

# 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, February 19, 2019

3:30pm

- 1.0 Call to Order/Roll Call
- 2.0 Approval of Agenda **Action**
- 3.0 Pledge of Allegiance
- 4.0 Public Comment
- 5.0 Introductions
- 6.0 Executive Director's Report **Information**

### 7.0 Consent Calendar

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

#### 7.1 Minutes from Board Meeting of January 15, 2019

Ratification of Letter of Authorization- Ken Erickson, Architect

Ratification of Letter of Authorization for Development Services, Quotidian

Ratification of Development Services Agreement- Quotidian **Action**

### 8.0 Action/Discussion Items

8.1 2018-19 Second Interim Report For the Period Ending January 31, 2019

**Action**

8.2 2018-19 Resolution #1 - Unfunded Liability Reserve

**Action**

8.3 2018-19 Resolution #2 -Bonus Incentive

**Action**

8.4 2019-20 School Calendar

**Action**

8.5 2018-19 California School Business Consultants- Special Ed Contract

**Action**

### 9.0 Personnel

9.1 2018-19 Classified Salary Schedule

**Action**

9.2 2018-19 Certificated Salary Schedules- K-8/HS

**Action**

9.3 Lead Instructional Aide/Student Support Assistant Job Description

**Action**

9.4 Administrative Assistant Job Description

**Action**

**9.5 2019-20 Certificated Salary Schedule- Site Supervisor      Action**

**10.0    Board Staff Discussion**

**11.0    Adjournment**

**7.1**

# Pacific View Charter School

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

## Board of Trustees' Meeting –Tuesday January 15, 2019 Board Minutes

### 8.0 Call to Order/Roll Call

President Brown called the meeting to order at 3:37pm. from 4165 N. US Hwy 69 Mineola, Tx., Vice President Taylor & Trustee Walters present and Trustee Meyer absent.

### 9.0 Approval of Agenda

Moved by President Brown & seconded by Vice President Taylor to approve the agenda as presented.

AYES: Brown, Walters, Taylor

NOES: None

ABSTAIN: None

ABSENT: Trustee Meyer

### 10.0 Pledge of Allegiance

The Pledge of Allegiance was let by Trustee Walters

### 4.0 Public Comment

None

### 5.0 Introductions

Erin Gorence, Director of Curriculum;; Kathi Cohen, Lead High School Teacher; Lori Bentley, Human Resources & Business Services Specialist; Kathy Meck, Lead K8 Teacher; Gayl Johnson, Director of Student Services

### 6.0 Executive Director's Report

- ✚ We will be presenting our 2017-18 Annual Report at the February 12 OUSD Board Meeting
- ✚ The OUSD will also be voting on our Charter Renewal at the same meeting. Please mark your calendars and attend. We have invited parents, students, and staff to speak at the public hearing
- ✚ Abby from Palomar Family Counseling conducted a professional development for staff on Screen Dependency but focused on students/ children
- ✚ We continue to have Interquest come with the dogs to do random searches
- ✚ Enrollment- Oceanside 432 and Moreno Valley 170
- ✚ Due to a successful summer our P1 ADA came in at 701

### 7.0 Consent Calendar

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

**7.1** Removed from the Consent Calendar was the Tri- Vista Proposal it was moved to Action Item 8.3

Moved by President Brown & seconded by Vice President Taylor to approve the Board Minutes of November 13 & 19 as presented.

AYES: Brown, Walters, Taylor

NOES: None

ABSTAIN: None

ABSENT: Trustee Meyer

## **8.0 Action/Discussion Items**

**8 .1** Moved by President Brown & seconded by Vice President Taylor to approve the Conspiracy theorists Anonymous Student Club as presented.

AYES: Brown, Walters, Taylor

NOES: None

ABSTAIN: None

ABSENT: Trustee Meyer

**8.2** No Action was taken on 2018-19 Resolution#1 Unfunded Liability item to be revised and brought back

**8.3** Moved by Trustee Walters & seconded by President Brown to approve the Tri Vista Proposal as presented.

AYES: Brown, Walters, Taylor

NOES: None

ABSTAIN: None

ABSENT: Trustee Meyer

## **9.0 Curriculum**

**9.1** Moved by President Brown & seconded by Vice President Taylor to approve amending the Foreign Transcript Policy #11 as presented.

AYES: Brown, Walters, Taylor

NOES: None

ABSTAIN: None

ABSENT: Trustee Meyer

## **10.0 Board/Staff Discussion**

## Letter of Authorization

January 29, 2019

Ms. Gina Campbell  
3670 Ocean Ranch Blvd  
Oceanside, CA 92056

**Project** Pacific View Charter School  
3670 Ocean Ranch Blvd  
Oceanside, CA 92056

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

**Architect:** Ken Erickson  
122 ½ S. Kalmia Street  
Escondido, CA 92025

**Site:** The Client's buildings are located in the  
Venture Commerce Center  
3600-2382 Ocean Ranch Blvd  
Oceanside CA 92056

### **Project Description:**

The proposed project involves various improvements of the two buildings owned by the Client, as addressed above. The two buildings, identified as Buildings 6 & 7, are made up of six condominium units each, for a total of 12 units. Improvements involve modifying some existing spaces and converting rear warehouses for educational uses.

## **Letter of Authorization**

This executed letter authorizes the Architect to work on and complete the following scope of work divided into the following tasks:

### **Task 1**

#### **1.1 Meetings:**

- Meetings with the Client's representatives to discuss their space needs and program.
- Meet with City of Oceanside for preliminary input
- Meet with prospective Contractor on site

1.2 Based on the Client's input and original plans provided by the Client, prepare a conceptual space plan.

1.3 Preliminary code search.

1.4 As necessary, visit the buildings to confirm existing conditions.

1.5 Meet with Client to review the conceptual space plan and preliminary code findings.

### **Task 2 –Concept Sketch**

2.1 Based on the Client's input and completed Task One work, finalize a concept space plan sketch for the Client's use, meetings with the City and prospective Contractor.

**Meetings:** Approximately five meetings are anticipated.

### **Fee:**

The above scope will be completed on a Time and Material basis with an estimated fee of \$6,4000.

Consultant services not in in this scope of services include, but are not limited to:

- Geotechnical, Civil, Storm Water Engineering
- Structural Engineering
- Landscape Architecture design
- Environmental/Hazardous Material work
- Off-site Design Improvement plans
- Acoustical Engineering
- Utility Design

## Letter of Authorization

### Additional Services:

Additional services will be performed on an hourly basis

### Reimbursables

Reimbursable expenses are in addition to the estimated fees noted above and will be billed at 1.15% of actual expense of the Architect's costs and will include: reprographics, blueprinting, delivery service, postage and similar expenses.

Billing will occur at the end of each month or when work is complete and is due and payable upon receipt.

### Schedule of Billing Rates:

Architect.....\$160/hr.  
CADD Operator.....\$100/hr.  
Technical Support.....\$65/hr.

### Termination

Either party may terminate this agreement with seven days notice. In the event termination, the Architect shall be compensated for all services performed, and reimbursable expenses incurred, to the termination date.



January 29, 2019

Ken Erickson, Architect

Date



Gina Campbell, Executive Director  
Pacific View Charter School



Date





## **Letter of Authorization for Development Services Pacific View Charter School: New Facility Space**

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Pacific View Charter School ("Pacific View") hereby authorizes Quotidian Partners II LLC ("Quotidian") to begin the development services outlined herein ("Services") for the purpose of identifying and establishing the feasibility of potential options for new facility space at another location ("Project").

The intent of this Letter of Authorization ("Agreement") is to formalize an initial agreement under which the Services can begin, pending a future, comprehensive development services agreement for the Project as described in section D below.

A. Scope. It is agreed that the Services to be provided by Quotidian under this Agreement shall be some or all of the initial feasibility tasks as follows:

- 1) Needs Assessment. Review and assess the school's future needs for an expanded facility in conjunction with the school's five-year enrollment and financial projections. Prepare a written program outlining these future needs based on discussions with School officials and the findings of this feasibility work;
- 2) Existing Facility. As appropriate, incorporate the spaces of the existing facility into the Needs Assessment as outlined in item 1 above, with a preliminary program of retaining the existing space for high school programs, and relocating grades TK-8 off site.
- 3) Other Properties. Within approximately 90-120 days, identify potential properties, including both existing buildings and/or vacant land. Provide initial assessment and findings relative to their opportunities and constraints for development. Consider options for project phasing to accommodate the growth needs;
- 4) Entitlements. Identify probable City entitlement processes for potential properties including anticipated studies/exhibits, timing, and estimated agency fees;
- 5) Financials. Review relevant financial information and provide preliminary qualification assessment in regard to lender underwriting criteria;
- 6) Lenders. Begin discussions and pursue further evaluations with potential lenders and financing opportunities suitable for the Project, including pre-development, construction, and long-term financing;
- 7) Proforma. Working with the school, the proforma will identify preliminary funding sources and uses which will generally outline expected project costs and sources of funds required for the Project, along with anticipated monthly financing payments. This will incorporate ADA student enrollment projections and corresponding LCFF revenue projections as provided and updated by the school. Potential lenders will rely on the accuracies of these projections for any offer of financing;
- 8) Design and Construction Professionals. Work with the school's pre-development consultants, such as architect, engineers, and general contractor, as needed to pursue the feasibility, entitlements, design, and cost implications for the Project; and
- 9) Summary Presentation. Prepare a final presentation summarizing all findings and potential facility options from the initial work as outlined above for consideration by the school and its Board.

