words!**

3. If your students are **inside or outside** the classroom, use a command similar to this:

“Staff and students! This is a lockdown! Close and lock your doors immediately! Lockdown Now!” (Repeat)

4. Remain calm and speak with an authoritative voice.

5. Instructions should be given regularly every 5-15 minutes or as the situation warrants. Reassurance and information can have a calming effect during a crisis. Student and staff will know they have not been forgotten and will find comfort in the informational updates.

6. The Incident Commander, will not release the Lockdown until they have notified all the assisting agencies on your campus. This is easily accomplished at the “Unified Command” location.

7. If an evacuation is going to be necessary, this information should be communicated prior to the release of the lockdown, to avoid confusion.

8. Due to safety concerns, some specific information regarding the incident will not be given over the radios. Doing so could jeopardize the safety of students, staff, and emergency personnel.

LOCKDOWN WHILE INSIDE SUITES...

1. Teachers should keep classroom doors locked **at all times**. Doorstops, wooden blocks, or rubber stoppers could be used to keep your locked door from closing. These “stoppers” or “blocks” should be removed at the first call for Lockdown. Suite doors should be immediately shut and locked.
2. Turn off all lights..
3. Evacuate to the warehouses – ONLY if time allows bring your ICP Black Disaster & 1st Aid Supplies Kit – lock the door.
4. Have students crawl to a position of “COVER” and/or “CONCEALMENT”.
5. Have all students lie face down on the floor.
6. Teachers should remain near the locked door to monitor students and/or suspects and to control those who enter. **DO NOT** jeopardize the safety of your students within your care by opening your locked door for anyone.
7. SET CELL PHONE TO SILENT.
8. Do not call the front office to ask questions. Updates will be sent by text (cell phone) when possible.
9. Take out the “Student Accountability Log” and fill-out.
10. DO NOT chase any students if they run off. If possible document their name.
11. Remain with the rest of your class/group.

LOCKDOWN PROCEDURE FOR CLASSROOM (3672)/COMPUTER LAB (3660)/ STUDY HALL (3662)/ SUPPORT ROOM (3682) ...

1. Teachers/Instructional Aides should keep classroom doors locked at all times. Doorstops, wooden blocks, or rubber stoppers could be used to keep your locked door from closing. These “stoppers” or “blocks” should be removed at the first call for Lockdown. Suite doors should be immediately shut and locked.
2. Turn off all lights.
3. Evacuate to **NEAREST** adjoining warehouse. Pass through adjoining suite upstairs and enter warehouse (**bring your keys**) – **ONLY if time permits** bring your ICP Black Disaster & 1st Aid Supplies Kit – lock the door.
4. Have students crawl to a position of “COVER” and/or “CONCEALMENT”.
5. Have all students lie face down on the floor.
6. Teachers should remain near the locked door to monitor students and/or suspects and to control those who enter. **DO NOT** jeopardize the safety of your students within your care by opening your locked door for anyone.
7. SET CELL PHONES TO SILENT.
8. Do not call the front office to ask questions. They will be busy with law enforcement and will be updating by text (cell phone) when possible.
9. Take out the “Student Accountability Log” and fill-out.
10. DO NOT chase any students if they run off. If possible document their name.
11. Remain with the rest of your class/group.

LOCKDOWN WHILE OUTDOORS...

1. Teachers should go to their assigned classrooms, **if** it is safe to do so. If it is **not safe**, teachers should proceed to the nearest classroom.
2. Students should proceed to the nearest available lockable room.
3. Avoid “bunching up” gives the shooter an easy target.
4. A moving target is difficult to hit, even for an experienced gunman. **KEEP MOVING** if you are out in the open.

5. Move away from the sounds of gunfire.
6. Evacuate to the warehouse.
7. Keep television off. This will keep potentially disturbing news from creating unnecessary difficulties amongst the students and staff. **SET CELL PHONES TO SILENT.**
8. Do not call the front office to ask questions. They will be busy with law enforcement and will be updating you by text (cell phone) when possible.
9. Take the roll book and fill out the “Student Accountability Log”.

13. Severe Windstorm

The United States Weather Bureau usually forecasts severe windstorms very accurately. If time and conditions permit, emergency dismissal may be implemented prior to an emergency. If high winds develop prior to dismissal, the following will be implemented:

1. Students and staff should assemble inside suites.
2. Close windows, blinds, and drapes.
3. Implement action “Drop, Cover, Hold” if needed.
4. Remain near an inside wall and avoid second stories.
5. Avoid auditoriums, gymnasiums, and other structures with large roof spans.
6. If possible, avoid or evacuate suites bearing the full force of the wind.
7. Maintain control and fill out the “Student Accountability Log”.
8. The Incident Commander will direct further action as required.

14. Shelter in Place

It may be necessary to protect students and staff from environmental problems which do not require an evacuation.

1. Activate Incident Command System
2. Student/staff stay indoors.
3. Shut windows
4. Secure doors
5. Turn off air-conditioning and heating units if applicable to emergency.
6. Minimize student activity.
7. Take roll. Inform Command Post of any missing students.
8. Stay indoor until Shelter in Place is ended.

15. Sudden Flash of Light/Explosions

In case of an explosion, the first evidence may be a sudden extremely intense light. A blast wave may and should be anticipated almost immediately. Act immediately and take a protective position by dropping to your knees, clasp both hands behind your neck, bury your face in your arms, make your body as small as possible, close your eyes, and cover your ears with your forearms. This is called “DROP, COVER, and HOLD.”

INSIDE SCHOOL BUILDINGS...

1. “**Drop**” immediately to the floor beneath a desk, chair, table, or bench, if it is close to you.
2. “**Cover**” your head with your hands, coat, sweater, or notebook if handy.
3. “**Hold**” onto the object you are beneath or bury your face in your arms.
4. If there is nothing to get under, get close to an inside wall away from windows.
5. Stay in the “Drop, Cover, and Hold” position until instructions are given. Teachers or persons

in charge must use your best judgment.

