

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, April 18, 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 Treasurer'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 March 21, 2017
Ratification of Nissan Motor Acceptance Corporation Borrowing
Resolution for Business Contracts **Action**
- 8.0 Action/Discussion Items
 - 8.1 Declaration to Obtain Substitute of Lost or Destroyed Warrant **Action**
This item replaces a warrant that was lost or misplaced but never cashed.
 - 8.2 2017-2018 School Calendar **Action**
- 9.0 Personnel
 - 9.1 Site Supervisor Job Description & Salary Schedule **Action**
This item amends the existing job description and salary schedule to reflect the increase in the work year.
- 10.0 Board/Staff Discussion
- 11.0 Adjournment

6.0

7.1

Pacific View Charter School

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3670 Ocean Ranch Blvd., Oceanside, California 92056
Phone # (760) 757-0161

Board of Trustees' Meeting –Tuesday, March 14, 2017 Board Minutes

9.0 Call to Order/Roll Call

Vice President Walters called the meeting to order at 5:01pm. Present Trustee Nichole Taylor.

President Martha Brown present via phone from the Texas Station Hotel, Las Vegas Nevada. Absent : Trustee Meyer

10.0 Approval of Agenda

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

AYES: Walters, Brown, & Taylor

NOES: None

ABSTAIN: None

ABSENT: Meyer

11.0 Pledge of Allegiance

The Pledge of Allegiance was let by Vice President Walters

12.0 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

13.0 Executive Director's Report

- ✚ We continue to have random visits from Interquest Canine- the students are learning that backpacks absorb ordors
- ✚ Staff attended the MiraCosta Career Technical Institue on February 28
- ✚ MiraCosta came on campus and presented their Biomanufacturing program
- ✚ For safety we practice our Lockdown and Fire drills
- ✚ Staff has been attending our in-house Mindset Professional Development training. They have been viewing videos and having discussions with guided questions
- ✚ Athlete Speaker - Jeremy McGhee founder of Drop In came an presented to middle school students about adaptive sports
- ✚ Grant funded program through San Diego Zoo- BioInspirational- Animals were brought on site for students to learn about

- ✚ Our total enrollment is at 511 – Moreno Valley has 94 – 53 H/S & 41 K-8, Oceanside has 417 - 316 H/S and 101 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 President Brown & seconded by Trustee Taylor to approve the Consent Calendar as presented.

AYES: Walters, Brown, & Taylor
NOES: None
ABSTAIN: None
ABSENT: Meyer

7.0 Action/Discussion Items

7.1 The Board was informed of the resignation of Trustee Deegan

7.2 Moved by President Brown and seconded by Trustee Taylor to approve the 2016-17 Second Interim Report as presented.

AYES: Walters, Taylor, & Brown
NOES: None
ABSTAIN: None
ABSENT: Meyer

7.3 Moved by President Brown and seconded by Trustee Taylor to approve the Independent Auditor Selection Certification as presented.

AYES: Walters, Taylor, & Brown
NOES: None
ABSTAIN: None
ABSENT: Meyer

7.4 Moved by President Brown and seconded by Trustee Taylor to approve the Nissan Rogue vehicles purchase proposal as presented.

AYES: Walters, Taylor, & Brown
NOES: None
ABSTAIN: None
ABSENT: Meyer

8.0 Board Staff Discussion

The board asked for confirmation of the next scheduled meeting. They were informed that it would take place Tuesday, April 18, 2017 beginning at 5:00pm.

9.0 Adjournment – Vice President Walters adjourned the meeting at 5:36 p.m



BORROWING RESOLUTION FOR BUSINESS CONTRACTS
(Corporations/Partnerships/Limited Liability Companies)

"RESOLVED, that any Executive Director [officials' titles, such as president, vice president, treasurer, secretary, general partner, member or manager] of this NON PROFIT [business entity type, for example, corporation, partnership or limited liability company] are hereby authorized, in the name of this organization, to enter into any one or more lease agreements, conditional sales contracts, security agreements, retail installment contracts, promissory notes, guaranties and retailer agreements or similar documents with Nissan Motor Acceptance Corporation, Nissan-Infiniti LT, their affiliates, assigns, predecessors-in-interest, and/or any party that has assigned or intends to assign any receivables, contracts, leases or similar documents to them (hereinafter referred to as the "Other Party") with or without security, to execute and deliver such aforementioned agreements and instruments and any related documents, instruments, schedules, modifications, amendments, extensions or certificates in the name of and on behalf of this organization, in such sums, upon such terms and as often as such authorized signers deem advisable. The authority given in this resolution shall be deemed to be retroactive, and all acts performed prior to the passage of this resolution are hereby ratified and affirmed. The authority herein conferred shall continue in full force and effect until written notice of its revocation shall actually be received by the Other Party at its headquarters office or by its assignee at the headquarters office of the assignee. The Other Party is free to assign any of the obligations to any assignee of its choice without notice, and this organization shall continue to be fully bound to any assignee."

