

# 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 21, 2017

5:00pm

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

  - 6.1 Minutes from Board Meeting of November 15, 2016 **Action**
- 7.0 Action/Discussion Items
  - 7.1 Application for Student Club – Student Art League **Action**
  - 7.2 Policy # Sensitive Information Handling **Action**
  - 7.3 Board Meeting – March 21, 2017 **Action**
- 8.0 Curriculum
  - 8.1 Graduation Requirement Policy #3  
This item amends the current policy to include the state minimum graduation requirement applicable to eligible students. Staff is recommending approval. **Action**
- 9.0 Personnel
  - 9.1 Hourly Business Services Assistant Job Description & Salary Schedule **Action**
  - 9.2 High School Site Supervisor  
This item changes the title of the job description **Action**
- 10.0 Board/Staff Discussion
- 11.0 Adjournment

# 6.1

# 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 November 15, 2016 Board Minutes

### 1.0 Call to Order/Roll Call

President Brown called the meeting to order at 5:00pm. Present President, Brown, Parent Representatives Nichole Taylor & Eve Meyer, Board Trustee Dr. John Deegan. Absent Board Trustee Walters.

### 2.0 Approval of Agenda

Moved by Trustee Deegan & seconded by Trustee Taylor to approve the agenda as presented.

AYES: Brown, Meyer, Deegan, Taylor

NOES: None

ABSTAIN: None

### 3.0 Pledge of Allegiance

The Pledge of Allegiance was let by Executive Director, Gina Campbell

### 4.0 Introductions

Erin Gorence, Director of Curriculum; Lori Bentley, Human Resources & Business Services Specialist, Gayl Johnson, Director of Student Services, Kathy Cohen, Lead High School Teacher; Kathy Meck, Lead Elementary Teacher; Kira Fox, Director of Central Office & Finance

### 5.0 Executive Director's Report

- Therapy Dog Fundraiser- having calendar made with pictures of staff dogs in the program. There will also be fundraising at Senor Grubby's in Carlsbad and Los Tacos in Oceanside dates TBD
- The Art Institute came and presented to the students on October 20
- A branch of the military USMC came on October 25 and spoke to the students about the military and the opportunities afforded to them
- On October 27<sup>th</sup> Interquest Detection Canines came and we had our first unannounced inspection of the campus. The dogs are trained to discriminate specific scents of contraband items.
- Palomar College Fire Academy program at Palomar presented to the students on 11.10.16
- Our enrollment is at 498 – Moreno Valley has 46 H/S, and 34 K-8. Oceanside has 325 H/S and 113 K-8

## **6.0 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.

**6.1** Moved by Trustee Taylor & seconded by Trustee Deegan to approve the Consent Calendar as presented.

AYES: Brown, Meyer, Deegan, Taylor  
NOES: None  
ABSTAIN: None

## **7.0 Action/Discussion Items**

**7.1** Moved by Trustee Deegan & seconded by Trustee Taylor to approve the 2016-17 First Interim Report as presented

AYES: Brown, Meyer, Taylor, Deegan  
NOES: None  
ABSTAIN: None

**7.2** Moved by Trustee Taylor and seconded by Trustee Meyer to approve cancelling the December Board Meeting.

AYES: Brown, Meyer, Taylor, Deegan  
NOES: None  
ABSTAIN: None

**7.3 & 7.4** Moved by Trustee Deegan and seconded by Trustee Taylor to approve the applications for student club Music Appreciation and student club Gay-Straight Alliance .

AYES: Brown, Meyer, Taylor, Deegan  
NOES: None  
ABSTAIN: None

## **8.0 Curriculum**

**8.1** Moved by Trustee Taylor and seconded by Trustee Meyer to approve the California Department of Education Secondary District Plan as presented.