B. Compensation and Talent. It is agreed that as compensation for services rendered, Quotidian will receive a fixed fee of \$5,000 per month ("Monthly Fee"). Billings will occur on a monthly basis starting on February 24, 2019 and ending May 24, 2019, and are due within 30 days of receipt. Pacific View also agrees to reimburse Quotidian for any authorized out-of-pocket expenses. Should there be a need for any

specialized consultant services from other consultants, or any other personnel in completing the Services for the Project outlined in section A, above, Quotidian shall inform Pacific View of such need in advance, and the parties shall mutually agree upon a course of action.

C. No Personal Liability. This Agreement has been executed on behalf of the parties by their respective officers solely in their representative capacities, and no officer, director, agent, member, or employee of Pacific View or Quotidian shall have any personal liability hereunder to the other, or any person claiming by or through the other, under any circumstances.

D. Intent to Form Longer Term Agreement. The parties agree that this Agreement is intended to allow Quotidian to immediately begin work on the Project, and that the compensation shown above is not commensurate with the value of the Services to be performed toward the full completion of a school Project. For this reason, the parties will work in good faith to reach agreement on the terms of a comprehensive, longer-term development services agreement, as soon as the site for the project is identified, or a more definitive scope of work for the Project is identified.

E. Indemnity. Pacific View agrees to defend, indemnify and hold harmless (including, without limitations, reasonable attorney fees and expenses) Quotidian against any and all losses, damages, deficiencies or liabilities caused by, resulting or arising from or otherwise relating to the Project, unless such losses, damages, deficiencies or liabilities are caused by, resulting or arising from fraud or gross negligence by Quotidian in their performance relating to the Project.

F. Termination. This agreement will end on May 24, 2019. At that time, the parties will work in good faith to enter into the development services agreement described in paragraph D above.

The parties agree to the above on this 24th day of January, 2019.

**PACIFIC VIEW CHARTER SCHOOL:**



By: Gina Campbell, Founding Executive Director

**QUOTIDIAN PARTNERS**



Quotidian Partners LLC  
By: Brad Burke, Partner



Quotidian Partners LLC  
By: Steve Nelson, Partner



**DEVELOPMENT SERVICES AGREEMENT**  
for  
**Pacific View Charter School**  
**Current Facility Expansion**

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This Development Services Agreement ("Agreement") is entered into as of January 24, 2019 by and between Quotidian Partners II LLC ("Developer") whose address is 122 ½ S. Kalmia, Escondido, CA 92025; and Pacific View Charter School, Inc. ("School") whose address is 3670 Ocean Ranch Blvd., Oceanside, CA 92056. Developer and School are collectively referred to as the "Parties."

**RECITALS**

A. School desires to have Developer perform certain "Services" associated with their current facility located at 3670 Ocean Ranch Blvd., Oceanside, CA ("Project").

B. Developer has agreed to provide these Services to School according to the terms of this Agreement.

**IN CONSIDERATION of the foregoing facts and the mutual covenants set forth below, the Parties have agreed as follows:**

1. Services to be Provided by Developer. Developer shall perform, as necessary, on behalf of School, the following Services with respect to the Project:
  - 1.1 Entitlements.
    - a) Research Government Project Requirements. Assist in determining municipal, state and federal requirements affecting the planning for the Project.
    - b) Applications for Entitlements. Coordinate the preparation of all entitlement documentation and prepare all administrative applications to obtain approval of governmental authorities that have jurisdiction over the Project, as required.
    - c) Liaison With City Staff. Serve as the primary contact for discussions with all governmental agencies having jurisdiction over the Project, and negotiate on behalf of School the terms and conditions of approval that may be proposed by governmental agencies during the entitlement process.
    - d) Preparation of Application Documents. File the required documents with and use its best efforts to secure the approval of governmental authorities having jurisdiction over the Project.
  - 1.2 Schedule.
    - a) Schedule Preparation. Prepare for School an overall schedule of Project development activities.
    - b) Schedule Maintenance. Maintain and update schedule from time to time for changing circumstances.
    - c) Critical Path Schedules. Develop critical path schedules, and update throughout the Project's duration.

### 1.3 Proforma Budget.

- a) Budget Preparation. Prepare for School a Project proforma budget including all estimated total Project costs such as building construction, lending, professional services and governmental agency fees.
- b) Budget Maintenance. Maintain and update proforma budget from time to time for changing circumstances.
- c) Cash Flow Requirements. Provide and maintain an estimate of anticipated cash flow requirements for project expenses.

### 1.4 Financing.

- a) Funding Sources. Identify potential funding sources, work with existing school banking relationships, and present alternative scenarios to School where applicable.
- b) Assistance With Loan Documentation and Negotiations. Assist School with preparing loan application documents and other materials necessary to make application. Also assist in negotiating the terms of any proposed financing.
- c) No Commission. Developer shall receive no commission or other separate compensation apart from this Agreement for its work related to assistance in obtaining Project financing.
- d) Not a Financial Adviser. Neither Developer nor its principals are licensed financial advisers. School may seek additional, independent advice on such matters, in addition to Developer's assistance in locating financing.

### 1.5 Construction.

- a) General Contractor. Identify potential General Contractor(s) and obtain qualifications/proposals needed for the proper completion of the Project. Present them to School for its consideration and decision. General Contractor services to be obtained by a negotiated bid hiring process. School shall contract directly with the selected General Contractor.
- b) Construction Budget Documentation. Assist School in negotiating General Contractor budget and fees. Review Schedule of Values to align with work proposed.
- c) Subcontractor Selection. Where necessary, work with General Contractor in reviewing subcontractor bids.
- d) Contractor Pay Requests/Draws. Review pay request documents prepared by the General Contractor.
- e) Contractor and Consultant Team. Work with all project team members to help facilitate the Project throughout the construction process.
- f) Communication with School. Update School in regard to information and documentation received from the General Contractor such as schedules and budgets.

## 1.6 Project Management.

- a) Serve the Interests of School. Furnish School its expertise and knowledge throughout all phases of the development of the Project.
- b) Primary Contact. Act on behalf of School as the primary contact for all aspects of the Project related to its development.
- c) Third Party Consultants. Obtain proposals from all design, engineering or other consultants as needed for the proper completion of the Project. The Parties will mutually agree on consultants needed to serve the Project, and Developer will coordinate and manage the efforts of all consultants. School shall contract directly with all third party consultants.
- d) Budget Management for Consulting Costs. As all consultants prepare and complete necessary documentation for the Project, Developer shall keep School informed of any adjustments necessary to the proforma as may be required by changes in scope, Project conditions, agency requirements, etc.
- e) Project Permitting. Manage the process for obtaining all required planning, building and occupancy permit approvals and requirements necessary to complete the Project.
- f) Not an Architect or Attorney. The Developer will utilize their collective experiences in these disciplines for the benefit of the Project, but will not provide such specific, licensed services. Should the School desire such services (for any portion of the Project), they would be completed under a separate and independent agreement, or by other parties.

## 2. School's Responsibilities. School shall perform each of the following with respect to the Project:

- a) Best Efforts and Full Cooperation. School agrees that it will use its best efforts to fulfill, in a timely manner, all of the terms of loans agreed to and obtained for the Project. Such terms shall include, but not be limited to, the payment of commitment fees, the assignment, encumbering or pledging of its rights or assets, and providing up to date enrollment data to Developer.
- b) Inform and Decide on Legal Counsel. Consult with Developer when legal counsel is needed, and obtain legal counsel at School's cost to perform necessary legal services. Developer will not perform nor have the responsibility to perform legal services in connection with the Project obligations.
- c) Timely Review of Project Documents. Review documents submitted by Developer, attend meetings when necessary, and render decisions pertaining the Project as promptly as reasonably possible, to avoid delay in the progress of the Project.
- d) Payment of Fees. Pay all filing fees, taxes or other sums as may be required by governmental or other agencies.
- e) District Charter and State Funding. Make timely application for School's authorizing charter and all required material amendments, and timely application for funding of its non-classroom based programs by the California Department of Education.
- f) Timely Payment of Developer Invoices. Pay invoices from Developer within 30 days of receipt, including reimbursement to Developer for any School authorized out-of-pocket expenses incurred by Developer such as printing, submittal fees, etc.
- g) Timely Payment of Invoices. Pay all invoices for all required costs of the Project in a timely manner, including third party consultants, closing costs, financing costs, governmental fees and construction costs, and others.

3. Compensation. School agrees to compensate Developer (not including authorized out-of-pocket expenses) as described below.

- a) The Services as outlined under Item 1 above shall be completed for a fixed fee and billed on a monthly basis. It is anticipated that the Services will commence January 24, 2019 and be completed on August 24, 2019.