I, Gina Campbell [undersigned's name], Pacific View Charter School [business title, for example, Secretary, General Partner or Managing Member] of PACIFIC VIEW CHARTER SCHOOL [this organization's legal name] hereby certify that this organization is formed under the laws of the State of CALIFORNIA, and that the above is a true copy of a resolution properly and legally adopted by the Board of Directors, Members or Partners of this organization at a properly convened meeting of this body, and that this resolution has not been amended or revoked and is still in full force and effect.

I further certify that the following persons, whose signatures appear after their respective names, now hold the positions referred to in the above resolution:

Office or Position	Name	Signature
<u>Executive Director</u>	<u>Gina Campbell</u>	<u>Gina Campbell</u>
<u>Vice Pres.</u>	<u>Jon Walters</u>	<u>Jon Walters</u>
<u>Board Trustee</u>	<u>Nichole Taylor</u>	<u>Nichole Taylor</u>

Date: 3-14-17

Gina Campbell 3-14-17
(Signature) (Title)

8.1

San Diego County Office of Education
WARRANT LOST OR DESTROYED
INSTRUCTIONS FOR COMPLETING DECLARATION

To: **KATHERINE L MECK**

March 24, 2017

From: County Superintendent of Schools

By: _____
Deputy

The **Pacific View Charter School District** has notified this office that Warrant Number **10-541567**, dated **7/7/2016**, in the amount of **Two Thousand One Hundred Ninety-Eight And 56/100 dollars (\$2,198.56)** has been lost.

Enclosed is a Declaration to Obtain Substitute of Lost or Destroyed Warrant, which must be completed and returned to the district's office before a duplicate order can be approved. The declaration must be properly filled out, as follows:

Pertinent statement, such as

The warrant was never received.

The warrant was received but misplaced (or lost, or destroyed in error).

Note: If the warrant was received, *complete details of the loss must be clearly stated*. Must be completed in ink by person signing affidavit, preferably in that person's own handwriting.

Date, city and state where signed

Signature of person executing affidavit (payee)

NOTE: If the **original warrant** is recovered/found after the Declaration has been filed, **DO NOT CASH** the original. Return it to your District Office.

Questions may be directed to your District Office.

**San Diego County Office of Education
DECLARATION TO OBTAIN SUBSTITUTE OF
LOST OR DESTROYED WARRANT**

KATHERINE L MECK declares as follows:

- 1) That (s) he, payee, is the legal owner of that certain County warrant numbered **10-541567**, dated **7/7/2016**, and drawn by the County Auditor of the County of San Diego on **Pacific View Charter School District San Diego County Payroll Revolving Fund (54850)** of said County, in favor of **KATHERINE L MECK** as payee thereof, for **Two Thousand One Hundred Ninety-Eight And 56/100 dollars (\$2,198.56)**.

That the warrant was not endorsed, has not been paid but was lost, destroyed, or mutilated before the same was paid by the Treasurer of the County of San Diego, and cannot now be produced by the payee.

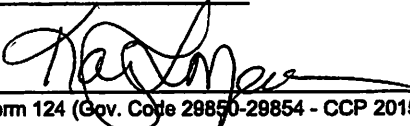
- 2) That the circumstances of such loss, destruction, or mutilation and all material facts relative thereto, are as follows: **[STATE REASON]**

Check was misplaced and never
Cashed

- 3) I agree to repay the County of San Diego the amount of this substitute warrant plus interest and reasonable collection expenses if my actions have caused the County of San Diego to issue this duplicate warrant and it is not owed to me.

I CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF STATE OF CALIFORNIA THAT THE FOREGOING IS TRUE AND CORRECT:

DATED: 3-24-17 AT: Oceanside, CA
(City and State)

SIGNATURE:  (TITLE)

Form 124 (Gov. Code 29850-29854 - CCP 2015.5)

FOR COUNTY OFFICE USE ONLY

PER COUNTY SYSTEM, WARRANT IS STILL OUSTANDING ON _____	BY: _____
WARRANT WAS VOID ON THE PAYROLL SYSTEM _____	BY: _____
VERIFICATION OF VOID ON THE COUNTY AUDITOR SYSTEM _____	BY: _____
DUPLICATE WARRANT SENT TO DISTRICT ON _____	BY: _____

San Diego County Office of Education

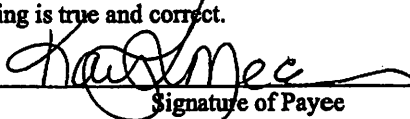
PETITION FOR ISSUANCE OF NEW WARRANT IN LIEU OF VOID WARRANT
(Government Code Section 29802, Warrants
Becoming Void After September 20, 1963)

1. TO THE BOARD OF EDUCATION OF THE Pacific View Charter School District: I, the undersigned, declare that I am the payee of original warrant number 10-541567 dated 7/7/2016, in the amount of Two Thousand One Hundred Ninety-Eight And 56/100 dollars (\$2,198.56) attached hereto and presented to your Board pursuant to Section 29802 of the Government Code. I hereby request that you adopt an order instructing the County Auditor to draw a new warrant in favor of me for the same amount as the original warrant.