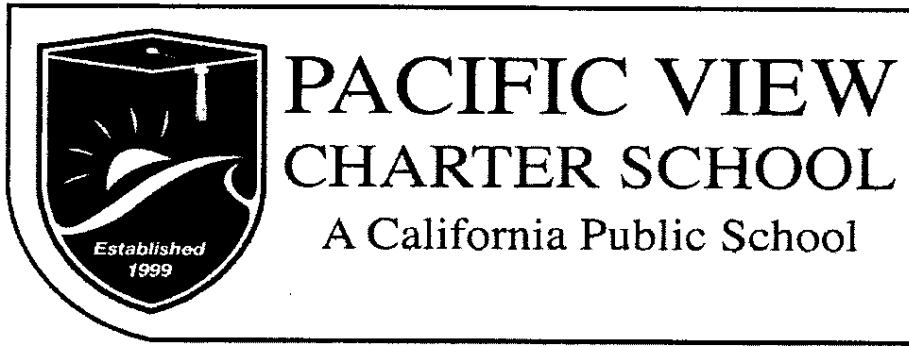
AYES: Brown, Meyer, Taylor, Deegan  
NOES: None  
ABSTAIN: None

## **9.0 Board Staff Discussion**

There was a continued discussion about the Therapy Dogs. There are 12 dogs participating who have gone through training and testing. They all will have vests with the school logo on them.

**10.0 Adjournment** - President Brown adjourned the meeting at 5:35 p.m.

7.1



## Application for Authorization of Student Club or Organization

I. We, the undersigned students, request approval to form a student club or organization at Pacific View Charter School

II. This organization will be called the Student Art League and its purpose will be the following:

III.

The purpose for this club is to appreciate the different types of art forms, to give each other advice and techniques on how to make our art better and our club would allow us to have time to work on our Art.

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IV. Jodi Campanelli has agreed to serve as the advisor for this organization for the school year.

V. We have attached:

1. A copy of the constitution
2. A copy of the list of participants (must have a minimum of 5)

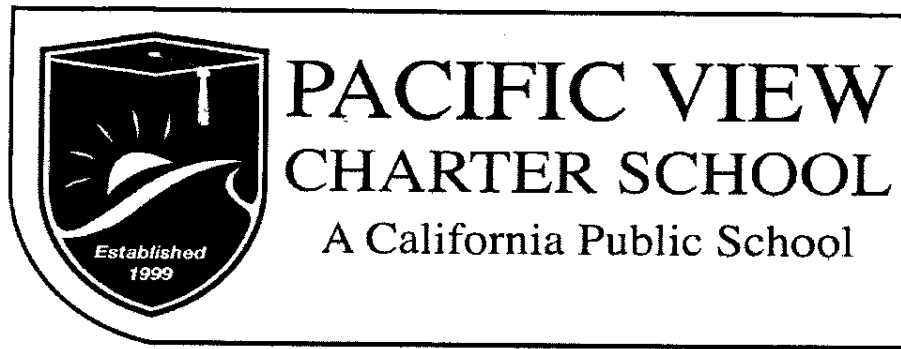
VI. Approved:

*Hina Campbell*  
Executive Director

Date: 1-12-17

*Jodi Campanelli*  
Advisor

Date: 1-13-17



## **Constitution and Bylaws of the Student Art League club.**

### **Article I. Name of club**

The official name of this organization shall be : The Student Art League

### **Article II. Purpose**

The purpose of this club shall be to : Have students interested in Art have a place at school to practice their talent and help each other improve on techniques.

### **Article III. Membership**

Section 1. All members are required to be students of Pacific View Charter School

Section 2. Regular attendance of all club members is encouraged

### **Article IV. Officers**

Section 1. The officers of this club shall be a President, Vice President, Secretary, and Treasurer

Section 2. The officers shall be elected by nomination and majority vote.

Section 3. The term of office shall be the school year.

### **Article V. Meetings**

Section 1. This club shall meet weekly on Fridays.

Section 2. Special meetings may be called by the president with the advisor's approval.

### **Article VI. Fundraising and Expenditures**

Section 1. All fundraising by any student club shall be supervised under the name of the school. All fundraising must receive prior approval by the Executive Director.

Section 2. All expenditures shall be approved by a majority of the club members, recorded in the minutes, and subject to the approval of the advisor, if applicable.

