

A California Public School and Nonprofit 501 (c) (3) Corporation

3670 Ocean Ranch Blvd., Oceanside, CA 92056

22695 Alessandro Blvd., Moreno Valley, CA 92533

Phone # (760) 757-0161

Phone # (951) 697-1990

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## Board of Trustees' Meeting Agenda

Tuesday, March 21, 2023

2:00pm

### 1.0 Call to Order/Roll Call

### 2.0 Approval of Agenda

Action

Recommended Action:

That the Board approve the agenda for the Regular Board Meeting of February 28, 2023, as presented.

### 3.0 Pledge of Allegiance

### 4.0 Public Comment

Members of the public 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 for 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.

### 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 Meeting Minutes from February 28, 2023

Action

Recommended Action:

That the Board approve the minutes for the Regular Board Meeting of February 28, 2023, as presented.

### 8.0 Action/Discussion Items

## Administrative

### 8.1 [2023-2024 School Calendar](#) Action

Revised school calendar for the 2023-2024 school year

Responsible Party

Executive Director Gorence will discuss the changes to the school calendar

Recommended Action:

That the Board approve the changes to the 2023/24 School Calendar

### 8.2 [DASS Eligibility and Approval](#) Action

Overview of the DASS Eligibility Process and certification of eligibility status

Responsible Party

Executive Director Gorence will discuss DASS Process and Application

Recommended Action:

That the Board certifies that PVC enrollment meets the eligibility criteria for DASS.

### 8.3 Crisis Plan Updates Action

Revisions to the decision command trees based on changes in staffing

Responsible Party

Technology Technician Sturm will discuss the updates to the Crisis Plan

Recommended Action:

That the Board approve the Crisis Plan as presented

## Business and Financial

### 8.4 [Board Warrant Listing February 1-February 28, 2023](#) Action

Information Summary

Warrants and Automated Clearing House (ACH) payments are issued in accordance with approved budget and/or contracts.

Responsible Party

Director of Business and Operations Fox will discuss the Board Warrant Listing.

Recommended Action:

That the Board approve the warrants and Automated Clearing House (ACH) payments issued from February 1 through February 28, 2023.

## Personnel

### 8.5 [HR and Business Services Coordinator Job Description](#) and [Salary Schedule](#) Action

Information/Summary

Update to number of days worked for this position

Responsible Party

Human Resources and Business Services Coordinator Bentley will discuss the changes to this job description.

Recommended Action:

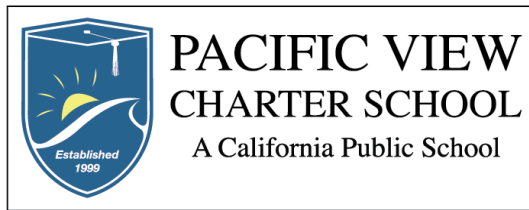
That the Board approve the change in number of days to the job description and salary schedule.

## 9.0 Board/Staff Discussion

## 10.0 Adjournment/Next Meeting

The next regularly scheduled meeting of the Board of Trustees will be held Tuesday, April 18, 2023.

# 7.1



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## Board of Trustees' Meeting Agenda

Tuesday, February 28, 2023

2:00pm

### 1.0 Call to Order/Roll Call

Meeting was called to order at: 2:00

Present were: Jon Walters, Julie Walley, Ricardo Sanchez, Kathi Cohen

Absent were: None

### 2.0 Approval of Agenda

Action

Motion to approve the agenda was made by: Jon

Seconded Motion: Kathi

Ayes: Jon Walters, Julie Walley, Ricardo Sanchez, Kathi Cohen

Noes:

Abstain:

Absent:

### 3.0 Pledge of Allegiance

Pledge of allegiance was led by: Jon Walters

### 4.0 Public Comment

Members of the public 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 for 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.