Executed at Oceanside, CA on March 24 2017.

I certify under penalty of perjury that the foregoing is true and correct.

KATHERINE L MECK
Name of Payee


Signature of Payee

Address of Payee

2. ORDER OF THE BOARD OF Pacific View Charter TO DRAW WARRANT:

It is ORDERED by the Board of Education of the Pacific View Charter School District that the County Auditor of the County of San Diego draw a new warrant in favor of the same payee and in the same amount of the above described warrant.

Date _____ 20____ By _____
(Authorized Agent per Board Resolution)

3. DISTRICT'S REISSUE OF PAYROLL WARRANT:

On _____ 20____, the district issued commercial warrant number _____ to KATHERINE L MECK, payee, for Two Thousand One Hundred Ninety-Eight And 56/100 dollars to replace void warrant number 10-541567 described above.

8.2

PACIFIC VIEW CHARTER SCHOOL							
2017-2018 SCHOOL CALENDAR- DRAFT							
	M	T	W	TH	F	TRACK 1	TRACK 2/K-8
July	3	4	5	6	7	Track 1 Starts 7.3	
	10	11	12	13	14	Holiday July 4	
	17	18	19	20	21		
	24	25	26	27	28		
	31					20 Days	
August		1	2	3	4		
	7	8	9	10	11		
	14	15	16	17	18		Track 2 Starts 8.14
	21	22	23	24	25		
	28	29	30	31		23 Days (43 Cum)	14 Days
September					1		
	4	5	6	7	8	Labor Day	
	11	12	13	14	15		
	18	19	20	21	22		
	25	26	27	28	29	20 Days (63 Cum)	20 Days (34cum)
October	2	3	4	5	6		
	9	10	11	12	13		
	16	17	18	19	20		
	23	24	25	26	27		
	30	31				22 Days (85 Cum)	22 Days (56cum)
November			1	2	3		
	6	7	8	9	10	Veteran's Day Observed	Veteran's Day Observed
	13	14	15	16	17		
	20	21	22	23	24	Thanksgiving	Thanksgiving
	27	28	29	30		16 Days (101Cum)	16 Days (72 Cum)
December					1		
	4	5	6	7	8		
	11	12	13	14	15		
	18	19	20	21	22	16 Days (117 Cum)	16 Days (88Cum)
	25	26	27	28	29	Winter Recess	Winter Recess
January	1	2	3	4	5	Winter Recess	Winter Recess
	8	9	10	11	12		
	15	16	17	18	19	MLK Holiday	MLK Holiday
	22	23	24	25	26		
	29	30	31			17 Days (134Cum)	17 Days (105cum)
February				1	2		
	5	6	7	8	9		
	12	13	14	15	16		
	19	20	21	22	23	Presidents Holiday	President's Holiday
	26	27	28			19 Days (153 Cum)	19 Days (124Cum)
March				1	2		
	5	6	7	8	9		
	12	13	14	15	16		
	19	20	21	22	23		
	26	27	28	29	30	22 Days (175 Cum)	22 Days (146Cum)
April						Track 1 ends 3.30	
	2	3	4	5	6	Interession begins	
	9	10	11	12	13	Spring Break	Spring Break
	16	17	18	19	20		
	23	24	25	26	27		
May							16 Days (162cum)
		1	2	3	4		
	7	8	9	10	11		
	14	15	16	17	18	Interession ends 5/18	13 Days (175cum)
	21	22	23	24	25	5.23 Graduation	Track 2 ends 5.17
June	28	29	30	31			
					1		
	4	5	6	7	8		
	11	12	13	14	15		
	18	19	20	21	22		
25	26	27	28	29			

9.1



Certificated Position

Job Description: Site Supervisor

Description:

The Site Supervisor is directly responsible to the Executive Director. The Site Supervisor serves as the administrator of a learning center. In addition to being responsible for maintaining an effective instructional program, the 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 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/programs and consistently maintain basic requirements.
- Work collaboratively with 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~~ 233 Days

Board Approved: April 21, 2015
Revised: June 16, 2015
February 21, 2017
April 18, 2017

**PACIFIC VIEW CHARTER SCHOOL
2016-17 CERTIFICATED SALARY SCHEDULE
HIGH SCHOOL SITE SUPERVISOR**

233 Work Year

DRAFT

POSITION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
High School Site Supervisor	<i>76,218</i>	<i>79,267</i>	<i>82,437</i>	<i>85,735</i>	<i>89,164</i>	<i>92,731</i>	<i>96,440</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: August 18, 2015

April 18, 2017

**PACIFIC VIEW CHARTER SCHOOL
2016-17 CERTIFICATED SALARY SCALE
HIGH SCHOOL SITE SUPERVISOR**

**Work Year
228 days**

POSITION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
High School Site Supervisor	74,582	77,565	80,668	83,895	87,250	90,740	94,370

Stipends for advanced degrees

Masters	2,000
Doctorate	3,500

High School Site Supervisor

Student Caseload to be determined by Executive Director

Board Approved: August 18, 2015

Stipend for Longevity

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