6. If it has been determined that the explosion is within the building, the fire alarm should be sounded and all persons are to leave the building and proceed to areas of safety. The Incident Commander will decide whether an evacuation is necessary, and if so, what kind of evacuation it will be.

OUTSIDE SCHOOL BUILDINGS...

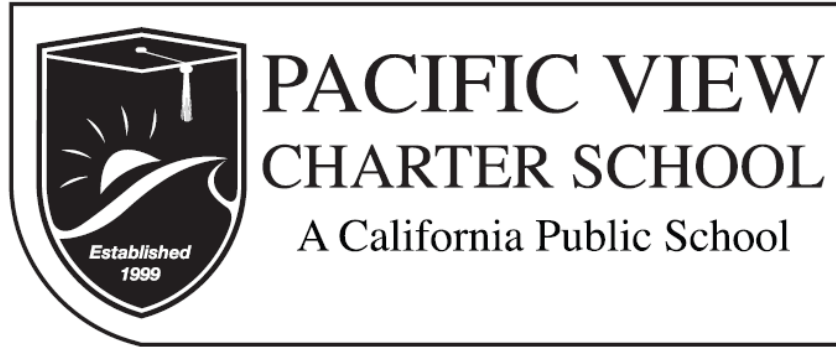
1. Lie down behind the nearest building, bench, curb, or in the gutter if such protection is within a step or two.
2. If there is no such protection, drop to the ground upon your abdomen and lie as flat as possible.
3. Stay in this position until instructions are given to move or until it is safe to do so.
4. After the explosion, listen for instructions from whoever takes charge.

16. Suicide Attempts & Threats

Suicide is one of the leading causes of death among school age children. Any discussion of suicide or attempt by a student is a strong indication of a problem. Your immediate actions during this time can impact the situation immensely. The following will be accomplished:

1. When a student or staff member is advised that someone on campus has indicated, either verbally or otherwise, that they intend to commit suicide, the Executive Director and/or police need to be immediately notified.
2. **The suicidal individual should not be left alone. Preferably the individual should be escorted to the Executive Director's office or another somewhat private location where further observation and evaluation can occur.**
3. The Executive Director or designee should perform a brief assessment. If the threat appears to be credible, the police department needs to be contacted.
4. The background of the individual needs to be explored to determine if a professional is already treating them. That professional should be contacted for input and assistance in possible placement.
5. If an individual attempts suicide, the school staff needs to call 911 immediately!
6. If any individual is attempting suicide with a weapon, a Lockdown will be initiated. This will help with limiting the crowds around the incident. It will also keep the suicidal individual from taking hostages in an act of desperation. **(Never underestimate the abilities of someone who is despondent. Students who intended to destroy themselves have committed many of the worst school tragedies).**

9.10



PACIFIC VIEW CHARTER SCHOOL INJURY & ILLNESS PREVENTION PROGRAM

Pacific View Charter School is committed to providing and maintaining a safe and healthful work environment. To achieve this, an Injury & Illness Prevention Program (IIPP) has been developed. We also believe that safety is every employee's responsibility and expect all employees to use safe work practices and report any unsafe condition that they observe. Supervisors shall consistently promote safety and shall correct unsafe conditions and/or work practices through education, training and enforcement.

GENERAL INFORMATION

Name of facility: Pacific View Charter School
Address: 3670 Ocean Ranch Blvd., Oceanside, CA 92056
Phone: (760) 757-0161

DESIGNATED PERSON(S)

Lori Bentley / Kira Fox

EMPLOYEE COMPLIANCE

All employees are responsible for complying with safe and healthful work practices. Our system of ensuring that all employees comply includes:

- Informing employees of the provisions of our IIPP.
- Evaluating the safety performance of all employees.
- Employee recognition.
- Providing retraining to employees whose safety performance is deficient.

COMMUNICATIONS

All managers and supervisors are responsible for communicating with employees about matters related to occupational safety and health. We encourage all employees to report hazardous acts and conditions without fear of reprisal. We accomplish this through the following:

- Reviewing the IIPP, safety and health policies and procedures, etc., during new employee orientation.
- Training programs.
- Safety meetings.
- Posted and/or distributed safety literature.
- A system for employees to anonymously notify management of hazards.

HAZARD IDENTIFICATION

Periodic inspections to identify hazards will be completed in the following areas:

- | | |
|--------------------------|----------------------|
| ▪ Administrative Offices | ▪ Computer Lab |
| ▪ Biology Lab | ▪ Student Study Hall |
| ▪ Classrooms | ▪ Warehouses |

Inspections are performed:

- When the program is first established.
- When new substances, equipment, processes, etc., are introduced.
- When new or previously unidentified hazards are recognized.
- *On-going on an Annual Basis*

ACCIDENT INVESTIGATION

Occupational injuries and illnesses are to be investigated by the immediate supervisor as soon as possible after the incident. The purpose of the investigation is to determine the cause so that appropriate corrective action can be taken to prevent recurrence.

HAZARD CORRECTION

Unsafe or unhealthy acts or conditions will be addressed as soon as possible after receiving notification. Those hazards considered most severe will be dealt with first.

TRAINING & INSTRUCTION

All employees will be provided with safety and health training in general safe work practices and with respect to the hazards unique to their specific job assignment. Training will be provided:

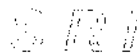
- When the program is first established.
- To all new employees.
- To all employees given new job assignments for which training has not previously been received.
- Whenever new substances, procedures, processes, equipment, etc., are introduced and represent a new hazard.
- Whenever the employer is made aware of a new or previously unrecognized hazard.
- For supervisors to familiarize themselves with the hazards to which the employees under their immediate direction may be exposed.

This Injury and Illness Prevention Program (IIPP) has been reviewed and approved.

Signature and Title

Date

10.1



May 24, 2013

Sandy Benson
Pacific View Charter School
3670 Ocean Ranch Boulevard
Oceanside, CA 92056

Re: **Space Planning Services**

Dear Sandy,

SRI is pleased to provide a proposal for Space Planning Services for Pacific View Charter School Building 6 and a portion of Building 7, located at 3670 Ocean Ranch Boulevard.