### **Article VII. Quorum**

A quorum shall consist of 2/3 of the membership of the club.

### **Article VIII. Amendments**

This constitution shall be amended by a majority vote of the quorum.

7.2





## **SENSITIVE INFORMATION HANDLING POLICY**

### **Purpose**

The purpose of this policy is to define the types of sensitive information stored by us or available to Pacific View Charter School users, and to set forth guidelines for handling School Sensitive Information and Personally Identifiable Information ("PII") while in transmission, storage (at rest), or in use/creation.

### **Scope and Applicability**

This policy applies to all employees, administrative consultants, contractors, temporary personnel, third parties, and the like who receive, create, store, handle and transmit School Sensitive Information or PII in hard copy and electronic data.

### **Policy**

This policy establishes the guidelines for safeguarding PII or School Sensitive Information during transmission or while in storage (at rest), or when being initially received, developed, or processed. This policy also covers the hard copy of this information from initial collection or printout.

- **Labeling and Identification**

1. Public information does not require any special labeling.
2. School Sensitive Information may or may not require labeling. The author or supervisor should provide specific guidance on appropriate labeling. If in doubt, label the information "Confidential" until instructed otherwise.
3. PII should not be labeled so as to bring attention to it. A cover sheet can be placed on it and marked as "Confidential."
4. Labels should be used both on printed/hard copies and electronic formats.

- **Safeguarding During Transmission**

1. All transmittal of School Sensitive Information and PII on public networks or wireless systems will be done using encryption technology.
2. When faxing School Sensitive Information or PII, the sender should ensure that the recipient is available to receive the fax and validate the number of pages received or that the receiving fax requires a PIN or other form of identification (i.e., RFID card) to receive the information.

3. If transmittal is via mail, some form of certified mail or a service which provides a chain of custody (i.e., UPS or FedEx, or certified mail with delivery confirmation) should be used.

- **Safeguarding During Storage (at Rest)**

1. When School Sensitive Information and PII is stored on school information computing assets, it should be protected appropriately using available user authentication and file privileges, such as encryption when required.
2. Encryption meeting our standards will be used when technically possible on mobile computing devices storing School Sensitive Information or PII.
3. Storage of personal information on unencrypted USBs, jump drives, CDs or DVDs, should be handled in the same manner as a printed document.
4. Usernames and passwords should be stored in a secure location, where unauthorized personnel do not have access to them.
5. Employees must lock or shut down their workstation when they leave their desk and workstations will be automatically locked after 15 minutes of nonuse.

- **Safeguarding During Creation/Development/Processing**

1. When initially receiving School Sensitive Information and PII, the information may be handwritten, perhaps on a form. If this is the case, the same care must be taken to protect this initial piece of paper as you would the formal hardcopy or printout of this information. At a minimum, this information should be secured in a locked office or desk.
2. A file or folder containing School Sensitive Information or PII should not be shared with anyone who is not authorized to access this information.

- **Disposal of School Sensitive Information and PII**

1. Written notes or hardcopy/printout and faxes when no longer needed must be disposed of in an appropriate shred bin or shredded using a cross cut shredder.
2. When viewing School Sensitive Information and PII, whenever possible, ensure that your screen is not visible to others.
3. Discarded computer equipment (including printer/fax machines) must be decommissioned and the hard drive destroyed using a program that permanently eliminates any PII or School Sensitive Information.
4. Any computer equipment being sold or transferred to other organizations must be properly sanitized (securely cleared of all information) by the Information Technology Department.

- **Access and Sharing of Sensitive Information**

1. We take the security and safeguarding of our information and employee information seriously. Employee access to our information computing resources is not provided until a background check is completed. If an individual does not pass the background check, including drug testing, the offer to hire is not made or rescinded, and the applicant notified.
  - ♦ Prior to being provided access to School Sensitive Information or PII, users must acknowledge the safeguarding requirements outlined in the Sensitive Information Handling Policy.
2. The release of School Sensitive Information or PII, whether written, oral, or electronic, to persons outside School is prohibited unless authorized by the Executive Director.
3. School Sensitive Information may be released to the U.S. government if the material is exempt from disclosure under the Freedom of Information Act, and it is marked in accordance with this policy.
4. Information may be disclosed if it is required by legal process or court order as determined by the General Counsel.

