

Pacific View Charter School

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

Agenda

Board of Trustees' Meeting – Tuesday, March 19, 2013
Closed Session 4:30 p.m.
Board Meeting 5:00 p.m.

1. **Call To Order**
2. **Approval of Agenda** **Action**
3. **Pledge of Allegiance**
4. **Introductions**
5. **Public Comment**
6. **Closed Session** **Action**
 - 6.1 Consideration of expelled student #679616 to attend Pacific View (Ed Code 48918)
 - 6.2 Consideration of expelled student #745648 to attend Pacific View (Ed Code 48918)
7. **Report Out To Public Action Taken In Closed Session**
 - 6.1
 - 6.2
8. **Executive Director's Report** **Information**
9. **Treasurer's Report Ending February 28, 2013** **Information**
10. **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.

10.1 Minutes from Board Meeting of February 19, 2013

11. Action/Discussion Items

11.1 April Board Meeting Date Change

This item will change the April Board meeting to either April 23 or April 24 instead of April 16, 2013

Action

11.2 Independent Auditor Selection

This item will select an Auditor for a three year period

Action

12. Personnel

12.1 Technology Technician Job Description

Action

13. Board/Staff Discussion

14. Adjournment

9.0

PACIFIC VIEW CHARTER SCHOOL

BOARD OF TRUSTEES' MEETING

March 19, 2013

2012/13 TREASURER'S REPORT
FOR PERIOD ENDING February 28, 2013

PACIFIC VIEW CHARTER SCHOOL

Treasurer's Report

March 19, 2013 Board Meeting

2012/13 - Charter Schools Enterprise Fund 62-00 & Capital Outlay Fund 62-01 Statement of Activities for the Period Ending February 28, 2013

Revenues			2012/13	2012/13	#	Year-to-Date	Remaining	%
<u>Object</u>	<u>Resource</u>	<u>Description</u>	<u>Second</u>	<u>Revised</u>		<u>7/1-02/28/13</u>	<u>Budget</u>	<u>Budget</u>
			<u>Interim</u>	<u>Budget</u>		<u>Transactions</u>		<u>Remaining</u>
8015	0000	General Purpose Entitlement	2,021,270	2,021,270		868,530	1,152,740	57%
8096	0000	Transfer to Charter School Revenue Limit	908,688	908,688		682,545	226,143	25%
8290	3200	ARRA Fiscal Stabilization Funds	0	0		0	0	0%
8290	3205	Education Jobs Fund	0	0		0	0	0%
8550	0000	Mandated Cost Reimbursement	7,210	7,210		7,210	0	0%
8560	1100	Lottery	65,187	67,996		25,263	42,733	63%
8560	6300	Restricted Lottery	21,430	18,621		4,053	14,568	78%
8590	0000	Categorical Block Grant/Other State Funding	294,285	294,285		191,412	102,873	35%
8660	0000	Interest	2,210	2,210		900	1,310	59%
8699	0000	All Other Local Revenue	8,000	8,000		728	7,272	91%
8919	0000	Other Authorized Interfund Transfers	0	0		0	0	0%
Grand Total All Revenues:			<u>3,328,280</u>	<u>3,328,280</u>		<u>1,780,640</u>	<u>1,547,640</u>	<u>46%</u>

Expenditures

<u>Object</u>	<u>Certificated Personnel Salaries</u>					
1100	Teacher	1,219,678	1,219,678	805,279	414,399	34%
1300	Supervisors and Administrators	196,913	196,913	138,692	58,221	30%
1900	Other Certificated	0	0	0	0	0%
Total Certificated Personnel Salaries:		<u>1,416,591</u>	<u>1,416,591</u>	<u>943,970</u>	<u>472,621</u>	<u>33%</u>

PACIFIC VIEW CHARTER SCHOOL

Treasurer's Report March 19, 2013 Board Meeting

2012/13 - Charter Schools Enterprise Fund 62-00 & Capital Outlay Fund 62-01 Statement of Activities for the Period Ending February 28, 2013

<u>Description</u>	2012/13 Second Budget	2012/13 Revised Budget	Year-to-Date 7/1-02/28/13 Transactions	Remaining Budget	% Budget Remaining
Object					
<u>Classified Personnel Salaries</u>					
2100	28,515	28,515	18,574	9,941	35%
2300	116,103	116,103	77,402	38,701	33%
2400	36,257	36,257	24,171	12,086	33%
2900	58,760	58,760	40,101	18,659	32%
Total Classified Personnel Salaries:	239,635	239,635	160,247	79,388	33%
Total Employee Benefits:	400,807	400,807	256,331	144,476	36%
<u>Books and Supplies</u>					
4100	2,809	2,809	547	2,262	81%
4200	0	0	0	0	0%
4300	112,581	112,581	33,573	79,008	70%
4400	0	0	0	0	0%
Total Books and Supplies:	115,390	115,390	34,120	81,270	70%
<u>Services and Other Operating Expenditures</u>					
5200	29,091	29,091	5,619	23,472	81%
5300	7,752	7,752	6,366	1,386	18%
5500	24,000	24,000	13,483	10,517	44%
5600	660	660	475	185	28%
5800	1,006,674	1,006,674	597,088	409,586	41%
Professional Consulting Services & Operating Expenses					