SRI services will include Space Planning, Construction Documents, Permit Processing and Construction Administration. These services will include the following:

1.0 Space Planning

1.1 Programming- SRI will meet with the Client to establish their program requirements. This information will include the Client's use of the designated area of improvement, adjacency requirements and occupancy type.

1.2 Preliminary Floor Plan A - SRI will develop a Preliminary Floor Plan incorporating the programming noted above, governing codes, exit requirements, Title 24 accessibility requirements and occupancy type, for review by the Client.

1.3 Client Review- SRI will review the Preliminary Floor Plan A with the Client. Two revisions of the Preliminary Floor Plan; B and C, are included if required.

1.4 Preliminary Floor Plan approval- Modifications based on the Client review as noted above, will be completed, this final plan will be submitted for signature of approval by the Client.

2.0 Construction Documents

2.1 Upon the Client's approval SRI will prepare Construction Documents consisting of drawings and specifications as required for construction and obtaining a building permit. Changes to the approved space plan will be considered additional services. The Construction Documents will include:

- 2.1.1 Title Sheet – General Information to include building construction type, occupancy type, building codes, accessibility requirements, design team and the Building Owner.
- 2.1.2 Site Plan – Exterior accessibility route of travel and parking locations. (Site plan is to be provided to SRI in AutoCAD or PDF format.)
- 2.1.3 Means of Egress (MOE) Plan – MOE concept for fire egress including occupancy load factors and path of travel from the suite to the exterior of the building. Building Owner is to provide building plans to incorporate into sets as required for exiting.
- 2.1.4 Demolition Plan – If required will indicate the areas and elements to be removed or demolished.
- 2.1.5 Partition Plan – New wall construction, required dimensions, clearances and room names and numbers. Door/window schedules, construction notes and detail references.

- 2.1.6 Power/Communication Plan – New and existing electrical outlets, sub panel locations, and telephone/computer outlet locations.
- 2.1.7 Reflected Ceiling Plan – new lighting, switching and ceiling system to be constructed. Specifications are to match existing.
- 2.1.8 Detail Sheet – Details for wall types, door jambs, window jambs and suspended ceiling system.
- 2.1.9 Finish Plan – To be documented including flooring, rubber baseboard, paint and plastic laminate. Finishes used will be P.V.C. S. standards. Specifications are to be provided by building owner.

2.2.2 Exclusions – Structural, Mechanical, Electrical and Plumbing Engineering, site and restroom analysis or Title 24 drawings and calculations, electrical single line diagrams and plumbing isometrics are to be provided by the contractor.

2.3.2 Clarifications – After construction documents have commenced, any changes within the scope of the existing job or a contiguous expansion of the original premises, will be billed at our current hourly rates. A relocation of the premises will require the process, including fees for preliminary floor and construction documents to commence anew. In the event of relocation, SRI will submit to the Client a closing invoice for unbilled work performed on the original space.

3.0 Field Verification of As-built Conditions - SRI will verify construction type, doors, power and ceiling and lighting types as required to prepare construction documents.

***4.0 Field verification and preparation of As-built plans** - SRI will verify the As-built building shell and interior build-out as required to prepare the base building plans. (Note: If AutoCAD plans are provided, scope will not be included.)

5.0 Permit Processing – SRI will coordinate Plan Check submittal and process Construction Documents through each required discipline at the Building Department for the purpose of obtaining the building permit.

6.0 Construction Administration – SRI will attend weekly job-site meetings and will provide four site visits for construction observation to included confirmation for wall layout, rough electrical, pre-punch list and final walk thru. In addition we will review shop drawing, product submittals and provide daily communication with the Contractor/Client for project coordination.

7.0 Compensation for our services described above will be based on the following cost per square foot and hourly rates: (Note: Square footage is to be verified.)

1.0	Space Planning	Approximately	14,000	USF	X	\$0.35	=	\$4,900.00
	Construction Documents							
2.0		Approximately	14,000	USF	X	\$0.87	=	\$12,180.00
3.0	Field Verification		10	Hrs.	X	\$85.00	=	\$850.00
*4.0	Field Verification/As-built plan		14,000	USF	X	\$0.20	=	\$2,800.00
5.0	Permit Process		16	Hrs.	X	\$85.00	=	\$1,360.00
6.0	Contract Admin	Approximately	14,000	USF	X	\$0.25	=	\$3,500.00
TOTAL								\$25,590.00

7.1 Qualifications and Exclusions – The services described above are for Space Planning services only. SRI will be responsible for coordinating the tenants, mechanical, electrical and plumbing engineering documents into the construction documents.

7.2 Additional Services not included in this proposal are renderings, presentation models, soils reports or test, topographical survey, civil engineering, acoustical engineering, moisture testing, landscape design, structural, mechanical, electrical and plumbing engineering, furniture and furnishings selection, art work selection, systems furniture selection and layout, specialty interior design elements; agency hearings and special meetings. Should any of these services be required, they will be billed at 1.10 time's cost or at our hourly rates or contracted directly with the Owner. Additional Services will be charged at \$85.00 per hour unless noted otherwise. Other Additional Services shall include but not be limited to the following:

- 7.2.1 Space Planning beyond the Space Plan provided.
- 7.2.2 Finish Selections beyond Section 2.1.9.
- 7.2.3 Restroom details, elevations and Title 24 accessibility analysis
- 7.2.4 Cabinetry drawings.
- 7.2.5 Accessibility studies and planning for the exterior or interior.
- 7.2.6 Custom design such as soffits, architectural details.
- 7.2.7 Coordination of structural, civil or other engineering not a part of the MEP design/build documents described in the Construction Documents paragraph.

7.3 Reimbursable Expenses in addition to our fees, will include reproduction cost of drawings, specifications and other documents, permit fees, travel expenses other than in San Diego County and any other miscellaneous expenses as may be required. These expenses will be billed at 1.20 times our cost.