Based on the anticipated amount of work to be completed during each of those seven months, the amounts to be billed for each month is as follows:

An initial payment is due upon signature of this contract in the amount of \$6,500.

February 23 (billing date)      \$7,000 (upon approval by School's Board of Directors)

March 23      \$7,000

April 23      \$7,000

May 23      \$7,000

June 23      \$7,000

July 23      \$7,000

August 23      (initial payment credited)

Total fixed fee of \$48,500.

Should the scope or timing of the Project change, the compensation shall be adjusted accordingly by mutual agreement of the Parties.

4. Miscellaneous Provisions.

a) Standard of Performance. Developer will devote its best efforts to the development of the Project and will act in good faith toward its completion in accordance with the terms and conditions of this Agreement.

b) Power to Bind the Other Party. The Parties shall not be considered as agents for nor joint venturers nor partners of each other. Neither shall have the power to bind or obligate the other party.

c) No Personal Liability. This Agreement has been executed on behalf of School and Developer by their respective officers solely in their representative capacities, and no officer, director, agent, member, or employee of School or Developer shall have any personal liability hereunder to the other, or any person claiming by or through the other, under any circumstances.

d) Indemnification. School and Developer each agree that the others shall be and are fully indemnified, exonerated, and held harmless from and against any claim, loss, cost, damage, expense or other liability, including attorneys' fees, which arises out of said party's performance under this Agreement, except only after a court of competent jurisdiction finds liability attributable to the gross negligence, willful misconduct or willful, wanton or reckless conduct by the party to be held liable, or by its agents, servants, or employees who perform obligations under this Agreement.

e) Mediation and Arbitration. If any dispute arises out of, or relates to, a claimed breach of this agreement, the professional services rendered by the Developer or any other disagreement of any nature, type or description, regardless of the facts or legal theories which may be involved, the parties shall work to resolve such dispute. And if they are unable to do so, the parties agree to first submit to non-binding mediation in accordance with the rules of the American Arbitration Association. If after such process the parties continue to have a dispute, such dispute shall be resolved by binding arbitration before the San Diego Office of JAMS, 401 B Street, Suite 2100, San Diego, CA 92101 (or similar alternative dispute resolution firm should JAMS cease to operate),



by a panel of three arbitrators. Discovery shall be permitted pursuant to the provisions of California Civil Procedure Code section 1283.05, unless otherwise ordered by the JAMS arbitration panel. Each side shall bear his/her own costs and attorney's fees in the mediation and arbitration process.

f) Costs of Dispute. In any legal action or proceeding arising out of this Agreement, the successful or prevailing party or Parties therein shall be entitled to recover from the other party or Parties reasonable attorney's fees and other costs incurred in that action or proceeding, including those related to appeal of any such action, but not including those costs and attorneys' fees related to mediation and to the JAMS arbitration process, as described in the preceding paragraph 4(e). Such recovery of attorney's fees and costs shall be in addition to any other relief to which the successful or prevailing party or Parties may be entitled. A party shall be deemed to prevail if an action or proceeding against it is dismissed or vacated, whether voluntarily or involuntarily.

g) Termination. This Agreement may be terminated by either party upon seven days written notice. Developer shall be entitled to compensation for all work and pro-ration of all fixed fees owed through the date of termination.

h) Successors. This Agreement shall be binding upon and shall inure to the benefit of the Parties hereto, their successors, and permitted assigns.

i) Assignment. The Parties may not assign their respective rights and obligations to a third party, except after receiving the prior written consent of the other party to this Agreement.

j) Entire Agreement. This Agreement sets forth the entire Agreement between the Parties. Any change or modification of this Agreement must be in writing and signed by both Parties.

k) Jurisdiction and Venue. This Agreement is governed by the laws of the State of California, with venue in North San Diego County.


**IN WITNESS WHEREOF**, the Parties hereto have caused this Agreement to be executed by their duly authorized officers, all as of the day and year first above written.

PACIFIC VIEW CHARTER SCHOOL

By:   
Gina Campbell  
Founding Executive Director

QUOTIDIAN PARTNERS, LLC

By:   
Steve Nelson  
Partner

By:   
Brad Burke  
Partner

8.1



PACIFIC VIEW CHARTER SCHOOL

BOARD OF TRUSTEES' MEETING

February 19, 2019

2018/2019 SECOND INTERIM REPORT

**Pacific View Charter School  
2018/19 Second Interim Budget  
Financial Summary – January 31, 2019**

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 2018/19 financial status, Second Interim 2018/19 Budget and projections for two subsequent fiscal years. The 2018/19 Budget will require the Board's review and action.

The Second Interim 2018/19 Budget includes the following items:

- ✓ 2018/19 Multi-year Projection and Assumptions
- ✓ 2018/19 Local Control Funding Formula Summary
- ✓ 2018/19 School Services Dartboard
- ✓ 2018/19 Second Interim Certification Form

California Department of Education created the LCFF calculator. LCFF base funding, supplemental and concentration grants are calculated using CDE's original Proposed/Adopted model. SSC Dartboard reflect the per student formula. PVCS continues to project conservative enrollment for the current and two following school years. Enrollment and other financial data will be updated at Second Interim.

	K-3	4-6	7-8	9-12
LCFF Base Grant	7193	7303	7518	8712
Supplemental Grants	20%	20%	20%	20%
Concentration Grants	50%	50%	50%	50%

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

	2018/19	2019/20	2020/21
Enrollment	542	557	572
A.D.A	596.93	634.21	653.25
A.D.A. Ratio	1.11%	1.11%	1.11%

**Pacific View Charter School  
2018/19 Second Interim Budget  
Financial Summary – January 31, 2019**

The spreadsheet below reflects all changes that have taken place since the First Interim was approved.

<b>Revenue Budget Line Item</b>	<b>Description</b>	<b>Amount</b>
62-00-0000-0000-0000-8590	Other State Revenue	\$63,341.00
62-00-0000-0000-0000-8600	Other Local Revenue	\$12,771.00

<b>Total Revenue Increase/Decrease</b>	<b>\$76,112.00</b>
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<b>Expenditure Budget Line Item</b>	<b>Description</b>	<b>Amount</b>
62-00-0000-1110-1000-1100	Certificated Salaries	\$7,454.00
62-00-0000-1110-1000-2000	Classified Salaries- Inst	\$12,717.00
62-00-0000-0000-0000-3000	Employee Benefits	\$5,129.00
62-00-0000-1110-1000-4100	Books & Supplies	(\$1,000.00)
62-00-0000-0000-0000-5800	Services/Operating Supplies	<u>\$113,182.00</u>
	Total	\$137,482.00

<b>Total Expenditure Increase/Decrease</b>	<b>(\$61,370.00)</b>
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**PACIFIC VIEW CHARTER SCHOOL  
MULTI-YEAR PROJECTION  
2018-2021 Second Interim Budget**

ENTERPRISE FUND		2018-19 First Interim Budget	2018-19 Second Interim Budget	2019-20 Projected Budget	2020-21 Projected Budget
<b>A. REVENUES</b>					
1) Revenue Limit Sources	8010-8099	6,402,334	<b>6,402,334</b>	6,785,130	7,286,816
2) Other Federal Revenues	8100-8299	0	<b>0</b>	0	0
3) Other State Revenues	8300-8599	560,622	<b>623,963</b>	225,129	231,083
4) Other Local Revenues	8600-8799	13,175	<b>25,946</b>	26,724	27,526
<b>5) TOTAL REVENUES</b>		<b>6,976,131</b>	<b>7,052,243</b>	<b>7,036,984</b>	<b>7,545,425</b>
<b>B. EXPENDITURES</b>					
1) Certificated Salaries	1000-1999	2,908,024	<b>2,915,478</b>	3,002,942	3,093,031
2) Classified Salaries	2000-2999	772,589	<b>785,306</b>	808,865	833,131
3) Employee Fringes	3000-3999	1,266,192	<b>1,271,321</b>	1,373,676	1,467,383
4) Books, Supplies, Non-Capital Equip	4000-4999	232,340	<b>231,340</b>	238,280	245,429
5) Services, Other Operating Exp	5000-5999	1,878,785	<b>1,991,967</b>	1,647,112	1,696,525
7) Other Outgo	7100-7299	0	<b>0</b>	0	0
8) Direct Support/Indirect Costs	7300-7399	0	<b>0</b>	0	0
<b>9) TOTAL EXPENDITURES</b>		<b>7,057,930</b>	<b>7,195,412</b>	<b>7,070,876</b>	<b>7,335,499</b>
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES &amp; USES</b>		<b>-81,799</b>	<b>-143,169</b>	<b>-33,892</b>	<b>209,926</b>
<b>D. Other Financing Sources/Uses</b>					
1) Interfund Transfers In - 8919					
2) Interfund Transfers Out - 7619					
<b>E. Net Increase(Decrease) in Fund Balance</b>		<b>-81,799</b>	<b>-143,169</b>	<b>-33,892</b>	<b>209,926</b>
<b>F. FUND BALANCE, RESERVES</b>					
1) Fund 62/62-01 Beginning Balance/July 1		<b>5,208,237</b>	<b>4,226,206</b>	<b>4,083,037</b>	<b>4,049,145</b>
2) Ending Balance		<b>4,226,206</b>	<b>4,083,037</b>	<b>4,049,145</b>	<b>4,259,071</b>
<b>Components of Fund Balance</b>					
Restricted for Econ Uncert.		<b>211,738</b>	<b>215,862</b>	<b>212,126</b>	<b>220,065</b>
Restricted for Special Purposes		<b>4,014,468</b>	<b>3,867,175</b>	<b>3,837,019</b>	<b>4,039,006</b>
Undesignated		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Components of Fund Balance</b>		<b>4,226,206</b>	<b>4,083,037</b>	<b>4,049,145</b>	<b>4,259,071</b>
<b>SPECIAL RESERVE FUND FOR CAPITAL OUTLAY PROJECTS</b>		<b>88,477</b>	<b>169,248</b>	<b>169,248</b>	<b>169,248</b>