Public Comments: None

### 5.0 Introductions

Introductions were made and included: Gabriella Liem, Greg Cohen, Erin Gorence, Kira Fox,

Kathy Meck, Dr. Lawrence (Oceanside Unified School District)

### 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 [Meeting Minutes from January 17, 2023](#) Action

7.2 [Meeting Minutes from February 7, 2023](#) Action

Motion to approve the meeting minutes was made by: Kathi Cohen

Seconded Motion: Jon Walters

Ayes: Jon Walters, Julie Walley, Ricardo Sanchez, Kathi Cohen

Noes:

Abstain:

Absent:

## 8.0 Action/Discussion Items

### Administrative

8.1 [2023-2024 School Calendar](#)

Motion to approve the school calendar was made by: Kathi Cohen

Seconded Motion: Jon Walters

Ayes: Jon Walters, Julie Walley, Ricardo Sanchez, Kathi Cohen

Noes:

Abstain:

Absent:

8.2 [Revised County Annual Resolutions](#)

Motion to approve the resolutions was made by: Kathi Cohen

Seconded Motion: Julie Walley

Ayes: Jon Walters, Julie Walley, Ricardo Sanchez, Kathi Cohen

Noes:

Abstain:

Absent:

### Business and Financial

8.3 [Board Warrant Listing January 1 through January 31, 2023](#) Action

Motion to approve the warrant listing was made by: Kathi Cohen

Seconded Motion: Jon Walters

Ayes: Jon Walters, Julie Walley, Ricardo Sanchez, Kathi Cohen

Noes:

Abstain:

Absent:

8.4 [2022-2023 Second Interim Financial Report](#) Action

Motion to approve the Second Interim Financial Report was made by: Julie Waley

Seconded Motion: Ricardo Sanchez

Ayes: Jon Walters, Julie Walley, Ricardo Sanchez, Kathi Cohen

Noes:  
Abstain:  
Absent:

### Personnel

#### 8.5 Certificated Initial Placement on Salary Schedule **Action**

Motion to approve the Certificated Initial Placement Document was made by: Kathi Cohen

Seconded Motion: Julie Walley

Ayes: Jon Walters, Julie Walley, Ricardo Sanchez, Kathi Cohen

Noes:

Abstain:

Absent:

### Curriculum

#### 8.6 Community Service Course A and B Outlines **Action**

Motion to approve the Course Outlines was made by: Kathi Cohen

Seconded Motion: Ricardo Sanchez

Ayes: Jon Walters, Julie Walley, Ricardo Sanchez, Kathi Cohen

Noes:

Abstain:

Absent:

## 9.0 **Board/Staff Discussion**

Note: ED asked board to schedule next meeting 1 hour earlier (2pm) to accommodate interim DoF schedule.

School Continues to search for Director of Business and Finance.

PVC website needs board profile information. Submit and/or review website for accuracy.

## 10.0 **Adjournment/Next Meeting**

The next regularly scheduled meeting of the Board of Trustees will be held Tuesday, March 21, 2023 at 2:00 pm.

Meeting Adjourned at: 2:43

# 8.1

# Pacific View Charter 2023/2024 School Calendar

July 2023						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Student Days TK 1 20 TK 2 0

Cumulative Stu Dy TK 1 20 TK 2 0

August 2023						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Student Days TK 1 23 TK 2 12

Cumulative Stu Dy TK 1 43 TK 2 12

September 2023						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Student Days TK 1 20 TK 2 20

Cumulative Stu Dy TK 1 63 TK 2 32

October 2023						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Student Days TK 1 22 TK 2 22

Cumulative Stu Dy TK 1 85 TK 2 54

November 2023						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Student Days TK 1 16 TK 2 16

Cumulative Stu Dy TK 1 101 TK 2 70

December 2023						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Student Days TK 1 16 TK 2 16

Cumulative Stu Dy TK 1 117 TK 2 86

January 2024						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Student Days TK 1 17 TK 2 17

Cumulative Stu Dy TK 1 134 TK 2 103

February 2024						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

Student Days TK 1 20 TK 2 20

Cumulative Stu Dy TK 1 154 TK 2 123

March 2024						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Student Days TK 1 20 TK 2 20