7.4 Fees, Additional Services and Reimbursable Expenses will be billed monthly according to the percent of work completed and due within ten days. Unpaid balances after 30 days will bear interest at the current prevailing rate, where unpaid balances occur after 45 days, all work on the project will cease until the balance is paid in full

8.0 Additional Conditions

8.1 The Client shall designate a representative authorized to act on the Client's behalf with respect to the Project. The Client or such designated representative shall render decisions in a timely manner pertaining to documents submitted by the Interior Architect in order to avoid unreasonable delay in the orderly and sequential progress of the Interior Architect's services.

8.2 No fixed limit of Construction Cost shall be established as a condition of this agreement y the furnishing, proposal or establishment of a Project Budget, unless such fixed limit has been agreed upon in writing and signed by the Client and the Interior Architect.


8.3 Drawings, specifications and other documents, including those in electronic form, prepared by SRI and the SRI consultants are Instruments of Service for use solely with respect to this project. SRI and SRI consultants shall be deemed the authors and owners of their respective Instruments of Service and shall retain all common law, statutory and other reserved rights, including copyrights. Electronic Drawings will not be issued by the Client on this project without a signed disclaimer. Electronic Drawings cannot be manipulated in any way and can only be used as a reference.

8.4 In the event of any action or enforcement of this agreement or for the collection of any sum due, the prevailing party will be entitled to an award of reasonable attorney's fees.

The Client will provide SRI with site plans, building accessibility plans, base building plans, details and existing tenant improvements in AutoCAD format.

Thank you, Sandy for this opportunity to provide Pacific View Charter School with this proposal. Should this proposal meet with your approval, please sign both copies and return one to our office.

Sincerely,



Michele Arnold-Kush
Director of Interiors

APPROVED and ACCEPTED

Sandy Benson
Pacific View Charter School

10.2



Watkins Landmark Construction
 560 Stevens Avenue
 Solana Beach, CA 92075
 Ph: (858) 259-1240
 Fax: (858) 259-1264

To:	Pacific View Charter School 3670 Ocean Ranch Boulevard Oceanside, CA 92056	Contact: Sandy Benson Phone: (760) 757-0161 Fax: E-mail: sbenson@pacificview.org
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Project: Pacific View Charter School TI Project Date: 5/31/2013
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Budget Proposal for Pacific View Charter School - Building 6 E-Occupancy, 2 ea Safety Doors, Tutoring Rooms & Warehouse to Classroom Conversion Rev. 1

DIV	Item Description	Cost
1	General Conditions Project management, supervision, temporary labor and vehicles.	\$21,010.00
	Quality control, daily and final cleaning, dumpster service, computers and protection material.	\$2,550.00
	Architectural Design	\$13,500.00
	Structural Engineering	\$1,250.00
	Permit Processing	\$4,000.00
7	Thermal & Moisture Protection Install R-13 unfaced fiberglass batts in new interior partions. Install R-11 unfaced fiberglass batts above new hardlids.	\$3,065.00
	Insulate furred exterior concrete walls with R-11 unfaced fiberglass batts, insulate non-furred exterior concrete walls with R-11 unfaced fiberglass batts secured in place with anchor pins and washers.	\$1,940.00
8	Doors & Windows Install 14 ea 3'ox7'o 4-7/8" aluminum clear anodized frames for doors and 5 ea 4'ox3'o aluminum clear anodized window frames. Install 16 ea 3'o7'o 1-3/4" plain sliced maple clear factory finish doors to match existing. Includes all hardware. Excludes peep holes (door viewers) for lockouts. (Two doors included in design proposal- they are excluded in this one). Install 5 ea 4'ox3'o clear glass interior windows at 1/4" thick for interior windows at testing rooms.	\$16,223.00
	Install 2 ea Man Doors	\$2,220.00
	Demo of exterior OH doors	\$3,380.00
	Glazing (Store Front System) 10x10 clear anodized storefront, clear glazing with standard Low E, and caulking of window perimeter	\$400.00
		\$5,600.00
9	Finishes Metal Stud Framing and Drywall - Install new walls 9' high per attached plans. Includes drywall ceilings at all new rooms. Drywall finish to be orange peel and warehouse finish to be fire taped.	\$17,600.00
	Flooring - Install carpet in new study rooms and sheet vinyl in bathroom vestibules.	\$6,159.90
	Paint - Paint walls and ceilings at all new locations except on warehouse side.	\$2,850.00
	Remove existing drywall and frame for new door opening	\$800.00
	Patch in rubber base	\$100.00
	Paint touch-up as required	\$300.00
	Drywall - Frame out two concrete walls to 10'-8", build drywall wall on top of existing restrooms and vestibule area to meet ceiling, tape and texture existing walls if needed	\$9,250.00
	Flooring (Comercial Carpet) and Rubber Base	\$4,783.20
	Paint patch at 2 new doors and paint at garage to classroom conversion.	\$1,750.00
	ACT - Armstrong 15/16" grid with Armstrong Cortega 2x4 Tile	\$2,785.00

10	Specialties	
	Fire Extinguisher with cabinet (1ea)	\$500.00
	Marker Board	\$800.00
13	Special Construction	
	Fire Sprinkler - Provide sprinkler protection below ceilings of new vestibules and study rooms. Includes design, permitting and inspections.	\$5,025.00
15	Mechanical	
	HVAC - Install 6 ea new supply registers and returns in test rooms. Includes all required duct supports, hardware and sealants and assumes that the existing rooftop unit can support the test room. Includes design, permitting and inspections.	\$7,490.86
	Fire Sprinkler - Install new fire sprinkler heads at garage to classroom conversion.	\$3,865.00
	HVAC - 1 York Heat pump direct drive package unit, 3 ton with associated ductwork, registers and returns at garage to classroom conversion.	\$9,400.00
16	Electrical	
	Electrical - Install 2 ea lights, 1 ea set of AB switches, 2 ea receptacles, 1 ea data ring and string at new rooms. Includes design, engineering, permitting and inspection fees.	\$9,950.00
	Fire Alarm - Install addressable smoke detectors and horn/strobes in the study room areas. Includes design, permitting and inspection fees.	\$8,000.00
	Disconnect and remove one existing receptacle at new door location.	\$150.00
	Electrical & Lighting to include 10 ea lights, 4 ea receptacles, 2 ea ceiling motion sensors, 1 ea AB switch, and power to new HVAC unit at new garage to classroom conversion.	\$3,725.00
	Fire Alarm - Provide and install a new system at garage to classroom conversion to be addressable with existing fire alarm system throughout building.	\$5,750.00
	Subtotal	\$176,171.96
	Construction Contingency (15%)	\$26,425.79
	Liability Insurance (1.25%)	\$2,532.47
	Contractors Fee (5%)	\$10,256.51
	Total	\$215,386.74