PACIFIC VIEW CHARTER SCHOOL

Treasurer's Report

March 19, 2013 Board Meeting

2012/13 - Charter Schools Enterprise Fund 62-00 & Capital Outlay Fund 62-01
Statement of Activities for the Period Ending February 28, 2013

<u>Object</u>	<u>Description</u>	2012/13 Second Budget	2012/13 Revised Budget	Year-to-Date 7/1-02/28/13 Transactions	Remaining Budget	% Budget Remaining
	<u>Services & Other Operating Expenses (con't)</u>					
5900	Communications	8,163	8,163	2,478	5,685	70%
	Total Services & Other Operating Expenses:	1,076,340	1,076,340	625,510	450,830	42%
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>3,248,763</u>	<u>2,020,179</u>	<u>1,228,584</u>	<u>38%</u>
	Beginning Fund Balance	2,047,455	2,047,455			
	Increase/Decrease	79,517	79,517			
	Ending Fund Balance	2,126,972	2,126,972			
9711	000 Reserve for Revolving Cash	200	200			
9770	000 Designated for Economic Uncertainties	97,463	97,463			
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	1,644,625			
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

March 19, 2013 Board Meeting

2012/13 Capital Projects Fund 62-01

Statement of Activities for the Period Ending February 28, 2013

<u>Revenues</u>		2012/13	2012/13	Year-to-Date	Remaining	%
<u>Object</u>	<u>Description</u>	First	Second	7/1/12-02/28/13	Budget	Budget
		Interim	Interim	Transactions		Remaining
8660	Interest	400	600	439	161	26.8%
8919	Other Transfers In - General Fund (CSEF)	0	0	0	0	0.0%
	Grand Total All Revenues:	<u>400</u>	<u>600</u>	<u>439</u>	<u>161</u>	<u>0.0%</u>

Expenditures

<u>Object</u>	<u>Description</u>	2012/13	2012/13	Year-to-Date	Remaining	%
		First	Second	7/1/12-02/28/13	Budget	Budget
		Interim	Interim	Transactions		Remaining
	<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>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.0%</u>
	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	-2,400			
	Ending Fund Balance	381,434	381,634			

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.

10.1

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, February 19, 2013

5:00 p.m.

15. Call To Order

President Gleisberg called the meeting to order at 5:15 pm with Trustees, Jody Miller, & Jon Walters present.

16. Approval of Agenda

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

AYES: Gleisberg, Miller, Walters

NOES: None

ABSTAINED: None

17. Pledge of Allegiance

The pledge was led by Dr. Duane Coleman

18. Introductions

Gayl Johnson, Achievement Coordinator; Sandy Benson, Business Consultant; Lori Bentley, Business Services Technician; John Sturm, Technology Technician; Kathi Cohen, Lead High School Teacher; Don Thiele, Curriculum Coordinator; Christian Reyes.

19. Public Comment

None

20. Executive Director's Report

✚ Will address during the Mid-Year Report

21. Consent Calendar

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

AYES: Gleisberg, Miller, & Walters
NOES: None
ABSTAIN: None

8.0 Action/Discussion Items

8.1 Moved by President Gleisberg and seconded by Trustee Miller to approve the Organizational Chart as amended.

AYES: Gleisberg, Miller, & Walters
NOES: None
ABSTAIN: None

8.2 Moved by Trustee Miller and seconded by 1st Vice President Walters to approve the SDCOE Uniform Complaint Quarterly Report as presented.

AYES: Gleisberg, Miller, & Walters
NOES: None
ABSTAIN: None

8.3 Moved by President Gleisberg and seconded by Trustee Miller to approve the SDCOE MOU as presented.

AYES: Gleisberg, Miller, & Walters
NOES: None
ABSTAIN: None

8.4 Moved by President Gleisberg and seconded by 1st Vice President Walters to approve the Second interim Financial Reports as presented.

