

**This meeting will be by teleconference pursuant to Executive Orders N-25-20 and N-29-20.**

**The Board of Directors (“Board”) and employees of the Pacific View Charter School shall meet via the Zoom meeting platform. Members of the public who wish to access this Board meeting may do so at <https://us04web.zoom.us/j/78055998359?pwd=cVV5eUxLa1F2Z1NoTnpZemkwQkxkQT09>**

**Members of the public who wish to comment during the Board meeting may use the “raise hand” tool on the Zoom platform. Members of the public calling in will be given the opportunity to address the Board during the meeting. Individual comments will be limited to three (3) minutes. If an interpreter is needed for comments, they will be translated to English and the time limit shall be six (6) minutes. The Board may limit the total time for public comment to a reasonable time. The Board reserves the right to mute or remove a participant from the meeting if the participant unreasonably disrupts the Board meeting.**

**Access to Board Materials: A copy of the written materials which will be submitted to the Board may be reviewed by any interested persons on The Pacific View Charter School’s website along with this agenda following the posting of the agenda at least 72 hours in advance of this meeting.**

**Disability Access: Requests for disability-related modifications or accommodations to participate in this public meeting should be made 24 hours prior to the meeting by calling (760) 757-0161x105. All efforts will be made for reasonable accommodations. The agenda and public documents can be modified upon request as required by Section 202 of the Americans with Disabilities Act.**

## **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, August 18, 2020**

**3:30pm**

**1.0 Call to Order/Roll Call**

**2.0 Approval of Agenda**

**Action**

- 3.0 Pledge of Alligence
- 4.0 Public Comment
- 5.0 Introductions
- 6.0 Executive Director's Report **Information**
- 7.0 Financial Update **Information**
- 8.0 Consent Calendar

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

- 8.1 Minutes from Board Meeting of July 21, 2020 **Action**

**9.0 Action/Discussion Items**

- 9.1 Consolidated Application and Reporting System **Action**
- 9.2 Board Warrant Listing July 1 through July 31, 2020 **Action**
- 9.3 Learning Continuity Plan **Information**
- 9.4 Telework Policy Graduation Policy **Action**

**10.0 Curriculum**

- 10.1 Graduation Policy **Action**

**11.0 Board Staff Discussion**

**12.0 Adjournment**

# 8.1

# 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, July 21, 2020 3:30 p.m.

Board Minutes

## **1. Call to Order/Roll Call**

Chairperson Taylor called the meeting to order at 3:41pm. Present, Vice Chairperson Jon Walters. Trustee Eve Meyer absent.

## **2. Approval of Agenda**

Moved by Chair Taylor and seconded by Vice Chair Walters to approve the agenda as presented.

AYES: Taylor, Walters

NOES: None

ABSTAIN: None

ABSENT: Meyer

## **3. Pledge of Allegiance**

The Pledge of Allegiance was led by Chair Taylor

## **4. Public Comment** – Nonre

## **5. Introductions**

Erin Gorence, Director of Curriculum; Lori Bentley, Human Resources & Business Services; Gayl Johnson, Director of Student Services; Diane Gibson, Interim Lead Teacher High School; Geoff Weeks, Interim Lead Teacher K8; Kathy Meck, Interim Site Supervisory Moreno Valley.

## **6. Executive Director Report**

- Enrollment: Total 979- Oceanside 785, Moreno Valley 194
- In the beginning we had a little over 1000 students that showed interest in attending
- The numbers have begun to decrease due to “No Show” and students who only came for one class of 3 weeks
- We have continued to offer students the opportunity to attend tutoring and support through Distance Learning.
- Instructional Aides each have their own area to meet with students virtually
- Governor Newsom working with the Legislature to come up with some ideas of how to support all the students that are not able to enroll due to the cap on growth that was signed into law

- Schools are only going to be funded on their certified P2 ADA for the 19/20 school year
- We will be watching closely our enrollment when Track 2 starts as we may need to start a waitlist
- Some students were coming to campus until last week when the Governor's directive of no students on campuses was revealed
- Instructional Aides have been reaching out to students to schedule times to meet with them for support
- San Diego County is on the watchlist for the state and the county will need to be off that watchlist for 14 days before students will be allowed to return to campus
- We have different options for re-opening depending on the guidelines from County Health Dept and the State
- We are thinking the hybrid program that was built is what we will use for when students come back

## **7. Financial Update**

- Update addressed later in meeting

## **8. Consent Calendar**

Moved by Chair Taylor & seconded by Vice Chair Walters to approve the Consent Calendar as presented.