#	Alternates / Allowances	Cost
		\$0.00

Qualifications

Pricing is based on walk thru and scope outline above and job walk with Kira Fox, Lori Bently and Sandy Benson. Permit processing fee includes assembly and submittal of all required documents only. No permit fees are included in this price. This proposal assumes all work on site will be performed after hours.

This proposal assumes matching existing finishes.

Proposal includes work as shown on attached drawings.

Exclusions

Permit Fees and Inspection Fees (Included in design proposal), Special Inspection (Reimbursable if paid by WLC), Construction & Demolition Debris Deposit,

Hazardous Material Handling or Disposal, Bonds, Night Work (Off Hours Work)

Structural Engineering or Calculations (unless specifically included), Access Control, Security System.

Sincerely,

Watkins Landmark Construction

Laya Polidori

Project Manager

10.3



SUN PROTECTIVE GLASS TINTING

THIS PROPOSAL, made this 17th day of April 2013, by STOP THE SUN INC. to PACIFIC VIEW CHARTER SCHOOL shall remain in effect for sixty days from this date.

Section 1. STOP THE SUN INC. agrees to furnish all materials, labor and equipment necessary and sufficient to complete the installation of window film as follows:

Location: Pacific View Charter School, 3670 Ocean Ranch Blvd, Oceanside, CA 92056

Glass: Security Film shall be installed on the interior sides of the exterior sides of glass where specified at the above location.

Buildings: Security Film to be installed Buildings 3660, 3662, 3664, 3666, 3668, 3670, 3672, 3674, 3676, 3678, 3680 & 3682

Film: 3M 7 mil Clear Security Window Film, sample and specifications are attached.

Attachment System: 3M Profile Attachment System shall be applied to Doors only

Area: 3M 7 mil Clear Security Window Film shall be installed on windows and doors as specified in the above buildings.

Area: 3M Profile Attachment System shall be applied to doors only, (windows are omitted)

Preparation: All interior glass shall be scraped with a 6" scraper to ensure the glass is clean prior to the installation of window film. A solution of Johnson's Baby Shampoo and reverse osmosis water will be used to clean the glass and also used in the application process in order to ensure a normal PH and help to extend the life of the adhesive on the film. Film is then applied to the interior glass and trimmed to fit with a gap of no more than 1/16" from film to frame. Excess water is squeegeed out; the window is detailed and left clean, Maintenance Instructions will be supplied.

Delivery: If all or a part of this Proposal is accepted work shall begin at the agreed date and continue until completed.


Section 2: See the attached Quotes for pricing. Payment is all due and payable within 15 days of job completion.

Section 3. STOP THE SUN INC. agrees to furnish all material and labor to facilitate the installation of window film at the above location. Any changes made to the specifications in this contract necessitating additional material or labor not included or covered by this proposal, shall be provided for under a written change to this Proposal and signed by the Authorized Agent.

Section 4. STOP THE SUN INC. agrees to begin work at the agreed upon date and continue promptly and efficiently according to the agreed upon schedule. The film installation shall be completed in a professional workman-like manner. All precautions shall be taken to insure the cleanest possible installation; however, we cannot be responsible for conditions arising that are beyond our control, i.e. lint, dust etc.

STOP THE SUN INC. in no event shall be liable or responsible for any loss or damage, direct, incidental or consequential as a result of its window film installation, damages that result from pre-existing conditions, or damage to materials caused by others after their installation.

This Proposal submitted by:


Janie Talvy, President/Contract Coordinator

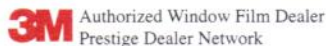
This Proposal may be accepted with a written purchase order specifically including this Proposal by reference, and by the signature of the Authorized Agent.

Accepted by: _____
Signature

Title: _____

Print Name _____

Date: _____



QUOTE

STOP THE SUN, INC.

SUN PROTECTIVE GLASS TINTING

P.O. BOX 1058
SAN MARCOS, CA 92079
Phone (760) 749-4353 (619) 224-8245 (858) 527-0432
Fax (760) 749-4036 - email - info@stopthesun.com

DATE: April 17, 2013

QUOTE: 8160-1

TO: Pacific View Charter School

ATTN: Lori Bentley

3670 Ocean Ranch Blvd.
Oceanside, CA 92056

Proposed By:

Janie Talvy

FOR:

Buildings 3660, 3662, 3664, 3666, 3668, 3670,
3672, 3674, 3676, 3678, 3680 and 3682

DESCRIPTION	AMOUNT
Installation of 3M 7 mil Security Film on Windows & Doors in Buildings Below	
Building #:	
3660 (w/ removal) (12) Windows (1) Door	\$ 786.00
3662 (18) Windows (1) Door	1,198.00
3664 (16) Windows (1) Door	1,156.00
3666 (10) Windows (1) Door	621.00
3668 (6) Windows (1) Door	493.00
3670 (32) Windows (1) Door	2,006.00
3672 (30) Windows (1) Door	1,980.00
3674 (10) Windows (1) Door	621.00
3676 (6) Windows (1) Door	493.00
3678 (10) Windows (1) Door	621.00
3680 (6) Windows (1) Door	493.00
3682 (20) Windows (1) Door	1,317.00
SUB TOTAL	11,785.00
We are fully covered by Liability and Workers' Compensation insurance. We will supply proof of insurance at no charge. The costs for any requests for additional insurance will be added to this quote	
TOTAL	11,785.00

CA Contractors License #645471

Stop the Sun Inc., in no event shall be liable or responsible for any loss or damage, direct, incidental or consequential as a result of its window film installation, damages that result from pre-existing conditions, or damage to materials caused by others after their installation. The film installation shall be completed in a professional workman-like manner. All precautions shall be taken to insure the cleanest possible installation; however, we cannot be responsible for conditions arising that are beyond our control, i.e. lint, dust, etc. Fading is affected by six factors: UV rays, normal visible light, heat, humidity, chemical vapors, and dye fastness. No applied film product will totally eliminate fading. No other claims have been expressed or implied.