Cumulative Stu Dy TK 1 174 TK 2 143

April 2024						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Student Days TK 1 1 TK 2 17

Cumulative Stu Dy TK 1 175 TK 2 160

May 2024						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Student Days TK 1 0 TK 2 15

Cumulative Stu Dy TK 1 175 TK 2 175

June 2024						
Su	Mo	Tu	We	Th	Fr	Sa
	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Track 1 (High School Extended Year)	
July 3	Semester 1 Begins
Nov 3	Semester 1 Ends
Nov 6	Semester 2 Begins
Apr 1	Semester 2 Ends
Apr 2-May 21	Intersession

Track 2 (K8 & High School Traditional)	
Aug 16	Semester 1 Begins
Dec 22	Semester 1 Ends
Jan 8	Semester 2 Begins
May 21	Semester 2 Ends

Holidays (Both Tracks)					
July 4	Independence Day	Dec 25-Jan 5	Winter Break	Apr 8-12	Spring Break
Sept 4	Labor Day	Jan 15	MLK Day	May 21	Last Day of School
Nov 10	Veterans Day	Feb 19	Presidents Day	May 27	Memorial Day
Nov 20-24	Thanksgiving Break	Mar 13	No School - PD Day	June 19	Juneteenth Day
<b>Summer Breaks: Track 1: May 22-June 30 / Track 2: May 22-Aug 14</b>					



# 8.2

**Dashboard Alternative School Status (DASS)  
Eligibility Certification**

CDE Use Only
Date Reviewed
Date Approved
Date Denied
Reviewer

**This Certification Covers a Three-Year Period**

**School Type** (*check one*):     Alternative School of Choice                       Charter School

**School Information**

\_\_\_\_\_  
County-District-School (CDS) Code

\_\_\_\_\_  
County Name

\_\_\_\_\_  
School Name

\_\_\_\_\_  
District Name

**DASS Coordinator**

\_\_\_\_\_  
Coordinator's Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Area Code and Phone Number

\_\_\_\_\_  
E-mail Address

**Signatures of Certification**

The undersigned, hereby certify that the percentages of high-risk students stated on the DASS Participation Form are true and correct.

\_\_\_\_\_  
School Principal's Name

\_\_\_\_\_  
Signature and Date Certified

\_\_\_\_\_  
Superintendent's or  
Charter School Administrator's Name

\_\_\_\_\_  
Signature and Date Certified

\_\_\_\_\_  
Board President's Name

\_\_\_\_\_  
Signature and Date Certified

**Note:** This form and all supporting documents must be submitted to CDE for DASS Participation.

# 8.3

# 8.4

Pacific View Charter  
 March 2023 Board Meeting  
 February 2023 Warrant Listings