**PACIFIC VIEW CHARTER SCHOOL  
MULTI-YEAR PROJECTION  
2018-2021 Second Interim Budget**

		<b>2018-19 First Interim</b>	<b>2018-19 Second Interim</b>	<b>2019-20 Projected Budget</b>	<b>2020-21 Projected Budget</b>
Designated for Economic Uncertainty	9770-000	211,738	215,862	212,126	220,065
<b>TOTAL</b>		<b>211,738</b>	<b>215,862</b>	<b>212,126</b>	<b>220,065</b>
Revolving Cash Reserve	9711-000	200	200	200	200
Deferred Maintenance Reserve	9780-009	50,000	50,000	50,000	50,000
Laptops/Laptop Cart Replacements	9780-008	14,848	14,848	15,293	15,752
Payroll/Facilities Reserve	9780-007	150,000	150,000	150,000	150,000
Land/Bldg/Deprec/Growth	9780-000	3,577,708	3,430,415	3,399,813	3,601,342
Long Term Debt Reserve (Building)	9780-012	217,571	217,571	217,571	217,571
Long Term Debt Reserve (Automobile)	9780-013	4,141	4,141	4,141	4,141
<b>TOTAL</b>		<b>4,014,468</b>	<b>3,867,175</b>	<b>3,837,018</b>	<b>4,039,006</b>
Undesignated	9790-000	0	(0)	0	(0)
<b>TOTAL</b>		<b>0</b>	<b>(0)</b>	<b>0</b>	<b>(0)</b>
<b>TOTAL RESERVES</b>		<b>4,226,206</b>	<b>4,083,037</b>	<b>4,049,145</b>	<b>4,259,071</b>

**PACIFIC VIEW CHARTER SCHOOL  
MULTI-YEAR PROJECTION  
2018-2021 Second Interim Budget**

	<b>2018-19 PROJECTED</b>	<b>2019-20 PROJECTED</b>	<b>2020-21 PROJECTED</b>
<b><u>REVENUE</u></b>			
1. COLA	2.71%	2.57%	2.67%
2. LOTTERY	\$151.00	\$151.00	\$151.00
3. ENROLLMENT ESTIMATES			
Totals	542	557	572
4. ENROLLMENT INCREASE(DECREASE)	40	15	15
5. REVENUE LIMIT ADA	596.93	634.21	653.25
<b><u>EXPENDITURES</u></b>			
1. FRINGE BENEFIT RATES			
STRS State Teachers Retirement System	16.28%	18.130%	19.10%
PERS Public Employee Retirement System	18.062%	20.800%	23.500%
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	\$ 420,964	\$ 433,593	\$ 446,601
Books and Supplies/Other Operating Services	5%	3%	3%

**PACIFIC VIEW CHARTER SCHOOL  
MULTI-YEAR PROJECTION  
2018-2021 Second Interim Budget**

<b>REVENUES</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>
<i>Total Student Enrollment</i>	<i>542</i>	<i>557</i>	<i>572</i>
<i>Total Student ADA</i>	<i>596.93</i>	<i>634.21</i>	<i>653.25</i>
<b>Student ADA at 111% - MS - Grade K-3</b>	<b>16.30</b>	<b>16.79</b>	<b>17.30</b>
<b>Student ADA at 111% - MS - Grade 4-6</b>	<b>46.27</b>	<b>47.66</b>	<b>49.09</b>
<b>Student ADA at 111% - MS - Grade 7-8</b>	<b>86.88</b>	<b>89.49</b>	<b>92.18</b>
<b>Student ADA at 111% - HS - Grade 9-12</b>	<b>447.48</b>	<b>460.91</b>	<b>475.64</b>
<b>Revenue Limit Sources</b>			
0000-000 8011 LCFF Base Funding	2,643,540	2,915,797	3,217,558
0000-000-8011-001 LCFF Base Funding Prior Year	0	0	0
0000-500-8011 Supplemental & Concentration Grants	783,128	804,379	911,039
0000-500-8011-001 Supplemental & Concentratio Grants PY	0	0	0
1400-000-8012 Education Protection Account	859,526	885,330	913,206
1400-000-8012-001 Education Protection Account Prior Year	0	0	0
0000-000-8096 In lieu of Property Taxes-Included in Prin Appor	1,770,518	1,823,634	1,878,343
6500-000-8792-000 Special Education	345,622	355,991	366,670
<b>TOTALS</b>	<b>6,402,334</b>	<b>6,785,130</b>	<b>7,286,816</b>
<b>Other State Revenues</b>			
0000-000-8550 Mandated Costs	77,049	79,360	81,741
1100-000-8560 State Lottery - CY Unrestricted	84,224	86,751	89,353
1100-000-8560-001 State Lottery - Prior Year Unrestricted	0	0	0
6300-000-8560 State Lottery - CY Restricted	31,401	32,343	33,313
6300-000-8560-001 State Lottery Restricted Adjustment		0	0
Various-8590 Star Testing Revenue	26,675	26,675	26,675
6230-000-8590-000	404,614	0	0
<b>TOTALS</b>	<b>623,963</b>	<b>225,129</b>	<b>231,083</b>
<b>Other Local Revenues</b>			
0000-000-8660 Interest	20,946	21,574	22,222
0000-000-8699 All other local revenue	5,000	5,150	5,305
0000-000-8699 Microsoft Voucher Funds		0	0
<b>TOTALS</b>	<b>25,946</b>	<b>26,724</b>	<b>27,526</b>
<b>TOTAL REVENUE</b>	<b>\$7,052,243</b>	<b>\$7,036,984</b>	<b>\$7,545,425</b>

**PACIFIC VIEW CHARTER SCHOOL  
MULTI-YEAR PROJECTION  
2018-2021 Second Interim Budget**

<b>EXPENDITURES</b>		<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>
		<b>21.9</b>	<b>21.9</b>	<b>21.9</b>
<b><i>Certificated Salaries</i></b>				
1000-1999		<b>2,915,478</b>	<b>3,002,942</b>	<b>3,093,031</b>
Teacher salaries based on 21.9 FTE				
Admin Salaries 3.7FTE				
<b><i>Classified Salaries</i></b>				
2000-2999		<b>785,306</b>	<b>808,865</b>	<b>833,131</b>
Support staff & office salaries 7.5 FTE				
Admin Salaries 1.0 FTE				
<b><i>Employee Fringes</i></b>				
3111/3211 STRS		476,805	544,433	590,769
3212 PERS		141,779	168,244	195,786
3311/3312 Social Security		53,117	50,150	51,654
3321/3322 Medicare		53,818	55,271	56,929
3401/3402 Health & Welfare Benefits		420,964	433,593	446,601
3501/3502 Unemployment Insurance		48,487	49,942	51,440
3601/3602 Workman's Compensation Ins.		76,351	72,043	74,204
<b>TOTALS</b>		<b>1,271,321</b>	<b>1,373,676</b>	<b>1,467,383</b>
<b><i>Books and Supplies</i></b>				
4000-4999		<b>231,340</b>	<b>238,280</b>	<b>245,429</b>
<b><i>Services, Other Operating Expense</i></b>				
5000-5999		<b>1,991,967</b>	<b>1,647,112</b>	<b>1,696,525</b>
conferences, mileage, dues & memberships, insurance, gas & electricity, irrigation, trash, pest control, contracted				
cleaning services, leases, maintenance agreements, grounds & repairs, equipment leases, bank expenses,				
contracted services, bottled water, employment services, security services, charter buses, software licensing,				
print shop services, SDCOE systems, oversight fee, payroll services, legal expenses, advertising, telephones &				
cell phones, postage, internet costs				
<b><i>Other Outgo</i></b>		<b>0</b>	<b>0</b>	<b>0</b>
<b><i>Direct Support/Indirect Costs</i></b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENDITURES</b>		<b>\$7,195,412</b>	<b>\$7,070,876</b>	<b>\$7,335,499</b>