- **Termination**

1. Individuals having access to School Sensitive Information or PII who are terminating their employment/relationship with us will have their user profile disabled, and will be advised as to their responsibilities with respect to School Sensitive Information and PII.
2. The terminating employee will be alerted to the legal consequences of using, retaining or disclosing School Sensitive Information or PII for any purpose not expressly authorized by us in writing.

**Compliance**

Violations of this policy may lead to the suspension or revocation of system privileges and/or disciplinary action up to and including termination of employment. We reserve the right to advise appropriate authorities of any violation of law.

**Accountability**

All users, past and present, are responsible for using the guidance provided by this policy.

Users are responsible for classifying and protecting the School Sensitive Information and PII they are exposed to at School or during their relationship with us.

School consultants are responsible for securing the hard copies of School Sensitive Information and PII they may be provided in the course of business, as well as appropriate disposal (shredding) of this information upon completion of use.

Any person having knowledge of any unauthorized disclosure or removal of School Sensitive Information or PII shall report this information to their supervisor, or to the Business Office.

Internal Audit is responsible for ensuring compliance with the Safeguarding of Sensitive Information Policy and the controls created to safeguard the School Network.

**Exceptions**

Any exceptions must be approved by the Executive Director.

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8.1

# Pacific View Charter School

## Curriculum and Instruction

## Policy #3

### GRADUATION REQUIREMENTS

The aspiration of the charter school, in partnership with the community, is to provide an exceptional education that prepares students to be successful members of our democratic society. Therefore, the graduation requirements stated below have been established. The graduation requirements encompass the knowledge, abilities, and experience necessary to develop the essential aptitudes and skills of successful participants in today's society; behavior of character, communication, citizenship, intellect, self-direction, teamwork, well-being and productivity.

Students are to be provided with assistance to tailor the requirements according to their individual needs and abilities

#### **Subjects and Credits Required for Graduation**

English	40 Credits
Math	30 Credits
Social Science	30 Credits
Science plus a lab	30 Credits
Foreign Language or Visual/Performing Arts	10 Credits
Health	5 Credits
Physical Education	20 Credits
Electives	45 Credits
Career/Technology	10 Credits

In addition, PVCS will issue a high school diploma using the state minimum graduation requirements to eligible students. Upon enrollment, Pacific View will conduct a credit analysis for 11th and 12th grade students to determine eligibility for modified graduation requirements.

Adopted: 11-02-04

Amended: 12-06-05  
01-16-07  
06-27-16

**Modified Graduation Requirements  
Pacific View Charter School**

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Birth Date: \_\_\_\_\_

Date: \_\_\_\_\_

Qualifying Criteria: \_\_\_\_\_

Course	Required	Earned	Needs	Comments
English 9	10			
English 10	10			
English 11	10			
English 12				
Integrated Math 1	10			*List Courses taken
Other Math	10			
Fine Arts or Foreign Language	10			
Physical Education	20			
Life Science	10			*List courses taken
Physical Science	10			*List courses taken
World History	10			
US History	10			
American Gov't	5			
Economics	5			
Health	0			
Electives	0			
<b>Totals:</b>	<b>130</b>			

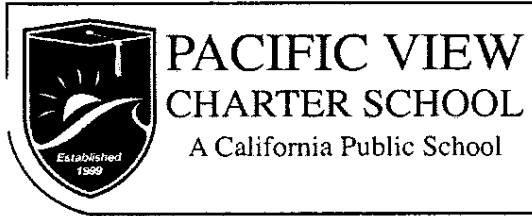
I certify that the above named student has met the requirements under AB 216, AB 1806, AB 2306 and qualifies for a high school diploma with modified graduation requirements.