AYES: Taylor, Walters

NOES: None

ABSTAIN: None

ABSENT: Meyer

## **9. Action/Discussion Items**

**9.1** Additional information about Track 2 – PLC's are meeting this week to discuss what classes will look like when students return.

**9.2** Moved by Vice Chair Walters and seconded by Chair Taylor to approve the updated Student policies as presented.

AYES: Taylor, Walters

NOES: None

ABSTAIN: None

ABSENT: Meyer

**9.3** Moved by Chair Taylor and seconded by Vice Chair Walters to approve the June 2020 Board Warrant Listing as presented.

AYES: Taylor, Walters

NOES: None

ABSTAIN: None  
ABSENT: Meyer

**9.4** Moved by Chair Taylor and seconded by Vice Chair Walters to approve the Annual Organizational Meeting as:

Chair: Jon Walters

Vice Chair: Nichole Taylor

Day: Third Tuesday of every month

Time: 3:30pm

Location: 3670 Ocean Ranch Blvd. Oceanside, CA 92056-2669

AYES: Taylor, Walters

NOES: None

ABSTAIN: None

ABSENT: Meyer

**9.5** Moved by Vice Chair Walters and seconded by Chair Taylor to approve the 2020-2021 Proposed Revised Budget as presented.

AYES: Taylor, Walters

NOES: None

ABSTAIN: None

ABSENT: Meyer

**10.0 Board Staff Discussion** - None

**11.0 Adjournment**

Chairperson Taylor adjourned the meeting at 4:09pm

9.1

9.2



9.3

9.4

## TELEWORK POLICY

### **Purpose**

~~Due to the ongoing Coronavirus outbreak,~~ The School considers teleworking to be a viable alternative work arrangement in cases where the employee, the position, and the supervisor characteristics are best-suited to such an arrangement and there is minimal school and employee performance impact. This Telework Policy will be used to guide the School's determinations with respect to telework assignments.

### **Definition**

Teleworking allows employees to work at home, ~~on the road~~ or in ~~an appropriate remote~~ location *in California* for all or part of their regular workweek. Teleworking is a voluntary work alternative that may be appropriate for some employees and some positions. All informal teleworking assignments are made on a case-by-case basis. Teleworking is not an entitlement, it is not a school-wide benefit, and it in no way changes the terms and conditions of employment with the School. This policy creates no employee rights in relation to telework. The School has the right to refuse to make telework available to an employee and to terminate a telework assignment without cause at any time in its sole and unreviewable discretion.

### **General Requirements**

Employees shall not telework unless they receive approval from their supervisor in writing. Employees shall make arrangements with their supervisor and co-workers for on-site job demands that arise on telework days, and shall be responsible for following all school policies and procedures when teleworking.

### **Eligibility Considerations**

Consideration will be given to employees who have demonstrated work habits and performance well-suited to successful telework. ~~in cases when doing so provides opportunities for improved employee performance or employee retention, reduced commuting miles, or savings.~~ The following guidelines should be considered:

- The employee has a position where communication can be accommodated electronically.
- The employee's telework assignment will not be detrimental to the productivity or work quality of other employees or effective operation of the School.
- The employee must be able to perform work from home without unnecessary risk to the security of data, networks, or confidentiality.
- The employee's equipment and software must meet the School's standards. The employee's needs for Information Technology ("IT") support must be minimal.
- Telework sites must be in California.
- The employee must be effective at working independently for extended periods.
- The employee demonstrates good time-management skills by completing tasks on time.

- The employee must maintain connections with the work group or team from a remote location.
- The employee has no recent or pending corrective or disciplinary actions.

### **Supervisor Responsibilities**

- Be familiar with the telework policy/guidelines.
- Take the downside of telework into consideration prior to approval (i.e. detrimental to team and the School culture, lack of accessibility, etc.).
- Be comfortable with remote supervision.
- Learn the technology and tools necessary for remote supervision.
- Establish communication protocols with telework employees.
- Include employees in office/department events to preserve teamwork.
- Review each employee periodically to ensure compliance with telework requirements, and address any work-related problems, including completing evaluations and disciplining as appropriate.
- Maintain records related to telework and assist with surveys, program evaluations, and reports.

### **Work Schedule and Accessibility**

- The School will determine the number of days of telecommuting allowed each week and the work schedule. The employee agrees to be accessible by phone and email during their work schedule.
- Telecommuting employees who are not exempt from overtime requirements of applicable laws will be required to record all hours worked as assigned by the School, and will be required to document that they took applicable meal/rest periods. The employee must get advance written approval from a supervisor for working overtime.
- The telework schedule needs to allow adequate time at the work site for meetings, access to facilities and supplies, and communication with other employees. Telework must not adversely affect students, employee productivity, or the progress of an individual or team assignment.