Summary of Funding						
	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23
<b>Target Components:</b>						
Base Grant	5,247,763	5,156,754	5,448,224	5,770,245	6,146,656	6,537,765
Grade Span Adjustment	119,242	116,830	123,421	131,037	139,389	148,126
Supplemental Grant	653,915	638,104	667,594	723,969	780,224	823,834
Concentration Grant	158,863	145,024	136,785	187,070	221,898	220,968
Add-ons	-	-	-	-	-	-
<b>Total Target</b>	<b>6,179,783</b>	<b>6,056,712</b>	<b>6,376,024</b>	<b>6,812,321</b>	<b>7,288,167</b>	<b>7,730,693</b>
<b>Transition Components:</b>						
Target	\$ 6,179,783	\$ 6,056,712	\$ 6,376,024	\$ 6,812,321	\$ 7,288,167	\$ 7,730,693
Funded Based on Target Formula (based on prior)	FALSE	FALSE	TRUE	TRUE	TRUE	TRUE
Floor	5,802,370	5,699,348	6,237,973	6,433,797	6,626,386	6,824,741
<i>Remaining Need after Gap (informational only)</i>	206,936	-	-	-	-	-
Current Year Gap Funding	170,477	357,364	-	-	-	-
Miscellaneous Adjustments	-	-	-	-	-	-
Economic Recovery Target	-	-	-	-	-	-
Additional State Aid	-	-	-	-	-	-
<b>Total LCFF Entitlement</b>	<b>\$ 5,972,847</b>	<b>\$ 6,056,712</b>	<b>\$ 6,376,024</b>	<b>\$ 6,812,321</b>	<b>\$ 7,288,167</b>	<b>\$ 7,730,693</b>

Components of LCFF By Object Code						
	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23
8011 - State Aid	\$ 3,314,544	\$ 3,426,668	\$ 3,720,176	\$ 4,128,597	\$ 4,577,027	\$ 4,991,316
8011 - Fair Share	-	-	-	-	-	-
8311 & 8590 - Categoricals	-	-	-	-	-	-
EPA (for LCFF Calculation purposes)	900,909	859,526	885,330	913,206	940,622	968,859
<b>Local Revenue Sources:</b>						
8021 to 8089 - Property Taxes	-	-	-	-	-	-
8096 - In-Lieu of Property Taxes	1,757,394	1,770,518	1,770,518	1,770,518	1,770,518	1,770,518
<i>Property Taxes net of in-lieu</i>	-	-	-	-	-	-
<b>TOTAL FUNDING</b>	<b>\$ 5,972,847</b>	<b>\$ 6,056,712</b>	<b>\$ 6,376,024</b>	<b>\$ 6,812,321</b>	<b>\$ 7,288,167</b>	<b>\$ 7,730,693</b>
<b>Basic Aid Status</b>						
Less: Excess Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Less: EPA in Excess to LCFF Funding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Phase-in Entitlement</b>	<b>\$ 5,972,847</b>	<b>\$ 6,056,712</b>	<b>\$ 6,376,024</b>	<b>\$ 6,812,321</b>	<b>\$ 7,288,167</b>	<b>\$ 7,730,693</b>
8012 - EPA Receipts (for budget & cashflow)	\$ 905,638	\$ 859,526	\$ 885,330	\$ 913,206	\$ 940,622	\$ 968,859

Summary of Student Population						
	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23
<b>Unduplicated Pupil Population</b>						
Agency Unduplicated Pupil Count	282.00	320.00	350.00	355.00	360.00	370.00
COE Unduplicated Pupil Count	-	-	-	-	-	-
Total Unduplicated pupil Count	282.00	320.00	350.00	355.00	360.00	370.00
Rolling %, Supplemental Grant	60.9200%	60.5000%	59.9100%	61.3400%	62.0600%	61.6100%
Rolling %, Concentration Grant	60.9200%	60.5000%	59.9100%	61.3400%	62.0600%	61.6100%
<b>FUNDED ADA</b>						
<b>Adjusted Base Grant ADA</b>	<i>Current Year</i>	<i>Current Year</i>	<i>Current Year</i>	<i>Current Year</i>	<i>Current Year</i>	<i>Current Year</i>
Grades TK-3	17.07	16.30	16.79	17.30	17.82	18.36
Grades 4-6	48.49	46.27	47.66	49.09	50.57	52.09
Grades 7-8	91.06	86.88	89.49	92.18	94.95	97.80
Grades 9-12	469.05	447.48	460.91	475.64	489.91	504.61
<b>Total Adjusted Base Grant ADA</b>	<b>625.67</b>	<b>596.93</b>	<b>614.85</b>	<b>634.21</b>	<b>653.25</b>	<b>672.86</b>
<b>Necessary Small School ADA</b>	<i>Current year</i>	<i>Current year</i>	<i>Current year</i>	<i>Current year</i>	<i>Current year</i>	<i>Current year</i>
Grades TK-3	-	-	-	-	-	-
Grades 4-6	-	-	-	-	-	-
Grades 7-8	-	-	-	-	-	-
Grades 9-12	-	-	-	-	-	-
<b>Total Necessary Small School ADA</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Funded ADA</b>	<b>625.67</b>	<b>596.93</b>	<b>614.85</b>	<b>634.21</b>	<b>653.25</b>	<b>672.86</b>
<b>ACTUAL ADA (Current Year Only)</b>						
Grades TK-3	17.07	16.30	16.79	17.30	17.82	18.36
Grades 4-6	48.49	46.27	47.66	49.09	50.57	52.09
Grades 7-8	91.06	86.88	89.49	92.18	94.95	97.80
Grades 9-12	469.05	447.48	460.91	475.64	489.91	504.61
<b>Total Actual ADA</b>	<b>625.67</b>	<b>596.93</b>	<b>614.85</b>	<b>634.21</b>	<b>653.25</b>	<b>672.86</b>
<i>Funded Difference (Funded ADA less Actual ADA)</i>	-	-	-	-	-	-

LCAP Percentage to Increase or Improve Services						
	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23
Current year estimated supplemental and concer	\$ 812,778	\$ 783,128	\$ 804,379	\$ 911,039	\$ 1,002,122	\$ 1,044,802
Current year Percentage to Increase or Improve	15.75%	14.85%	14.44%	15.44%	15.94%	15.63%

## SSC School District and Charter School Financial Projection Dartboard 2018-19 Adopted State Budget

This version of SSC's Financial Projection Dartboard is based on the 2018-19 adopted State Budget. We have updated the cost-of-living adjustment (COLA), Consumer Price Index (CPI), and ten-year T-bill planning factors per the latest economic forecasts. We have also updated the Local Control Funding Formula (LCFF) factors. 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 general guidelines.

LCFF GRADESPAN FACTORS				
Entitlement Factors per ADA	K-3	4-6	7-8	9-12
2017-18 Base Grants	\$7,193	\$7,301	\$7,518	\$8,712
COLA at 3.70%	\$266	\$270	\$278	\$322
2018-19 Base Grants	\$7,459	\$7,571	\$7,796	\$9,034

Entitlement Factors per ADA	K-3	4-6	7-8	9-12
2018-19 Base Grants	\$7,459	\$7,571	\$7,796	\$9,034
Grade Span Adjustment Factors	10.4%	—	—	2.6%
Grade Span Adjustment Amounts	\$776	—	—	\$235
2018-19 Adjusted Base Grants	\$8,235	\$7,571	\$7,796	\$9,269
Supplemental Grants (% Adj. Base)	20%	20%	20%	20%
Concentration Grants	50%	50%	50%	50%
Concentration Grant Threshold	55%	55%	55%	55%

LCFF FUNDING FACTORS					
Factors	2017-18	2018-19	2019-20	2020-21	2021-22
SSC Gap Funding Percentage	42.97%	100.00%	—	—	—
Department of Finance Gap Funding Percentage	42.97%	100.00%	—	—	—
Gap Funding Percentage (as of May Revise)	43.97%	100.00%	—	—	—
COLA <sup>1</sup>	1.56%	3.70% <sup>2</sup>	2.57%	2.67%	3.42%

OTHER PLANNING FACTORS					
Factors	2017-18	2018-19	2019-20	2020-21	2021-22
COLA on state and local share <sup>3</sup>	1.56%	2.71%	2.57%	2.67%	3.42%
California CPI	3.40%	3.66%	3.50%	3.23%	2.94%
California Lottery	Unrestricted per ADA	\$153	\$151	\$151	\$151
	Restricted per ADA	\$55	\$53	\$53	\$53
Mandate Block Grant (District)	Grades K-8 per ADA	\$30.34	\$31.16	\$31.96	\$32.81
	Grades 9-12 per ADA	\$58.25	\$59.83	\$61.37	\$63.01
Mandate Block Grant (Charter)	Grades K-8 per ADA	\$15.90	\$16.33	\$16.75	\$17.20
	Grades 9-12 per ADA	\$44.04	\$45.23	\$46.39	\$47.63
One-Time Discretionary Funds per ADA	\$147	\$184	—	—	—
Interest Rate for Ten-Year Treasuries	2.58%	3.17%	3.38%	3.50%	3.40%
CalPERS Employer Rate (projected) <sup>4</sup>	15.531%	18.062%	20.8%	23.5%	24.6%
CalSTRS Employer Rate (statutory)	14.43%	16.28%	18.13%	19.10%	18.60%

RESERVES	
State Reserve Requirement	District ADA Range
The greater of 5% or \$67,000	0 to 300
The greater of 4% or \$67,000	301 to 1,000
3%	1,001 to 30,000
2%	30,001 to 400,000
1%	400,001 and higher

<sup>1</sup>Target for LCFF is projected to be achieved in the 2018-19 fiscal year, therefore, any growth in LCFF revenues in future years will be attributable to the application of the COLA to the base grant

<sup>2</sup>Includes statutory COLA of 2.71% plus an augmentation of 0.99% represented by an additional \$570 million for school districts and charter schools. County offices of education receive only the statutory COLA.