Warrant ID	Name	Payment Date	Total Warrant Amount	Description	Fund	Invoice Fund Amount	Purchase Order Number
14981146	Specialized Therapy Services, Inc	2/2/2023	\$ 7,004.68	SpEd ERMS SPECIALIZED THERAPY	6200	\$ 2,826.25	0000001672
14981146	Specialized Therapy Services, Inc	2/2/2023	\$ 7,004.68	SpEd SPECIALIZED THERAPY Services	6200	\$ 4,178.43	0000001691
14981147	Gregory Cohen	2/2/2023	\$ 78.98	Employee Reimbursement - Field Trip	6200	\$ 78.98	
14981148	Law Offices of Deborah R.G. Cesario	2/2/2023	\$ 145.00	SpEd COMPLIANCE WEBINAR	6200	\$ 145.00	0000001735
14981149	ADT SECURITY SERVICES	2/2/2023	\$ 72.63	ADT MV Security System	6200	\$ 72.63	0000001610
14981150	MISSION FEDERAL CREDIT UNION	2/2/2023	\$ 4,149.98	Oceanside- Student Postage	6200	\$ 270.00	0000001594
14981150	MISSION FEDERAL CREDIT UNION	2/2/2023	\$ 4,149.98	Oceanside- Admin Postage	6200	\$ 155.00	0000001594
14981150	MISSION FEDERAL CREDIT UNION	2/2/2023	\$ 4,149.98	MV- Stamps.com Postage Service	6200	\$ 24.99	0000001595
14981150	MISSION FEDERAL CREDIT UNION	2/2/2023	\$ 4,149.98	8TH GRADE MV PROMOTION	6200	\$ 284.60	0000001623
14981150	MISSION FEDERAL CREDIT UNION	2/2/2023	\$ 4,149.98	Team Sports Equipment	6200	\$ 44.13	0000001673
14981150	MISSION FEDERAL CREDIT UNION	2/2/2023	\$ 4,149.98	SpEd Hearing Aides	6200	\$ 2,855.69	0000001736
14981150	MISSION FEDERAL CREDIT UNION	2/2/2023	\$ 4,149.98	GenEd Instructional Supplies	6200	\$ 415.58	0000001579
14981150	MISSION FEDERAL CREDIT UNION	2/2/2023	\$ 4,149.98	Oceanside- SpEd- Postage	6200	\$ 75.00	0000001594
14981150	MISSION FEDERAL CREDIT UNION	2/2/2023	\$ 4,149.98	Oceanside- Stamps.com Postage	6200	\$ 24.99	0000001594
14981151	ONE STOP TONER & INKJET	2/2/2023	\$ 162.34	Printer Cartridges	6200	\$ 162.34	0000001617
14981152	RONALD LARRY HOLDEN	2/2/2023	\$ 2,600.00	Janitorial Services - Moreno Valley	6200	\$ 2,600.00	0000001520
14981153	Cintas Fire Protection	2/2/2023	\$ 245.00	MV FIRE SPRINKLER Inspection	6200	\$ 245.00	0000001608
008832	Total Education Solutions	2/6/2023	\$ 258.75	PT Services	6200	\$ 258.75	0000001632
008833	Reliable Translations Inc.	2/6/2023	\$ 147.00	SpEd Translation Services	6200	\$ 147.00	0000001602
008834	CDW GOVERNMENT, INC.	2/6/2023	\$ 342.62	Chromebook	6200	\$ 342.62	0000001697
008835	JAN-PRO OF SAN DIEGO	2/6/2023	\$ 3,799.00	Janitorial Services - Oceanside	6200	\$ 3,799.00	0000001527
008836	MV MEDICAL CTR MASTER ASSOC	2/6/2023	\$ 1,343.00	Property Association Fees - MV	6200	\$ 1,343.00	0000001535
008837	WASTE MANAGEMENT	2/6/2023	\$ 216.16	Trash Services - Moreno Valley	6200	\$ 216.16	0000001524
14982236	Citi Cards	2/6/2023	\$ 159.07	Leaseweb - website services	6200	\$ 88.52	0000001679
14982236	Citi Cards	2/6/2023	\$ 159.07	Credit Card fees	6200	\$ 70.55	0000001737
14982237	Kajeet, Inc	2/6/2023	\$ 164.08	HotSpot Student Chromebooks	6200	\$ 164.08	0000001606
14982238	Care Solace, Inc	2/6/2023	\$ 3,125.00	Mental Health Services Student/Staff	6200	\$ 3,125.00	0000001740
14982239	Knowledge Saves Lives, Inc	2/6/2023	\$ 11,990.00	Staff Lockdown Training	6200	\$ 11,990.00	0000001738
14982240	NATIONAL BENEFIT SERVICES, LLC	2/6/2023	\$ 282.95	Administrative Fees - Employee Benefits	6200	\$ 82.95	0000001572
14982240	NATIONAL BENEFIT SERVICES, LLC	2/6/2023	\$ 282.95	Administrative Fees - Employee Benefits	6200	\$ 200.00	0000001572
14982241	COUNTY SCHOOLS SERVICE FUND	2/6/2023	\$ 115.50	SIS - SpEd Integration Fee	6200	\$ 115.50	0000001741