### **Communication and Accessibility**

- Employees and supervisors are expected to determine how communication between the teleworking employee and the worksite will be handled.
- Employees shall keep co-workers and support staff informed so they know how and when to reach them on telework days.
- Employees must be reachable, within reason, during agreed upon work hours.
- Employees must notify their supervisors if they leave their telework site during agreed upon hours.
- Employees must post their telework schedule on their calendar.
- Employees are expected to be flexible in their scheduling, and shall be available to attend staff meetings and other meetings onsite or virtually as required by their supervisor, even if meetings occur on a telework day.

## **Telework Site**

The telework space is considered an extension of the School's office space. Employees will have the same responsibility for safe practices, accident prevention, and accident reporting as in the regular worksite. The employee is responsible for establishing and maintaining a designated, adequate workspace at the alternate worksite. When the alternate site is the employee's home, the employee is responsible to maintain a designated workplace in a safe (free from hazards and other dangers to the employee or equipment), clean, professional, and free of distractions.

The employee will be responsible for all costs associated with remodeling, electrical modifications, or other permanent improvements to the home office workspace. Any school materials taken home must be kept in the designated work area at home and not be made accessible to others. **The school will only reimburse the employee for home internet use if the employee is required to work from home due to unforeseen circumstances. In this case,** the employee will be reimbursed based on the Internet Use Reimbursement Scale.

In case of injury, accident, theft, loss, or tort liability related to telework, the employee must immediately report the event to his or her supervisor and allow the School to investigate and/or inspect the telework site.

## **Supplies, Equipment, and Furniture**

~~The School will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, modems, phone and data lines, facsimile equipment or software, and photocopiers) for each telecommuting assignment on a case-by-case basis. Equipment supplied by the School will be maintained by the School.~~ The School will not provide office furniture, **or other equipment with the exception of a laptop,** for the workspace at home. Equipment supplied by the employee, if deemed appropriate by the School, will be maintained by the employee. The School accepts no responsibility for damage or repairs to employee-owned equipment. Equipment supplied by the School is to be used for business purposes only. ~~The employee must sign an inventory of all office property and agrees to take appropriate action to protect the items from damage or theft. Upon termination of employment, all school property will be returned to the School.~~

## **Information and Security**

The employee must never provide any third parties access to the School network or share network access passwords and will follow all policies and procedures related to information security and network access.

Consistent with the School's expectations of information security for employees working at the office, telecommuting employees must ensure the protection of staff, parent, and student information accessible from their telework location. Steps include use of locked file cabinets and desks, regular password maintenance, shielding computer monitors, and any other steps appropriate for the job and the environment.

## **Performance Standards**

The employee must maintain the same or an improved level of productivity and work quality while teleworking. If productivity and/or work quality begin to decline, the telework assignment will be reevaluated to determine if changes can be made or it will be terminated. Telework allows a high amount of flexibility for an employee to complete their work in a timely and proper manner, and it is expected that the employee will not abuse this opportunity by allowing their productivity or work quality to decline.

Employees must also maintain appropriate levels of professionalism when interacting remotely with families and other School stakeholders, and professional boundaries consistent with School policy when interacting remotely with students.

## **Conditions of Employment**

Teleworking assignments do not change the conditions of employment or required compliance with policies and rules. Policies, rules and practices shall apply at the telework site, including but not limited to those governing communicating internally and with the public, employee rights and responsibilities, facilities and equipment management, financial management, information management, and safety. A telework assignment does not constitute a promise of employment for a specified time or otherwise alter the at-will nature of employment with the School.

## **Evaluation and Duration**

Evaluation of employee performance during the teleworking assignment shall include ~~daily~~ interaction by phone and email between the employee and the supervisor, and weekly ~~face-to-face~~ meetings whenever possible to discuss work progress and problems.

Telework assignment may be modified and/or terminated at any time, for any reason, by the School. Although not required, the School shall endeavor to provide seven (7) days' notice of the modification and/or termination of the telework assignment whenever possible.

10.1

# 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.

~~Students planning to graduate in the current year but still owing credits at the last day of school may walk and be considered a graduate as long as the credits are completed prior to the beginning of Track 2.~~

### Subjects and Credits Required for Graduation

|   |            |
|---|------------|
| English                                       | 40 Credits |
| Math  | 30 Credits |
| Social Science                                | 30 Credits |
| Science plus a lab                            | 30 Credits |
| Foreign Language<br>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 6-27-16  
01-16-07 2-21-17