TERMS:

PRICE VALID FOR 60 DAYS FROM DATE OF QUOTE

PAYMENT DUE UPON JOB COMPLETION

I HAVE READ AND AUTHORIZE THE ABOVE WORK. PAYMENT WILL BE MADE AS GIVEN IN TERMS ABOVE

Customer Signature:_____

Date:_____

THANK YOU FOR YOUR BUSINESS!

QUOTE

STOP THE SUN, INC.

SUN PROTECTIVE GLASS TINTING

P.O. BOX 1058
SAN MARCOS, CA 92079
Phone (760) 749-4353 (619) 224-8245 (858) 527-0432
Fax (760) 749-4036 - email - info@stopthesun.com

DATE: April 17, 2013

QUOTE: 8160-2

TO: Pacific View Charter School

ATTN: Lori Bentley

3670 Ocean Ranch Blvd.
Oceanside, CA 92056

Proposed By:

Janie Talvy

FOR:

Buildings 3660, 3662, 3664, 3666, 3668, 3670, 3672, 3674, 3676, 3678, 3680 and 3682

DESCRIPTION	AMOUNT
Installation of 3M Profile Attachment System on all Doors (only) in Buildings B	\$ 1,512.00
Building #:	
3660 (1) Door	
3662 (1) Door	
3664 (1) Door	
3666 (1) Door	
3668 (1) Door	
3670 (1) Door	
3672 (1) Door	
3674 (1) Door	
3676 (1) Door	
3678 (1) Door	
3680 (1) Door	
3682 (1) Door	
SUBTOTAL	\$ 1,512.00
We are fully covered by Liability and Workers' Compensation insurance.	
We will supply proof of insurance at no charge. The costs for any requests	
for additional insurance will be added to this quote	
TOTAL	\$ 1,512.00

CA Contractors License #645471

Stop the Sun Inc., in no event shall be liable or responsible for any loss or damage, direct, incidental or consequential as a result of its window film installation, damages that result from pre-existing conditions, or damage to materials caused by others after their installation. The film installation shall be completed in a professional workman-like manner. All precautions shall be taken to insure the cleanest possible installation; however, we cannot be responsible for conditions arising that are beyond our control, i.e. lint, dust, etc. Fading is affected by six factors: UV rays, normal visible light, heat, humidity, chemical vapors, and dye fastness. No applied film product will totally eliminate fading. No other claims have been expressed or implied.

TERMS:

PRICE VALID FOR 60 DAYS FROM DATE OF QUOTE

PAYMENT DUE UPON JOB COMPLETION

I HAVE READ AND AUTHORIZE THE ABOVE WORK. PAYMENT WILL BE MADE AS GIVEN IN TERMS ABOVE

Customer Signature: _____

Date: _____

THANK YOU FOR YOUR BUSINESS!

11.1

Pacific View Charter School

Course Outline

Course Title: Careers 1

Course #: 9337

Department: Career/Technology

Credits: 5

Course Description: This course is designed to give students the skills they will need to pursue a career. This course will focus on the state established career and technical foundation standards which include: Academics, Communications, Career Planning and Management, Technology, Problem Solving and Critical Thinking, Health and Safety, Responsibility and Flexibility, Ethics and Legal Responsibilities, Leadership and Teamwork, Technical Knowledge and Skills, and Demonstration and Application. Students will also conduct a personal inventory, research careers and college majors that reflect their personality traits, learn how to look for a job, write a resume, be interviewed, fill out a job application and perform a job shadow.

Student Outcome:

The student will be able to:

- 1) Take part in a survey to help identify individual values, strengths, skills and interests and using Naviance®, The California Career Zone which is a web-based career exploration system providing four easy to use career assessment tools and information on over 900 California occupations. ~~research careers that align to them.~~
- 2) Establish short and long term goals for postsecondary success.
- 3) Define entrepreneurship and explain its advantages and disadvantages.
- 4) Identify the education and training needed to reach career goals.
- 5) Prepare written materials necessary for job hunting.
- 6) Recognize the factors that create an employer's first impression of a job candidate.
- 7) Understand the significance of employee performance reviews.
- 8) Describe ways to behave ethically in the workplace.
- 9) Identify how laws and labor unions affect the workplace.
- 10) Define total quality management and explain its effect on workers.
- 11) Identify problems using the six basic steps in the problem-solving process.
- 12) Explain how technological advances transform the workplace.

Assessment:

Assessment of student outcomes will be based on student performance through individual assignments, job shadow/college tour, online portfolios, and written reports.

Instructional Materials: Succeeding in the World of Work, Glencoe, 2003

~~Naviance® Online Career and College planning program~~
The California Career Zone <http://www.cacareerzone.org>

Board Approval Date: 3/18/08

Amended: 5/18/10

Pacific View Charter School

Course Outline

Course Title: Careers 2

Course #: 7495

Department: Career/Technology

Credits: 2.5

Pre-requisite: Careers 1

Course Description: This course introduces students to the full range of occupations in the U.S. economy, developed by the Office of Vocational and Adult Education (OVAE). From the Supreme Court Justice to robotics engineer, each cluster contains a variety of jobs that will appeal to students of widely varying interests. Students will choose a career cluster on which to focus based on their personal inventory and research completed in Careers 1. The goal of the course is to provide a link between what students learn in school and the knowledge and skills they need for success in college and careers.