Pacific View Charter  
 March 2023 Board Meeting  
 February 2023 Warrant Listings

Warrant ID	Name	Payment Date	Total Warrant Amount	Description	Fund	Invoice Fund Amount	Purchase Order Number
14983649	Zeptive Inc	2/9/2023	\$ 5,064.47	VAPE Detectors	6200	\$ 5,064.47	0000001724
14983650	Baker Tilly US, LLP	2/9/2023	\$ 13,396.00	Auditors & 990 Tax Return	6200	\$ 13,396.00	0000001706
14983651	YOUNG, MINNEY & CORR, LLP	2/9/2023	\$ 1,224.50	Legal Services	6200	\$ 1,224.50	0000001554
14983652	SAN DIEGO GAS & ELECTRIC	2/9/2023	\$ 3,255.79	Electrical Utilities - Oceanside	6200	\$ 3,255.79	0000001523
14983653	VCC OCEAN RANCH CONDO. ASSOC.	2/9/2023	\$ 6,164.00	Property Association Fees - Oceanside	6200	\$ 6,164.00	0000001534
008998	Reliable Translations Inc.	2/13/2023	\$ 147.00	SpEd Translation Services	6200	\$ 147.00	0000001602
008999	Pediatric Therapy Services, LLC	2/13/2023	\$ 3,400.00	SpEd - Service Provider - Speech	6200	\$ 3,400.00	0000001703
009000	NANPOR SECURITY SERVICES	2/13/2023	\$ 2,848.23	Security Guard - Oceanside	6200	\$ 2,848.23	0000001538
14984891	Cordata Shredding	2/13/2023	\$ 135.78	Off-Site Secure Storage	6200	\$ 135.78	0000001545
14984892	Hollandia Dairy Inc.	2/13/2023	\$ 250.50	Child Nutrition- Dairy	6200	\$ 250.50	0000001618
14984893	ADT SECURITY SERVICES	2/13/2023	\$ 71.63	ADT MV Security System	6200	\$ 71.63	0000001610
14984894	AT&T MOBILITY	2/13/2023	\$ 486.20	Cell Phone Service	6200	\$ 486.20	0000001542
14984895	COX BUSINESS SERVICES	2/13/2023	\$ 467.59	Student- Internet & Phone Services	6200	\$ 280.55	0000001544
14984895	COX BUSINESS SERVICES	2/13/2023	\$ 467.59	SPED- Student Internet & Phone	6200	\$ 93.53	0000001544
14984895	COX BUSINESS SERVICES	2/13/2023	\$ 467.59	Admin- Internet & Phone Services	6200	\$ 93.51	0000001544
14984896	OCEANSIDE CHAMBER OF COMMERCE	2/13/2023	\$ 745.00	Membership Fee	6200	\$ 745.00	0000001639
009076	OFFICE DEPOT	2/15/2023	\$ 463.29	Student Supplies	6200	\$ 14.86	0000001604
009076	OFFICE DEPOT	2/15/2023	\$ 463.29	Student Supplies	6200	\$ 3.72	0000001598
009076	OFFICE DEPOT	2/15/2023	\$ 463.29	Admin - Office Supplies	6200	\$ 116.32	0000001573
009076	OFFICE DEPOT	2/15/2023	\$ 463.29	Student Supplies	6200	\$ 90.67	0000001604
009076	OFFICE DEPOT	2/15/2023	\$ 463.29	Instructional Supplies	6200	\$ 22.67	0000001598
009076	OFFICE DEPOT	2/15/2023	\$ 463.29	Student Instructional Supplies	6200	\$ 90.68	0000001604
009076	OFFICE DEPOT	2/15/2023	\$ 463.29	Student Instructional Supplies	6200	\$ 22.67	0000001598
009076	OFFICE DEPOT	2/15/2023	\$ 463.29	Admin Office Supplies	6200	\$ 101.70	0000001573
14986488	HopSkipDrive, INC	2/16/2023	\$ 79.37	SPED Student Transportation	6200	\$ 79.37	0000001733
14986489	COX BUSINESS SERVICES	2/16/2023	\$ 281.16	Security Services - Oceanside	6200	\$ 281.16	0000001612
14986490	SPARKLETTS & SIERRA SPRINGS	2/16/2023	\$ 210.96	Bottled Water Service - Both Campus	6200	\$ 186.07	0000001530
14986490	SPARKLETTS & SIERRA SPRINGS	2/16/2023	\$ 210.96	Bottled Water Service - Both Campus	6200	\$ 24.89	0000001530
14986491	ONE STOP TONER & INKJET	2/16/2023	\$ 1,244.77	Printers & Printer Supplies	6200	\$ 1,244.77	0000001617
009195	Reliable Translations Inc.	2/21/2023	\$ 685.88	SPED TRANSLATIONS	6200	\$ 216.00	0000001602
009195	Reliable Translations Inc.	2/21/2023	\$ 685.88	SPED TRANSLATIONS	6200	\$ 147.00	0000001602