<sup>3</sup>Includes Special Education, Child Nutrition, Foster Youth, American Indian Education Centers/American Indian Early Childhood Education, and Mandate Block Grant

<sup>4</sup>Rate is final for 2017-18 and 2018-19 fiscal years

Pacific View Charter School  
Second Interim Report  
Charter Number 247  
CDE Number 37-73569  
Fiscal Year 2018/2019  
Charter School Certification

2018/2019 Second Interim is hereby submitted to the chartering authority and the county superintendent of schools.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Charter School Official

Printed Name: Gina Campbell, Founding Executive Director

For additional information on the First Interim Report, please contact:

Kira Fox, Director of Central Office & Finance  
760-757-0161 Ext.105  
kfox@pacificview.org

**8.2**

## RESOLUTION

Pacific View Charter School

Resolution Number 2

On motion of Member \_\_\_\_\_, Seconded by Member \_\_\_\_\_, the following resolution is adopted:

WHEREAS, public and charter schools are authorized to establish restricted reserves, in this case to be known as the Pacific View Charter School Unfunded Pension Reserves; and

WHEREAS, bond rating agencies encourage pension funding reserves to improve the management of unfunded pension liabilities; and

WHEREAS, the adoption of such reserves will contribute to the improved financial management of the Charter's unfunded pension liabilities; and

WHEREAS, such reserves provide separate accounting for resources to be set aside to offset unfunded pension reserves for CalSTRS and CalPERS; and

WHEREAS, such resources benefit individual employee's retirement benefits; and enable the Charter to prepare in advance for future retirement benefit costs; and

WHEREAS, the School has committed to setting assets aside for unfunded pension liability in the SB740 report filed in February 2017, and

WHEREAS, the established minimum reserve contribution per year shall be \$100,000 (One Hundred Thousand Dollars and No/100) or 3% of fiscal year end reserves, whichever is greater, and

WHEREAS, the full annual contribution will only be implemented if the school budget and/or reserves are adequate to support such contribution without a negative impact, and

WHEREAS, the annual contribution may be reduced with the approval of the Executive Director to reduce any negative impact, and

WHEREAS, the School's full intent is to hold these unfunded liability reserves until required to meet the future obligations to retirees' pension funds as related to CalSTRS and CalPERS.

THEREFORE, BE IT RESOLVED that the Governing Board hereby authorizes the Pacific View Charter School to establish a reserve account known as the Pacific View Charter School Unfunded Pension Reserves.

PASSED AND ADOPTED by the Governing Board on \_\_\_\_\_

- AYES:
- NOES:

- ABSENT:

STATE OF CALIFORNIA

COUNTY OF SAN DIEGO

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

---

Clerk/Secretary of the Governing Board

**8.3**

RESOLUTION

Pacific View Charter School

Resolution Number \_\_\_\_\_

On motion of Member \_\_\_\_\_, Seconded by Member \_\_\_\_\_, the following resolution is adopted:

WHEREAS, public and charter schools are authorized to offer sign on or bonus incentives; and

WHEREAS, public and charter schools have determined that specific special education positions are considered "hard to fill"; and

WHEREAS, the adoption of such sign on or bonus incentives will benefit the students of Pacific View Charter School; and

WHEREAS, special education "hard to fill" positions must be filled to ensure public and charter school obligation to serve students under State and Federal law; and

WHEREAS, the Pacific View Charter School recognizes the need to establish a sign on or bonus incentive for specific special education positions as of September 1, 2018 to retain current staff and recruit new staff; and

WHEREAS, the need to establish such a sign on or bonus incentive will be accompanied by a two-year commitment on behalf of specific special education positions; and

WHEREAS, the two-year commitment is not fulfilled, this action will result in repayment of the sign on or bonus incentive; and

WHEREAS, Pacific View Charter School At-Will employment status is not altered or changed by the aforementioned two-year commitment; and

WHEREAS, the one-time sign on or bonus incentive shall be established to be \$5,000.00 (Five Thousand and No/100); and

WHEREAS, the intent of this sign on or bonus is to incentivize Psychologist, Speech Pathologist and Educational Specialist Certificated Staff to apply for open positions and retain staff presently in these positions.

THEREFORE, BE IT RESOLVED that the Governing Board hereby authorizes the Pacific View Charter School to implement such sign on or bonus incentive and create an employee two-year obligation commitment document to be signed and implemented upon receipt of such sign on or bonus incentive.



PASSED AND ADOPTED by the Governing Board on \_\_\_\_\_

- AYES:
- NOES:
- ABSENT:

STATE OF CALIFORNIA

COUNTY OF SAN DIEGO

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

\_\_\_\_\_  
Clerk/Secretary of the Governing Board

8.4

PACIFIC VIEW CHARTER SCHOOL						
2019-2020 SCHOOL CALENDAR- DRAFT						
	M	T	W	TH	F	TRACK 1
						TRACK 2/K-8
July						Track 1 Starts 7.1
	1	2	3	4	5	Holiday July 4
	8	9	10	11	12	
	15	16	17	18	19	
	22	23	24	25	26	
	29	30	31			21 Days
August						
				1	2	
	5	6	7	8	9	
	12	13	14	15	16	8.13 Track 2 Starts
	19	20	21	22	23	
	26	27	28	29	30	22 Days (cum 43)
September						14 Days
	2	3	4	5	6	Labor Day
	9	10	11	12	13	
	16	17	18	19	20	
	23	24	25	26	27	
	30					20 Days (cum 63)
October						20 Days (cum 34)
		1	2	3	4	
	7	8	9	10	11	
	14	15	16	17	18	
	21	22	23	24	25	
	28	29	30	31		23 Days (cum 86)
November						23 Days (cum 57)
					1	
	4	5	6	7	8	
	11	12	13	14	15	Veteran's Day Observed
	18	19	20	21	22	Thanksgiving
	25	26	27	28	29	15 days (cum 101)
December						15 days (cum 72)
	2	3	4	5	6	
	9	10	11	12	13	
	16	17	18	19	20	15 Days (cum 116)
	23	24	25	26	27	15 Days (cum 87)
	30	31				Winter Recess
January						Winter Recess
	6	7	8	9	10	
	13	14	15	16	17	
	20	21	22	23	24	MLK Holiday
	27	28	29	30	31	19 Days (cum 135)
February						19 Days (cum 106)
	3	4	5	6	7	
	10	11	12	13	14	
	17	18	19	20	21	Presidents Holiday
	24	25	26	27	28	19 Days (cum 154)
March						19 Days (cum 125)
	2	3	4	5	6	
	9	10	11	12	13	
	16	17	18	19	20	
	23	24	25	26	27	Track 1 ends 3.30
	30	31				21 Days (cum 175)
April						21 Days (cum 146)
			1	2	3	Intercession 3.31
	6	7	8	9	10	Spring Break
	13	14	15	16	17	Spring Break
	20	21	22	23	24	
	27	28	29	30		17 Days (cum 163)
May						
					1	
	4	5	6	7	8	
	11	12	13	14	15	Intercession Ends 5.15
	18	19	20	21	22	Track 2 ends 5.18
	25	26	27	28	29	12 Days (cum 175)
						Memorial Day
June						Memorial Day
	3	4	5	6	7	
	10	11	12	13	14	
	17	18	19	20	21	
	24	25	26	27	28	

**8.5**

# **Independent Contractor Agreement**

## **2018/19 School Year**

Contract Date: February 20, 2018

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

WHEREAS, it is the desire of The Charter School to contract with Contractor to provide special education services and support, which are not available through standard channels due to lack of sufficient and/or active special education certificated teachers and/or specialist, and

WHEREAS, The Charter School is in need of such special education services, advice and guidance concerning hard to fill special education positions, and

WHEREAS, Contractor is specially trained, experienced and competent to supply Independent Contractors and/or Consultants to perform the special education services required by the Charter School, and such special education services are needed on a limited basis;

NOW THEREFORE, the parties agree as follows:

1. Services to be provided by Contractor:
  - Assist with Special Education documentation related to Job descriptions and salary surveys as needed
  - Assist with Special Education Administrative planning, site related issues and Independent Contractor and/or Consultants options as determined necessary by the Executive Director
  - Provide access to Independent Contractors and/or Consultants on an as needed basis
  - Determine qualifications of Independent Contractors and/or Consultants and perform appropriate TB testing for such individuals
  - Independent Contractors and/or Consultants supplied by Contractor will pay directly for Fingerprinting and background check prior to providing services
  - Answer questions and discuss options via email, telephone, virtually or in person on a as needed basis
2. Term of Agreement:
  1. Contractor shall commence providing services under this Agreement on February 20, 2019 through June 30, 2019 and services may be discontinued by either party to this agreement.