Executive Director or Designee Signature: \_\_\_\_\_

Board Approval Date: \_\_\_\_\_

9.1





## **Classified Position**

### **Job Description: Hourly Business Services Assistant**

#### **Description:**

The Business Services Assistant position is directly responsible to the Director of Central Office & Finance. The Business Services Assistant position shall perform average clerical accounting work related to the school's accounting functions, which include, but are not limited to accounts payable, student registration and attendance.

#### **Job Functions:**

##### **Essential:**

- Receive, review, and verify all attendance information; review absences and percentage of attendance with the assistance of certificated staff when necessary.
- Perform general clerical duties that are related, but not limited to the Business office, Front office and Administrative Services.
- Research discrepancies in attendance information and/or documentation for the purpose of ensuring accuracy of attendance data before processing.
- Work closely with the Director of Central Office & Finance in order to maintain accurate student cumulative records and forms.
- Maintain confidential student records for multiple sites.
- Work closely with the Human Resources and Business Services Specialist to maintain accounts payable information including master vendor files and records.
- Assist with the processing of accounts payable warrants.
- Maintain inventory records
- Maintain a variety of business records, schedules, and files (manual and computer) for the purpose of documenting personnel, marketing, and safety information and accounts payable.
- Assist with supply ordering and/or receiving merchandise.
- Participate in the annual student registration process under the direct supervision of the Director of Central Office and Finance.

##### **Other:**

- Responsible for front desk coverage when necessary.
- Other duties as assigned.

## **Requirements:**

### **Education and Experience:**

A minimum of 2 years of previous professional office experience.  
Knowledge and skills for successful performance.  
High School Diploma or equivalent.

### **Knowledge, Skills, and Abilities:**

Basic accounting principles and procedures.  
Modern office practices, procedures and equipment.  
An ability to plan, organize, write with clarity and correctness and work cooperatively with fellow employees, staff, administrators, and parents.  
Preparation and maintenance of current and accurate financial and student records.

### **Physical Demands:**

Dexterity of hands and fingers to operate a computer keyboard  
Sitting or standing for extended periods of time  
Hearing and speaking to exchange information and making presentations  
Seeing to read a variety of materials  
Moderate physical exertion. Ability to lift 20 pounds maximum and carrying any object weighing up to 15 pounds.  
The amount of time for each activity varies depending on daily work load and priority schedules. Some days, sitting could occur more frequently, and on other days standing and walking could occur throughout the workday.  
May sit for prolonged time when completing projects; however standing breaks are encouraged.  
Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

### **Work Environment:**

School office environment  
Constant interruptions  
Deadlines, meetings and reports are constant  
Evening or variable hours

**Work Year:** Hourly Position – Classified Calendar

**Supervisor:** Director of Central Office & Finance

Board Approved:

**PACIFIC VIEW CHARTER SCHOOL  
2016-17 CLASSIFIED SALARY SCHEDULE**

**DRAFT**

**MONTHLY**

POSITION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
College Liaison	\$ 3,132.45	\$ 3,257.75	\$ 3,388.06	\$ 3,523.58	\$ 3,664.52	\$ 3,811.10	\$ 3,963.55
Instructional Aide	\$ 2,174.67	\$ 2,261.66	\$ 2,352.12	\$ 2,446.21	\$ 2,544.06	\$ 2,645.82	\$ 2,751.65
Lead Instructional Aide	\$ 2,519.08	\$ 2,619.84	\$ 2,724.64	\$ 2,833.62	\$ 2,946.97	\$ 3,064.85	\$ 3,187.44
Office Clerk	\$ 2,398.81	\$ 2,494.76	\$ 2,594.55	\$ 2,698.34	\$ 2,806.27	\$ 2,918.52	\$ 3,035.26
Office Clerk - Bilingual	\$ 2,713.81	\$ 2,822.36	\$ 2,935.26	\$ 3,052.67	\$ 3,174.77	\$ 3,301.76	\$ 3,433.84
Receptionist	\$ 1,955.10	\$ 2,033.30	\$ 2,114.64	\$ 2,199.22	\$ 2,287.19	\$ 2,378.68	\$ 2,473.83
	\$ 23,461.20	\$ 24,399.65	\$ 25,375.63	\$ 26,390.66	\$ 27,446.29	\$ 28,544.14	\$ 29,685.90