Pacific View Charter  
 March 2023 Board Meeting  
 February 2023 Warrant Listings

Warrant ID	Name	Payment Date	Total Warrant Amount	Description	Fund	Invoice Fund Amount	Purchase Order Number
009195	Reliable Translations Inc.	2/21/2023	\$ 685.88	SPED TRANSLATIONS	6200	\$ 322.88	0000001602
009196	PACIFIC VIEW CHARTER SCHOOL	2/21/2023	\$ 36,261.88	Mortgage Payment- Oceanside (2 month)	6200	\$ 5,439.28	0000001547
009196	PACIFIC VIEW CHARTER SCHOOL	2/21/2023	\$ 36,261.88	Mortgage Payment- Oceanside (2 month)	6200	\$ 30,822.60	0000001547
009197	PACIFIC VIEW CHARTER SCHOOL	2/21/2023	\$ 24,711.78	Mortgage Payment- MV (2 month)	6200	\$ 19,769.42	0000001548
009197	PACIFIC VIEW CHARTER SCHOOL	2/21/2023	\$ 24,711.78	Mortgage Payment- MV (2 month)	6200	\$ 4,942.36	0000001548
14987429	Interquest Group, Inc	2/21/2023	\$ 350.00	Campus- Search Dogs Oceanside	6200	\$ 350.00	0000001590
14987430	Arenson Office Furniture	2/21/2023	\$ 576.97	Staff Ergo - Furniture	6200	\$ 576.97	0000001593
14987431	Kajeet, Inc	2/21/2023	\$ 1,727.26	Student Hot Spots & Chromebooks	6200	\$ 1,727.26	0000001606
14987432	Schools Excess Liability Fund	2/21/2023	\$ 1,346.68	AB 218 Insurance Pool Settlement	6200	\$ 1,346.68	0000001748
14987433	Marina Flores	2/21/2023	\$ 74.00	Fingerprint Reimbursement	6200	\$ 74.00	
14987434	CITY OF OCEANSIDE	2/21/2023	\$ 50.00	False Alarm Dispatch fee	6200	\$ 50.00	0000001751
14987435	PALOMAR FAMILY COUNSELING	2/21/2023	\$ 5,760.00	Student Counseling Services	6200	\$ 5,760.00	0000001669
009247	Total Education Solutions	2/23/2023	\$ 230.00	Student Therapy Services	6200	\$ 230.00	0000001632
009248	NANPOR SECURITY SERVICES	2/23/2023	\$ 3,366.09	Security Guard - Oceanside	6200	\$ 3,366.09	0000001538
009249	OFFICE DEPOT	2/23/2023	\$ 56.62	MV- Admin Office Supplies	6200	\$ 4.72	0000001573
009249	OFFICE DEPOT	2/23/2023	\$ 56.62	MV- Admin Office Supplies	6200	\$ 22.51	0000001573
009249	OFFICE DEPOT	2/23/2023	\$ 56.62	MV- Admin Office Supplies	6200	\$ 29.39	0000001573
14988335	Hollandia Dairy Inc.	2/23/2023	\$ 250.50	Child Nutrition- Dairy	6200	\$ 250.50	0000001618
14988336	EASTERN MUNICIPAL WATER DIST	2/23/2023	\$ 264.53	Water Utility - Moreno Valley	6200	\$ 264.53	0000001521
14988337	FRONTIER	2/23/2023	\$ 501.01	SPED-Student Phone & Internet	6200	\$ 100.21	0000001546
14988337	FRONTIER	2/23/2023	\$ 501.01	Student- Phone & Internet Services	6200	\$ 300.60	0000001546
14988337	FRONTIER	2/23/2023	\$ 501.01	Admin-Phone & Internet Services	6200	\$ 100.20	0000001546
009333	Reliable Translations Inc.	2/27/2023	\$ 147.00	SPED TRANSLATIONS	6200	\$ 147.00	0000001602
009334	Pediatric Therapy Services, LLC	2/27/2023	\$ 4,080.00	SpEd - Service Provider - Speech	6200	\$ 4,080.00	0000001703