Student Outcome:

The student will be able to:

- 13) Make connections among occupations among career pathways in a cluster and among different career clusters.
- 14) Understand the variations in knowledge and skills needed for careers within a cluster.
- 15) Learn about the education and training options within each career cluster and career pathway.
- 16) Explore emerging and rapidly growing careers.
- 17) Understand the importance of school success to future success.
- 18) Build self-awareness and understand the importance of personal interests, aptitudes, and skills such as personal responsibility, good work habits, teamwork, and using technology.

Assessment:

Assessment of student outcomes will be based on student performance through individual assignments, research paper, oral and power point presentation.

Instructional Materials: *Career Clusters Series*, Glencoe, 2003

~~Naviance® Online Career and College planning program~~

The California Career Zone Online Career and College Planning website

Board Approval Date: 5/18/10

Amended:

11.2

Pacific View Charter School
Course Outline

Course Title: Pre-Algebra A

Course #: 0881

Department: Mathematics

Credits: 5 per course

Pre-requisite: None

Course Description: By the end of the course, students will be able to demonstrate their ability to think algebraically. Students will demonstrate their understanding as appropriate with calculations, words, diagrams, and graphs. Students will use variables as an abstract representation of concrete concepts, represent and interpret quantitative relationships graphically, use order of operations to evaluate expressions, and calculate roots and powers of numbers.

Student Outcome:

The student will be able to:

- 1) Know the properties of and compute with rational numbers expressed in a variety of forms.
- 2) Use exponents, powers, and roots and use exponents in working with fractions.
- 3) Express quantitative relationships by using algebraic terminology, expressions, equations, inequalities, and graphs.
- 4) Interpret and evaluate expressions involving integer powers and simple roots.
- 5) Graph and interpret linear and some nonlinear functions.
- 6) Solve simple linear equations and inequalities over the rational numbers.

Assessment: Assessment of student outcomes will be based on chapter assessments, student performance through examinations, assignments, and qualitative evaluations.

Instructional Materials: Pre-Algebra Prentice Hall, 2004

Additional Text/Curriculum: Pre-Algebra Revised by AGS, 2007
Apex Learning

Board Approval Date: 3/18/08

Amended:

Pacific View Charter School
Course Outline

Course Title: Pre-Algebra B
Department: Mathematics
Pre-requisites: None

Course #: 0882
Credits: 5 per course

Course Description: By the end of the course, students will be able to demonstrate their ability to think algebraically. Students will demonstrate their understanding as appropriate with calculations, words, diagrams, and graphs. Students will use variables as an abstract representation of concrete concepts, represent and interpret quantitative relationships graphically, use order of operations to evaluate expressions, and calculate roots and powers of numbers.

Student Outcome:

The student will be able to:

- 1) Know the properties of and compute with rational numbers expressed in a variety of forms.
- 2) Use exponents, powers, and roots and use exponents in working with fractions.
- 3) Express quantitative relationships by using algebraic terminology, expressions, equations, inequalities, and graphs.
- 4) Choose appropriate units of measure and use ratios to convert within and between measurement systems to solve problems.
- 5) Compute the perimeter, area, and volume of common geometric objects and use the results to find measures of less common objects.
- 6) Know the Pythagorean Theorem and deepen their understanding of plane and solid geometric shapes by constructing figures that meet given conditions and by identifying attributes of figures.

Assessment: Assessment of student outcomes will be based on chapter assessments, student performance through examinations, assignments, and qualitative evaluations.

Instructional Materials: Pre-Algebra Prentice Hall, 2004

Additional Text/Curriculum: Pre-Algebra Revised by AGS, 2007
Apex Learning

Board Approval Date: 3/18/08

Amended:

11.3

Pacific View Charter School Course Outline

Course Title: Geometry A

Course #: 2204

Department: Mathematics

Credits: 5

Pre-requisite: Algebra 1 with a C or better

Course Description: This course is designed to prepare students for further pursuit of college-prep mathematics. The geometry skills and concepts developed in this discipline are useful to all students. Aside from learning these skills and concepts, students will develop their ability to construct formal, logical arguments and proofs in geometric settings and problems. Grades are based on the teacher's evaluation of Coursework and Chapter Assessments.

Student Outcomes:

The student will be able to:

- 1) Write geometric proofs, including proofs by contradiction.
- 2) Construct and judge the validity of a logical argument and give counterexamples to disprove a statement.
- 3) Prove basic theorems involving congruence and similarity.
- 4) Prove that triangles are congruent or similar, and they are also to use the concept of corresponding parts of congruent triangles.
- 5) Know and are able to use the triangle inequality theorem.
- 6) Prove and use theorems involving the properties of parallel lines cut by a transversal, the properties of quadrilaterals, and the properties of circles.
- 7) Know, derive, and solve problems involving the perimeter, circumference, area, volume, lateral area, and surface area of common geometric figures.
- 8) Compute the volumes and surface areas of prisms, pyramids, cylinders, cones, and spheres; and students commit to memory the formulas for prisms, pyramids, and cylinders.
- 9) Compute areas of polygons, including rectangles, scalene triangles, equilateral triangles, rhombi, parallelograms, and trapezoids.
- 10) Determine how changes in dimensions affect the perimeter, area, and volume of common geometric figures and solids.

Assessment:

Assessment of student outcomes will be based on student performance through examinations, assignments, and qualitative evaluations. Assessments will help students to analyze, interpret, explain, synthesize, evaluate, and communicate.

Instructional Materials: Geometry Prentice Hall, 2004

Additional Text/Curriculum: ~~Apex Learning~~

Board Approval Date: 3/18/08

Amended:

Pacific View Charter School

Course Outline

Course Title: Geometry B
Mathematics

Course #: 2205 Department: Pre-

Mathematics Credits: 5
requisite: Algebra 1 Geometry A with a C or better

Course Description: This course is designed to prepare students for further pursuit of college-prep mathematics. The geometry skills and concepts developed in this discipline are useful to all students. Aside from learning these skills and concepts, students will develop their ability to construct formal, logical arguments and proofs in geometric settings and problems. Grades are based on the teacher's evaluation of Coursework and Chapter Assessments.