**Work Year  
233 Days**

**HOURLY**

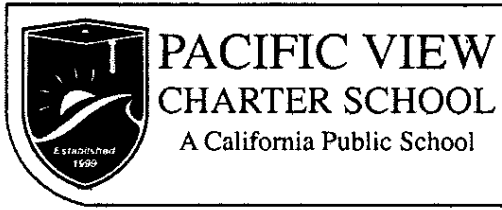
POSITION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
<i>Business Services Assistant</i>	\$ 18.38	\$ 19.12	\$ 19.88	\$ 20.68	\$ 21.50	\$ 22.36	\$ 23.26
Instructional Aide	\$ 14.00	\$ 14.56	\$ 15.14	\$ 15.75	\$ 16.38	\$ 17.03	\$ 17.71
Enrichment/Intervention Instructor	\$ 20.00	\$ 20.80	\$ 21.63	\$ 22.50	\$ 23.40	\$ 24.33	\$ 25.31

Board Approved: June 21, 2011  
 Board Amended: May 20, 2014  
 Board Amended: June 16, 2015  
 Board Amended: June 29, 2015  
 Board Approved: June 27, 2016

Stipends for Longevity

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

9.2



## **Certificated Position**

### **Job Description: ~~High School~~ Site Supervisor**

#### **Description:**

The ~~High School~~ Site Supervisor is directly responsible to the Executive Director. The ~~High School~~ Site Supervisor serves as ~~chief~~ **the** administrator of a ~~high school~~ learning center. In addition to being responsible for maintaining an effective instructional program, the ~~High School~~ Site Supervisor is responsible for the supervision of the learning center site, the learning center budget, all staff, the student activity programs, and is responsible for maintaining active relationships with the community.

#### **Job Functions:**

##### **Essential:**

- Act as liaison with ~~Administration~~ **the Executive Director**, as well as, attend Advisory meetings
- Develop community awareness, participate in community outreach and actively participate in marketing
- Collaborate with Director of Student Services to provide appropriate professional growth and in-service training for all staff
- Assist with development, evaluation and implementation of programs.
- Attend Board meetings and other meetings as assigned by the Executive Director
- Act as the coordinator for SST's & 504's
- Act as the administrative designee for IEP's
- Maintain knowledge of enrollment process, student policies, and instructional lab policies
- Maintain knowledge of Independent Study laws and regulations
- Supervise assigned staff and evaluate in close collaboration with the Executive Director
- Responsible for timely and effective communications regarding incidents and/or situations which might impact the school
- Ensure safe site operations and maintenance in close collaboration with **Business Services and** the Safety Committee
- Coordinate on-site personnel and contracted individuals assignments and duties
- Maintain thorough knowledge of the curriculum and appropriate modifications to meet student needs in close collaboration with the Director of Curriculum

- Ensure **compliance with** local, state and federal laws and programs are established **laws/programs** and basic requirements consistently maintained **basic requirements**.
- Work collaboratively with Administration **Leadership** on assessment, test data, and response to intervention
- Collaborate with Director of Student Services and Director of Curriculum to ensure curriculum, student guidance, discipline and behavior are consistent with educational objectives

**Other:**

- Other duties as assigned.

**Requirements:**

**Education and Experience:**

Valid California Teaching Credential.

IEP/SST/504 experience preferred.

Master Degree desirable.

Minimum of five years successful teaching with progressive leadership responsibilities

**Knowledge, Skills, and Abilities (including tests):**

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

**Physical Demands:**

Dexterity of hands and fingers to operate a computer keyboard

Sitting or standing for extended periods of time

Hearing and speaking to exchange information and making presentations

Seeing to read a variety of materials

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

**Work Environment:**

School office environment

Constant interruptions

Evening or variable hours

Travel between school sites

**Reasoning Ability:**

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

**License:**

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

**Supervisor:** Executive Director

**WORK YEAR:** 228 Days

Board Approved: April 21, 2015

Revised: June 16, 2015