AYES: Gleisberg, Miller, & Walters
NOES: None
ABSTAIN: None

8.5 Marketing Survey Review

- ✚ Thank you to Lori for analyzing the information on student surveys as they come in
- ✚ We have learned that the two best forms of advertisement is through school counselors and personal reference/word of mouth
- ✚ We continue to participate in face to face events through-out north county

- ✚ The Kia is driven mainly by the Executive Director but is available for staff to take on field trips, conferences, meetings and school errands during the day
- ✚ No one has specifically mentioned the car when enrolling but we feel that it continues to be an important part of our marketing campaign

8.6 Executive Director's Mid-Year Report

✚ Leadership

- Professional Development- highlighting School Safety, PLC's, Assessment and Student Growth
- Teacher's and Administration attending workshops and conferences focused on leadership- Common Core, ISTE, K12 Symposium, CCSA Leadership Conference
- We are continuing to revitalize our Parent Advisory Committee
- Partnerships and Fundraising – We have monthly fundraising or events we participate in – fall festival, street fairs, meet and greets, local restaurants, See's candy, wrapping paper, pasta for pennies, Salvation Army food bank
- Enrollment- our goal of 50 was not met our enrollment declined by 30 due to the waiting list put in place in July. We are preparing so that we are able enroll students without a wait list
- Marketing Strategies – actively using social media to promote news and events. Web site is being redesigned to make navigation easier and attract more interest. Eblasts are also used to communicate events

✚ Technology

- Researching ways to optimize School Pathways and integrate external data into its database
- Wireless has been made available to all students
- Chromebooks are available in teacher offices
- Technology Acceptable Use Policy is signed by all parents and students
- Digital Literacy Workshops have been attended by all HQT's and are regularly offered to teachers and staff
- Simulcasted classrooms are being piloted in English 11 and English 12 with the goal of implementing in all core courses
- The Technology Committee meets regularly and has amended the Technology Plan to address Bring Your Own Device (BYOD) implementation and policy for online compliance

✚ Assessment and Accountability

- Staff development has been provided to interpret Star Enterprise reports including universal screening of all students
- Data from the Star Enterprise reports is analyzed and used to make modifications in curriculum and provide instructional interventions
- Students are attending instructional interventions in Math and Reading to measure and promote student academic growth

- State testing is implemented by the Supervisory Teacher
- Instructional interventions are being implemented through Read 180 to address student deficiencies

Curriculum

- Project based finals have been developed using Power Points, Story Bird, and spread sheets for comparison buying
- Star Enterprise testing is used at the beginning and end of all math classes to gauge student achievement
- PLC's are working collaboratively to align core subjects to the common core
- Classes expanded to seven weeks to offer students the opportunity for re-learning and incorporate end-of-class assessments
- Intro Packet is being updated to include more technology pieces
- Digital literacy components are being added to the Career 2 class
- Technology based projects and assessments have been embedded into all of the core subjects
- RTI team monitors students assessed every 6 weeks

Finance

- Each year through budget development with the Curriculum Coordinator and Achievement Coordinator and Business Consultant additional software and technology will be researched and investigated as budget allows
- Professional Development calendar was prepared by Achievement Coordinator to target specific areas of need
- Once adequate enrollments growth is recognized we will move forward on the necessary construction to meet E occupancy in building 6
- Informal bids have been solicited to improve safety exits in building 6 & 7
- As the Crisis Plan is revised staff it updated on a continuous basis
- Mandatory drills are held and the safety drill sheet is updated
- Continuing to investigate Grant and entitlement availability and applications
- We have had 14 students enroll from learning about our program through our Facebook page
- We have reactivated our Twitter account and social media contest exposure has been successful
- PVCS maintains a 3% reserve and Administration dealt efficiently with a deficit budget earlier in the school year
- As of Second Interim PVCS has a positive ending balance

Our enrollment is up by 11 students, we have 6 new registration appointments calendared and 9 more to contact. This is the time of year when enrollment begins to decline with students graduating.

We are closing our 2012/13 school year enrollment on February 28 and will be opening our enrollment for the 2013/14 school year on March 1, 2013.

9.0 Personnel

9.1 Moved by President Gleisberg and seconded by Trustee Miller to approve items 9.1 through 9.5 job descriptions as presented.

AYES: Gleisberg, Miller, & Walters

NOES: None

ABSTAIN: None

10.0 Curriculum

10.1 Moved by 1st Vice President and seconded by Trustee Miller to approve the Graduation Requirement as amended.

AYES: Gleisberg, Miller, & Walters

NOES: None

ABSTAIN: None

11.0 Board/Staff Discussion

None

12.0 Adjournment

President Gleisberg adjourned the meeting at 6:00pm

11.2

INDEPENDENT AUDITOR SELECTION CERTIFICATION

This serves as notice that pursuant to Education Code Sections 47634.2(d) and 41020, The Board of Trustees of the Pacific View Charter School awarded a contract for the annual audit of the books and accounts of the school for fiscal year 2012-13 at its regularly scheduled meeting held on March 19, 2013.