Student Outcome:

The student will be able to:

- 1) Find and use measures of sides and of interior and exterior angles of triangles and polygons to classify figures and solve problems.
- 2) Prove relationships between angles in polygons by using properties of complementary, supplementary, vertical, and exterior angles.
- 3) Prove the Pythagorean Theorem.
- 4) Use the Pythagorean Theorem to determine distance and find missing lengths of sides of right triangles.
- 5) Perform basic constructions with a straightedge and compass, such as angle bisectors, perpendicular bisectors, and the line parallel to a given line through a point off the line.
- 6) Prove theorems by using coordinate geometry, including the midpoint of a line segment, the distance formula, and various forms of equations of lines and circles.
- 7) Know the definitions of the basic trigonometric functions defined by the angles of a right triangle. They also know and are able to use elementary relationships between them.
- 8) Use trigonometric functions to solve for an unknown length of a side of a right triangle, given an angle and a length of a side.
- 9) Prove and solve problems regarding relationships among chords, secants, tangents, inscribed angles, and inscribed and circumscribed polygons of circles.

Assessment:

Assessment of student outcomes will be based on student performance through examinations, assignments, and qualitative evaluations. Assessments will help students to analyze, interpret, explain, synthesize, evaluate, and communicate.

Instructional Materials: Geometry Prentice Hall, 2004

~~Additional Text/Curriculum: Apex Learning~~

Board Approval Date: 3/18/08

Amended:

11.4

Pacific View Charter School
Course Outline

Course Title: Algebra 2A

Course #: 7241

Department: Mathematics

Credits: 5

Prerequisite: Geometry with a C or better

Course Description: This course is designed to prepare students for further pursuit of college-prep mathematics. It is also designed to develop the student's ability to apply deductive reasoning in problem solving situations.

Student Outcome:

The student will be able to:

- 1) Solve equations and inequalities involving absolute value.
- 2) Solve systems of linear equations and inequalities.
- 3) Factor polynomials representing the difference of squares, perfect square trinomials, and the sum and difference of two cubes.
- 4) Demonstrate knowledge of how real and complex numbers are related both arithmetically and graphically.
- 5) Add, subtract, multiply, and divide complex numbers.
- 6) Solve and graph quadratic equations by factoring, completing the square, or using the quadratic formula.
- 7) Demonstrate and explain the effect that changing a coefficient has on the graph of quadratic functions.
- 8) Graph quadratic functions and determine the maxima, minima, and zeros of the function.
- 9) Prove simple laws of logarithms.
- 10) Understand the inverse relationship between exponents and logarithms.
- 11) Know the laws of fractional exponents, understand exponential functions, and use these functions in problems involving exponential growth and decay.
- 12) Solve equations and inequalities involving absolute value.

Assessment: Assessment of student outcomes will be based on chapter assessments, student performance through examinations, assignments, and qualitative evaluations.

Instructional Materials: Algebra 2 Prentice Hall, 2004

~~**Additional Text/Curriculum:** Algebra 2 Revised by AGS, 2007
Apex Learning~~

Board Approval Date: 3/18/08

Amended:

Pacific View Charter School

Course Outline

Course Title: Algebra 2B

Course #: 7241

Department: Mathematics

Credits: 5

Prerequisite: Algebra 2A with a C or better

Course Description: This course is designed to prepare students for further pursuit of college-prep mathematics. It is also designed to develop the student's ability to apply deductive reasoning in problem solving situations.

Student Outcome:

The student will be able to:

- 1) Know the laws of fractional exponents, understand exponential functions, and use these functions in problems involving exponential growth and decay.
- 2) Use the definition of logarithms to translate between logarithms in any base.
- 3) Understand and use the properties of logarithms to simplify logarithmic numeric expressions and to identify their approximate values.
- 4) Demonstrate and explain how the geometry of the graph of a conic section depends on the coefficients of the quadratic equation representing it.
- 5) Use fundamental counting principles to compute combinations and permutations.
- 6) Use combinations and permutations to compute probabilities.
- 7) Know the binomial theorem and use it to expand binomial expressions that are raised to positive integer powers.
- 8) Apply the method of mathematical induction to prove general statements about the positive integers.
- 9) Find the general term and the sums of arithmetic series and of both finite and infinite geometric series.
- 10) Derive the summation formulas for arithmetic series and for both finite and infinite geometric series.
- 11) Solve problems involving functional concepts, such as composition, defining the inverse function and performing arithmetic operations on functions.
- 12) Use properties from number systems to justify steps in combining and simplifying functions.

Assessment: Assessment of student outcomes will be based on ~~chapter assessments.~~
student performance through examinations, assignments, and qualitative evaluations.

Instructional Materials: Algebra 2 Prentice Hall, 2004

~~**Additional Text/Curriculum:** Algebra 2 Revised by AGS, 2007
Apex Learning~~

Board Approval Date: 3/18/08

Amended:

12.1

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

CERTIFICATED

POSITION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
Executive Director	117,014	121,694	126,562	131,624	136,889	142,365	-
Associate Director*	91,425	95,082	98,885	102,841	106,954	111,232	-
Achievement Coordinator I*	80,798	84,030	87,391	90,887	94,522	98,303	102,235
Curriculum Coordinator I*	77,690	80,798	84,030	87,391	90,886	94,522	98,303
CLASSIFIED							

POSITION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
Administrative Coordinator*	59,854	62,248	64,738	67,328	70,021	72,822	75,734

Stipends for advanced degrees

Masters	2,000
Doctorate	3,500

Achievement Coordinator/Curriculum Coordinator

Student Caseload to be determined by Executive Director

Board Approved: May 17, 2011

Board Amended: July 19, 2011

May 15, 2012

June 19, 2012

***Stipend for Longevity**

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