**8.5**





## Confidential Classified – Exempt

### Job Description: **Human Resources & Business Services Coordinator**

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

The Human Resources & Business Services Coordinator is directly responsible to the Director of Business and Operations for a variety of complex accounting and statistical business office related functions. Areas of responsibility include, but are not limited to budget analysis, payroll, employee benefits, personnel, construction, building modernization, maintenance and operations, risk management, school safety, and other general business and related functions of the school. The Human Resources & Business Services Coordinator will be expected to attend safety committee and board meetings.

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

- Prepare annual budget development documents and participate in working/adopted budget meetings.
- Audit and track budget adjustments
- Work closely with Director of Business and Operations to maintain, update and reconcile budget with internal financial documents.
- Responsible for reconciliation of all bank statements
- Assist in the completion of the school's Annual Audit.
- Provide accounts payable and business office vendor support and issue resolution.
- Cross train on accounts payable to assure continued processing and prevention of work stoppage.
- Negotiate contract pricing for the purchasing and/or leasing of Business Equipment
- Create and maintain Purchase Orders for Maintenance and Operations Cost Center
- Serve as federal E-Rate school liaison in the area of applications, submission, and billing.
- Process, submit and monitor risk management loss claims and related issues as needed.
- Serves as School's Representative for SDCOE JPA Risk Management, Fringe Benefit Consortium, Payroll, Workers' Compensation, Benefits, and Credentialing, PeopleSoft HCM & FIN User's Groups meetings, and other meeting as assigned by Director of Business and Operations.
- Perform a variety of Certificated and Classified Personnel responsibilities, including employee transactions, HR systems, maintenance of personnel and benefit files, employee onboarding, and personnel action forms.
- Place recruitment postings, screen applicants for employment eligibility and arrange interview process.
- Serves as point of contact for human resources audits, subpoenas, public records requests, Payroll/Internal Business, EBS, human resources issues.
- Process employee injury reports and assist with appropriate follow up, documentation and care.
- CTC misconduct submissions
- Prepare and submit annual State Controller's Government Compensation Report
- STRS/PERS audit administration