## **Independent Contractor Agreement 2018/19 School Year**

2. 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, Independent Contractor's and or Consultant's performance hereunder.
  3. Contractor has the right to perform services for other agencies and/or schools during the term of this agreement.
  4. The Charter School shall not obtain workers' compensation insurance on behalf of the Contractor. Contractor shall pay all income taxes and FICA (Social Security and Medicare taxes) incurred while performing services under this Agreement.
3. Compensation:
- A. The Charter School agrees to pay Contractor for services rendered pursuant to this Agreement on a monthly basis. The annual contract is not to exceed \$38,000 (Thirty-Eight Thousand Dollars and 62/100). Invoice shall be submitted monthly and contain a breakdown of Special Education Independent Contractor and/or Consultant services provided onsite, offsite or other forms of communication as specified in section 1.
  - B. The Charter School agrees to pay Contractor's 10% of Independent Contractors and/or Consultants hourly rate for services rendered onsite, offsite and by other forms of communication. Cost of transportation, supplies, hardware and possible lodging are to be paid by the Contractor, Independent Contractor and/or Consultant.
  - C. The Charter School shall pay the Contractor according to the following terms and conditions: Upon presentation of a monthly invoice, payment will be made on or before 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.

## **Independent Contractor Agreement 2018/19 School Year**

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, Subcontractors and Consultants are acting as an independent contractor and not as an officer, agent, or employee of the Charter School.

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.

The Contractor with the assistance of The Charter will ensure that all Independent Contractors and/or Consultants are fingerprinted and a criminal background check performed. Contractor will ensure all Independent Contractors and/or Consultants have current tuberculosis tests in compliance with California State law.

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

CSBC  
1310 La Salle Court  
Vista, California 92081  
760-450-4179

**9.1**



# DRAFT

## PACIFIC VIEW CHARTER SCHOOL 2018-19 CLASSIFIED SALARY SCHEDULE

### MONTHLY

POSITION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
<i>Administrative Assistant</i>	<i>\$ 3,352.00</i>	<i>\$ 3,486.08</i>	<i>\$ 3,625.52</i>	<i>\$ 3,770.54</i>	<i>\$ 3,921.37</i>	<i>\$ 4,078.22</i>	<i>\$ 4,241.35</i>
	<i>\$ 40,224.00</i>	<i>\$ 41,832.96</i>	<i>\$ 43,506.28</i>	<i>\$ 45,246.53</i>	<i>\$ 47,056.39</i>	<i>\$ 48,938.65</i>	<i>\$ 50,896.19</i>
Business Services Assistant	\$ 3,055.41	\$ 3,177.63	\$ 3,304.73	\$ 3,436.92	\$ 3,574.40	\$ 3,717.37	\$ 3,866.07
	\$ 36,664.92	\$ 38,131.52	\$ 39,656.78	\$ 41,243.05	\$ 42,892.77	\$ 44,608.48	\$ 46,392.82
Instructional Aide	\$ 2,326.90	\$ 2,419.98	\$ 2,516.78	\$ 2,617.45	\$ 2,722.14	\$ 2,831.03	\$ 2,944.27
	\$ 27,922.80	\$ 29,039.71	\$ 30,201.30	\$ 31,409.35	\$ 32,665.73	\$ 33,972.36	\$ 35,331.25
<i>Lead Instructional Aide/Student Support Assistant</i>	<i>\$ 3,436.17</i>	<i>\$ 3,573.62</i>	<i>\$ 3,716.56</i>	<i>\$ 3,865.22</i>	<i>\$ 4,019.83</i>	<i>\$ 4,180.63</i>	<i>\$ 4,347.85</i>
	<i>\$ 41,234.04</i>	<i>\$ 42,883.40</i>	<i>\$ 44,598.74</i>	<i>\$ 46,382.69</i>	<i>\$ 48,237.99</i>	<i>\$ 50,167.51</i>	<i>\$ 52,174.22</i>
Office Clerk	\$ 2,566.73	\$ 2,669.40	\$ 2,776.18	\$ 2,887.22	\$ 3,002.71	\$ 3,122.82	\$ 3,247.73
	\$ 30,800.76	\$ 32,032.79	\$ 33,314.10	\$ 34,646.67	\$ 36,032.53	\$ 37,473.83	\$ 38,972.79
Office Clerk - Bilingual	\$ 2,903.78	\$ 3,019.93	\$ 3,140.73	\$ 3,266.36	\$ 3,397.01	\$ 3,532.89	\$ 3,674.21
	\$ 34,845.36	\$ 36,239.17	\$ 37,688.74	\$ 39,196.29	\$ 40,764.14	\$ 42,394.71	\$ 44,090.50
Receptionist - Data Entry	\$ 2,091.96	\$ 2,175.64	\$ 2,262.66	\$ 2,353.17	\$ 2,447.30	\$ 2,545.19	\$ 2,647.00
	\$ 25,103.52	\$ 26,107.66	\$ 27,151.97	\$ 28,238.05	\$ 29,367.57	\$ 30,542.27	\$ 31,763.96

Work Year  
233 Days

### HOURLY

POSITION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
Business Services Assistant	\$ 19.67	\$ 20.46	\$ 21.28	\$ 22.13	\$ 23.01	\$ 23.93	\$ 24.89
Instructional Aide & Educational Specialist							
Instructional Aide	\$ 14.98	\$ 15.58	\$ 16.20	\$ 16.85	\$ 17.52	\$ 18.23	\$ 18.95
Enrichment/Intervention Instructor	\$ 21.40	\$ 22.26	\$ 23.15	\$ 24.07	\$ 25.03	\$ 26.04	\$ 27.08

Support Services Stipend **\$5,000.00 annually**

#### Stipends for Longevity

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

Board Approved: 6/21/2011

Board Amended: 5/20/2014

Board Amended: 6/16/2015

Board Amended: 06/29/2015

Board Amended: 06/27/2016

Board Amended: 02/21/2017

Board Amended 10/05/2017

Board Amended: 11/14/2017

Board Amended 06/19/2018

Board Amended: 08/27/2018

**9.2**

# DRAFT

## PACIFIC VIEW CHARTER SCHOOL 2018-19 CERTIFICATED SALARY SCHEDULE SUPERVISORY TEACHER ~ GRADES 9 -12

Work Year  
223 Days

	I				II				III				IV		
	B.A.	Per Diem	Hourly		B.A. +20*	Per Diem	Hourly		B.A. +40*	Per Diem	Hourly		B.A. +60*	Per Diem	Hourly
1	53,582	240.28	30.03		56,261	252.29	31.54		59,074	264.91	33.11		62,028	278.15	34.77
2	55,725	249.89	31.24		58,512	262.38	32.80		61,437	275.50	34.44		64,509	289.28	36.16
3	57,954	259.88	32.49		60,852	272.88	34.11		63,895	286.52	35.82		67,089	300.85	37.61
4	60,272	270.28	33.79		63,286	283.79	35.47		66,450	297.98	37.25		69,773	312.88	39.11
5	62,683	281.09	35.14		65,818	295.15	36.89		69,108	309.90	38.74		72,564	325.40	40.67
6	65,191	292.33	36.54		68,450	306.95	38.37		71,873	322.30	40.29		75,466	338.41	42.30
7	67,798	304.03	38.00		71,188	319.23	39.90		74,748	335.19	41.90		78,485	351.95	43.99
8	70,510	316.19	39.52		74,036	332.00	41.50		77,738	348.60	43.57		81,624	366.03	45.75
9	73,331	328.84	41.10		76,997	345.28	43.16		80,847	362.54	45.32		84,889	380.67	47.58
10	76,264	341.99	42.75		80,077	359.09	44.89		84,081	377.04	47.13		88,285	395.90	49.49
11	80,077	359.09	44.89		84,081	377.04	47.13		88,285	395.90	49.49		92,699	415.69	51.96
16	84,081	377.04	47.13		88,285	395.90	49.49		92,699	415.69	51.96		97,334	436.48	54.56
21	86,603	388.36	48.54		90,934	407.77	50.97		95,480	428.16	53.52		100,254	449.57	56.20

### Stipends

**Education Specialist** *5,000.00 annual*

Masters \$2,000.00 annual

Doctorate \$3,500.00 annual

WASC Accreditation \$5,000.00 annual

Interim Site Supervisor \$5,000.00

### Longevity

11th Year 5%

16th Year 5%

21st Year 3%

### Hourly Certificated Positions

PT/FT Temporary Supervisory Teacher - \$28.09 per hour

Curriculum Writers - \$27.88 per hour

Curriculum Data Entry - \$21.40 per hour

### \*Column Advancement Criteria

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

Board Approved: 6/19/2007

Board Amended: 8/17/2010 6/19/2018

Board Amended: 2/18/2014 11/19/2018

Board Amended: 4/15/2014

Board Amended: 4/21/2015

Board Amended: 6/16/2015

Board Amended: 10/05/2017

# DRAFT

**PACIFIC VIEW CHARTER SCHOOL  
2018-19 CERTIFICATED SALARY SCHEDULE  
SUPERVISORY TEACHER ~ GRADES K - 8  
EDUCATIONAL SPECIALIST TEACHER**