The contract was awarded to:

Audit Firm: Hosaka, Rotherham & Company

Address: 1011 Camino Del Rio South, Suite 410

City & Zip Code: San Diego, California 92108

Phone: (619)543-9702 Fax: (619) 546-0116

Account Representative: Daniel Lee, CPA

2012-13 Fiscal Year Audit Fee: \$ 6,789.00

Authorized School Representative (Print Name)

Phone Number

Gina Campbell, Executive Director

(760) 757-0161 Ext. 103

Signature

Date

FORWARD THIS INDEPENDENT AUDITOR SELECTION CERTIFICATION BY MARCH 15, 2013 TO:

San Diego County Office of Education
6401 Linda Vista Road, Room 609
San Diego, Ca 92111-7399
Attention: Susie Rettig

- a copy of the executed contract is attached.
- a copy of the executed contract will be forwarded once it is finalized.
- a copy of our multi-year contract has been previously forwarded and no amendments have been made.

12.1



Confidential Classified Job Description – Technology Technician

Description of Position:

Under the direction of the Program Manager, plan, develop, implement, review and evaluate school-wide services related to technology, telecommunications and information services, including educational technology, data systems, telephone systems, and other related areas as assigned. The Technology Technician will be a member of the Technology Committee.

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

- Plan and oversee the development, implementation and management of school-wide telecommunication networks, including local and wide area networks, voice, video, and data communications.
- Plan and oversee management information systems; assure efficient school-wide operation at all sites and in all departments.
- Support the school-wide application and use of technology, ensuring alignment with State and school curriculum frameworks, goals and objectives.
- Assist staff in determining needs and priorities.
- Plan staff development activities and presentation related to technology and information services.
- Assist with development and administer policy guidelines, system standards and operating procedures for management information systems.
- Define, articulate and communicate departmental short and long-range goals and objectives consistent with objectives of the program.
- Collect, analyze, and present complex technical data orally and in writing; identify problems and evaluate alternative solutions; prepare sound recommendations.
- Plan and develop construction, infrastructure and classroom design of computer and emerging technologies; work with State and local government agencies and authorities to expedite technologies into the school and the community; assist in inter-connectivity.
- Collaborate in the development of and writing State, federal and foundation grants applicable to management information systems.
- Monitor school-wide compliance with all licensing and copyright requirements.
- Evaluate, negotiate and assist in the writing of bid specifications for the development and/or purchase of all administrative hardware/software solutions.
- Keep abreast of technological changes in hardware and software; review and analyze school-wide system enhancement requests and take action as appropriate.

Training and Experience:

The knowledge, skills, and abilities required for this classification would typically be acquired through graduation with a bachelor's degree from an accredited college or university with a major in Computer Science, Business Administration, or related field, including or supplemented by courses in information systems, systems analysis, information storage/retrieval systems, and project planning and control, or may be acquired through three (3) years of recent, progressively responsible project management, systems analysis, and programming experience. Experience in an educational environment is highly desirable.

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 50 pounds. The employee is required to walk and access all areas of the School. Sitting for prolonged periods including reaching/handling/fingering; talking/hearing conversations; near visual acuity/visual accommodation. Bending, crouching, or kneeling at files. Sitting, walking, standing, kneeling, and twisting. Reaching in all directions.

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.
Office/computer room, subject to noise from equipment operation.

Driving and communication with other school sites.

Knowledge of:

Principles and practices of information services experience which includes planning, developing and directing construction, infrastructure and design of computer and emerging technologies.

Various forms of educational technology, including current innovations in effective instructional practices, and applications.

Various federal, state, and local technology initiatives for K-12, and secondary education.

Principles and practices of assistive evaluation and training.

Governmental and public school district procedures.

Legal mandates, policies, regulations, and guidelines pertaining to technology.

Effective methods of cost control.

Ability to:

Plan and organize an integrated technology and information services program.

Analyze problems, develop sound problem-solving models, and arrive at sound solutions.

Read, understand, interpret, apply, and explain technical manuals, legal codes, and administrative policies, reports, and directives.

Communicate effectively orally and in writing.

Train and assist in the evaluation of personnel.

Meet schedules and timelines.

Establish and maintain cooperative and effective working relationships with others.

Understand, carry out and give oral and written instructions.

Analyze problems accurately and adopt an effective course of actions.

Maintain records and prepare reports.

Assure compliance with safety practices and various requirements.

License:

Possession of a current, valid California Driver's License Class I, II, or III.

Supervisor: ~~Program Manager~~ Curriculum Coordinator I

Approved: June 21, 2011

Amended: March 19, 2013