- Document, process, and maintain multiple databases for monthly payroll, benefits, and personnel records.
- Oversight of hourly payroll and leave processing
- Facilitate annual review of employee benefits and renewal rate negotiations
- Coordinate Employee Benefits Open Enrollment, maintain employee benefits changes, reconcile monthly benefits vendor billings, and prepare annual IRS reporting for Cafeteria 125 account.
- Process and maintain human resources benefits, COBRA, credentials, workers' compensation, unemployment and leave administration (FMLA)
- Full Affordable Care Act (ACA) compliance including IRS and Medicare Reporting
- Plan, organize and coordinate comprehensive facilities maintenance program.
- Prepares bids based on developed templates for professional service provided by architects, consultants and contractors.
- Review contracts and/or bids for the purpose of ensuring vendor compliance with regulatory responsibilities.
- Initiate bidding process, calendared project and track progress and payments.
- Serve as Liaison for all construction, modernization, maintenance and/or facilities improvement projects.
- Coordinate the trade services necessary for annual Track 1 start-up.
- Develop professional building maintenance contacts to maintain the infrastructure of the school's facilities including – HVAC, plumbing, electrical, and janitorial.
- Prepare miscellaneous reports; maintain meeting records, and perform a variety of high level accounting and statistical record keeping functions.
- Perform a variety of office assistance tasks; operate office and computer equipment.
- Serves on the Safety Committee
- Maintain Material Safety Data Sheets (MSDS)
- Perform other duties as assigned by the Director of Business and Operations.
- Work toward team and school goals.

**Requirements:**

**Education and Experience:**

Any combination of education, training and/or experience, equivalent to an Associate's degree with emphasis in accounting, economics or finance or five (5) years of experience-which include at least three (3) years of payroll experience.

**Knowledge, Skills, and Abilities:**

Experience in use of technology for preparation and maintenance of accounting, data, and other business related information.

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

Perform a variety of difficult financial and statistical record keeping. Maintain complex, confidential or sensitive information and files. Perform in situations requiring specialized knowledge, using tact and good judgment.

**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

**License:**

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

**Supervisor:**

Director of Business & Operations

**Work Year: 244 ~~248~~ Work Days**

Board Approved: February 18, 2014

Revised: February 17, 2015  
May 18, 2021  
April 20, 2022  
**March xx, 2023**

**PACIFIC VIEW CHARTER SCHOOL  
2023-24 CLASSIFIED CONFIDENTIAL SALARY SCHEDULE  
Effective 7/1/2023**

STEP	HR & Business Services Coordinator <del>241</del> 248 days	HR & Business Services Coordinator <del>241</del> 248 days	Technology Technician 248 days
1	\$ 76,187	\$ 78,400	\$ 67,632
2	\$ 79,234	\$ 81,536	\$ 70,337
3	\$ 82,404	\$ 84,797	\$ 73,151
4	\$ 85,700	\$ 88,189	\$ 76,077
5	\$ 89,128	\$ 91,717	\$ 79,120
6	\$ 92,693	\$ 95,386	\$ 82,285
7	\$ 96,401	\$ 99,201	\$ 85,576
8	\$ 101,221	\$ 104,161	\$ 89,855
9	\$ 103,245	\$ 106,244	\$ 91,652
10	\$ 105,310	\$ 108,369	\$ 93,485
11	\$ 107,416	\$ 110,537	\$ 95,355
12	\$ 109,565	\$ 112,747	\$ 97,262
13	\$ 111,756	\$ 115,002	\$ 99,207
14	\$ 113,991	\$ 117,302	\$ 101,191
15	\$ 116,271	\$ 119,648	\$ 103,215
16	\$ 118,596	\$ 122,041	\$ 105,279
17	\$ 120,968	\$ 124,482	\$ 107,385
18	\$ 123,388	\$ 126,972	\$ 109,533
19	\$ 125,855	\$ 129,511	\$ 111,723
20	\$ 128,373	\$ 132,101	\$ 113,958
21	\$ 130,940	\$ 134,743	\$ 116,237

The Board may elect, in its sole discretion, to approve a bonus for all PVCS employees based upon the financial stability of the school, as well as, overall employee performance as it relates to the success and growth of PVCS as a whole.

12 month pay positions

Board Approved: 6/18/2019  
 Amended: 8/20/2019  
 11/19/2019  
 5/19/2020  
 9/10/2020  
 5/18/2021  
 5/25/2022  
**03/XX/2023**