**Work Year  
192 Days**

	<b>I</b>				<b>II</b>				<b>III</b>				<b>IV</b>		
	<b>B.A.</b>	<b>Per Diem</b>	<b>Hourly</b>		<b>B.A. +20*</b>	<b>Per Diem</b>	<b>Hourly</b>		<b>B.A. +40*</b>	<b>Per Diem</b>	<b>Hourly</b>		<b>B.A. +60*</b>	<b>Per Diem</b>	<b>Hourly</b>
1	46,126	240.24	30.03		48,432	252.25	31.53		50,854	264.86	33.11		53,397	278.11	34.76
2	47,971	249.85	31.23		50,370	262.34	32.79		52,888	275.46	34.43		55,532	289.23	36.15
3	49,890	259.84	32.48		52,384	272.84	34.10		55,004	286.48	35.81		57,754	300.80	37.60
4	51,885	270.24	33.78		54,480	283.75	35.47		57,204	297.94	37.24		60,064	312.83	39.10
5	53,961	281.05	35.13		56,659	295.10	36.89		59,492	309.85	38.73		62,466	325.35	40.67
6	56,119	292.29	36.54		58,925	306.90	38.36		61,872	322.25	40.28		64,965	338.36	42.30
7	58,364	303.98	38.00		61,282	319.18	39.90		64,346	335.14	41.89		67,564	351.89	43.99
8	60,699	316.14	39.52		63,734	331.95	41.49		66,920	348.54	43.57		70,266	365.97	45.75
9	63,127	328.78	41.10		66,283	345.22	43.15		69,597	362.48	45.31		73,077	380.61	47.58
10	65,652	341.94	42.74		68,934	359.03	44.88		72,381	376.98	47.12		76,000	395.83	49.48
11	68,934	359.03	44.88		72,381	376.98	47.12		76,000	395.83	49.48		79,800	415.63	51.95
16	72,381	376.98	47.12		76,000	395.83	49.48		79,800	415.63	51.95		83,790	436.41	54.55
21	74,552	388.29	48.54		78,280	407.71	50.96		82,194	428.09	53.51		86,304	449.50	56.19

## Stipends

**Educational Specialist 5,000.00 annual**

Masters	\$2,000.00 annual
Doctorate	\$3,500.00 annual
WASC Accreditation	\$5,000.00 annual
Interim Site Supervisor	\$5,000.00

## Longevity

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

## Hourly Certificated Positions

PT/FT Temporary Supervisory Teacher - \$28.09 per hour

Curriculum Writers - \$27.88 per hour

Curriculum Data Entry \$21.40 per hour

## \*Column Advancement Criteria

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

Board Approved 6/19/2007

Board Amended 8/17/2010 6/19/2018

Board Amended 2/18/2014 11/19/2018

Board Amended 4/15/2014

Board Amended: 4/21/2015

Board Amended: 6/16/2015

Board Amended: 10/05/2017

**9.3**



# Pacific View Charter School

Classified

Job Description – Lead Instructional Aide / Student Support Assistant

## Description of Position:

The Lead Instructional Aide will support the Computer Lab and Study Hall during daily operations. Provide assistance in the training and evaluation of Instructional Aides in both General and Special Education settings. Assist Director of Student Services in the successful implementation of policies and procedures in the Computer Lab Study Hall and Special Education Resource Room.

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

- Monitor and enforce the Code of Conduct in the Computer Lab and Study Hall.
- Collaborate with Education Specialists and Instructional Aides to ensure the Code of Conduct is being followed in the Resource Room.
- Provide feedback to Director of Student Services regarding disciplinary actions.
- Ensure safety procedures are met.
- Assist students in the Computer Lab with assignments and the use of computers.
- Understand the function of the educational software.
- Assign students as needed on the educational software and monitor their progress.
- Report progress to students' teachers.
- Answer phone.
- Greet parents and students.
- Assist with file maintenance both digital and paper based.
- Manage all testing procedures within the Computer Lab and Study Hall
- Tutor or assist individuals and small groups of students to reinforce, follow up learning activities.
- Make copies of instructional material and other documents as needed.
- Understand and be able to use all office equipment.
- Support the Director Student Services with their management of Instructional Aides.
- Assist Director of Curriculum with end-of-year Inventory
- Assist School Counselor and Front Office during registration.
- Provide curriculum feedback to Director of Curriculum.
- Manage the ID card process.

- Maintain SST Plan folder and provide feedback to teachers.
- Perform other duties as required

Qualifications:

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

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to sit, stand, bend, and use hands to finger, handle or feel objects, tools or controls. Be able to lift and carry up to 25 pounds. The employee is required to walk and access all areas of the School.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Supervisor: Director of Student Services

Work Days: 233 days

Board Approved:

Amended:

**9.4**





## **Classified**

### **Job Description – Administrative Assistant**

#### **Description of Position:**

An Administrative Assistant performs complex administrative level office responsibilities including, but not limited to, planning, organizing, and participating in the clerical operations related to the assigned functions of the position.

This position is distinguished by the scope and complexity of work, level of technical skills and, significance of duties assigned. The work is identified as confidential and sensitive, requiring independent judgment and the ability to organize and expedite the flow of work through the office.

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

- Perform challenging clerical and secretarial work using considerable independent judgment and an understanding of departmental functions and procedures.
- Deadlines, meetings, and reports are constant
- Compile, verify and distribute attendance forms.
- Input, verify and correct attendance submitted by teachers.
- Input and/or oversee Student Registration using multiple Student Information System (SIS) databases.
- Audit and verify student work folders for state reporting compliance of the Master Agreements, student attendance, credits attempted/earned, signatures, and dates.
- Maintain the permanent cumulative records of PVCS students per state and federal requirements.
- Oversee incoming and outgoing student cumulative records.
- Maintain confidential student files including Special Education, 504 and Expulsion.
- Familiarity and knowledge of expulsion and IEP laws and procedures.
- Maintain the PVCS archive system of student records in compliance with state destruction guidelines.
- Prepare general correspondence, memos and directives for distribution.
- Learn rules, regulations, laws, and policies governing the school.
- Compile reports and statements requiring the use of independent judgment.
- Meet with outside agencies police, cps, and probation officers, as needed.
- Maintain the confidential school log of staff alarm codes, as well as, coordinating staff access to buildings and scanning equipment.
- Perform other duties related to the position.

**Education and Experience:**

Four years of professional office experience, preferably including experience in a school setting; or any combination of training and/or experience that could likely provide the desired knowledge and abilities. Equivalent to completion of the twelfth grade.

**Knowledge, skill, and Abilities:**

- Perform a variety of confidential secretarial work that involves a high level of administrative detail and accuracy.
- Independently compose correspondence.
- Perform in situations requiring specialized knowledge, using tact and good judgment.
- Read, understand, explain and apply complex policies and material.
- Understand and carry out oral and written instructions.
- Ability to plan, organize, write with clarity and correctness
- Work cooperatively with fellow employees, staff, administrators, and parents.
- Working knowledge of rules, regulations, laws, and policies as they relate to charter schools.
- Obtain, interpret, and provide information to various parties concerning office functions, policies, and procedures.
- Understand and operate standard office equipment, including the use of advanced computer applications.

**Physical Demands:**

- Dexterity of hands and fingers to operate a computer keyboard
- Sitting or standing for extended periods of time
- Hearing and speaking to exchange information and making presentations
- Seeing to read a variety of materials

The amount of time for each activity varies depending on daily work load and priority schedules. Some days, sitting could occur more frequently, and on other days standing and walking could occur throughout the workday. May sit for prolonged time when completing projects; however, standing breaks are encouraged. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Work Environment:**

- School office environment
- Constant interruptions and a moderate to loud noise level

**License:**

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

Supervisor: Director of Central Office and Finance

WORK YEAR: 233

**Board Approved:**

**Amended:**

**9.5**

\*\*\*\*DRAFT\*\*\*\*

**PACIFIC VIEW CHARTER SCHOOL  
2019-20 CERTIFICATED SALARY SCHEDULE  
SITE SUPERVISOR**

**233 Work Year**

<b>POSITION</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>	<b>STEP 7</b>
High School Site Supervisor	<i>91,500</i>	<i>95,160</i>	<i>98,966</i>	<i>102,925</i>	<i>107,042</i>	<i>111,324</i>	<i>115,777</i>

**Stipends for advanced degrees**

Masters	2,000
Doctorate	3,500

**Stipend for Longevity**

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

**High School Site Supervisor**

Student Caseload to be determined by Executive Director

Board Approved: 08/18/2015

Board Amended: 04/18/2017

Board Amended: 10/05/2017

Board Amended: 06/19/2018

***Board Amended: 2/19/2019***