Peak Prep Pleasant Valley

Board Meeting Agenda
Wednesday Feb 24th, 2021
4pm

Teleconference Locations:

Executive Order N–29–20 Waives or Revises Brown Act Requirements Temporarily.

Under this Executive Order, the following rules apply: Charter schools may hold public meetings via teleconferencing and make public meetings accessible telephonically or otherwise electronically to all members of the public seeking to observe and to address the local legislative body. Charter schools still need to comply with the timelines for posting agendas, including putting the agenda as a direct link on their website. The agenda must give notice of the means by which members of the public may observe and participate (e.g., conference call dial-in number, etc.). The agenda does not need to list the address from where each Board member will be calling in, agendas do not need to be posted at those locations, and the charter school does not need to make those locations accessible to the public or ensure that members of the public may address the body at those locations. A quorum of the Board does not need to participate from locations within the boundaries of the territory over which the charter school exercises jurisdiction. These changes only apply during the period in which state or local public health officials have imposed or recommended social distancing measures.

Zoom Meeting Link:

Topic: Feb 2021 Board Meeting
Time: Feb 24, 2021 04:00 PM Pacific Time (US and Canada)

Join Zoom Meeting
https://us02web.zoom.us/j/86537228105?pwd=NmhtbEpDMzhwdjV0dnhjZ3oxTVIyZz09

Meeting ID: 865 3722 8105
Passcode: 8hUsxx

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+1 253 215 8782 US (Tacoma)

Meeting ID: 865 3722 8105
Passcode: 702127

Find your local number: https://us02web.zoom.us/u/kc0a3ETFxT

This legislative body conducts business under the meeting requirements of the Ralph M. Brown Act.

MEETING AGENDA & RELATED MATERIALS

Agendas for regular board meetings as defined by the Brown Act will be posted physically within the Charter School's jurisdiction, and on the legislative body's website 72 hours prior to the start of the meeting. Agendas for special meetings as defined by the Brown Act will be posted physically within the Charter School's jurisdiction, and on the legislative body's website 24 hours prior to the start of the meeting. Materials relating to an agenda topic that is a matter of public record in open session, will be made available for public.

THE ORDER OF BUSINESS MAY BE CHANGED WITHOUT NOTICE

Notice is hereby given that the order of consideration of matters on this agenda may be changed without prior notice.

REASONABLE LIMITATIONS MAY BE PLACED ON PUBLIC TESTIMONY

The Governing Board's presiding officer reserves the right to impose reasonable time limits on public testimony to ensure that the agenda is completed.

REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH A DISABILITY

Pursuant to the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, any individual with a disability who requires reasonable accommodation to attend or participate in this meeting may request assistance by contact Superintendent, Dr. Shalen Bishop at Shalen.Bishop@peak-prep.org

FOR MORE INFORMATION

For more information concerning this agenda or for materials relating to this meeting, please contact the Head of School's Office: Dr. Shalen Bishop at Shalen.Bishop@peak-prep.org.

I. PRELIMINARY MATTERS

A. Call to Order:

Meeting was called to order by Board Director at: _____

B. Roll Call

Board Member	Present	Absent
Marlo Hartsuyker		
Natalie Adams		
Sandra Taylor		

C. Motion to adopt the agenda was moved by _____

Roll Call Vote:

Board Member	Motion to Move	Second	Yes	No	Abstain	Absent
Marlo Hartsuyker						
Natalie Adams						
Sandra Taylor						

II. PUBLIC COMMENT The public may comment on any item that is on the agenda or any other item that is in the Board's jurisdiction. No presentation shall be more than five (5) minutes and the total time for this purpose shall not exceed thirty (30) minutes. Individuals desiring to address the Board are requested to email Dr. Bishop (Shalen.Bishop@peak-prep.org) prior to the start of the meeting. Board members are prohibited from responding to or commenting on matters raised by the public that are not on the agenda. (Gov. Code § 54954.2(a))

III. Information, Discussion and Action items

A) Approval of Consent Agenda. *Agenda items presented in this section compose the Consent Agenda and are routine of nature. Unless an item is moved to the Action section at the request of a board member, they will be approved by the board as a group as the first action on the agenda. Each item approved shall be deemed to have been read in full and adopted as recommended.*

1. Approval of Financial Statement. *The Chief Business Official recommends*

that the Board of Directors approve the revenue and expenditures as listed on the Jan 1st, 2021 through Jan 31st, 2021 Financial Statements.

2. Approval of Board Report of Commercial Checks
The Chief Business Official recommends that the Board of Directors approve the commercial payments as listed on the Jan 1st, 2021 through Jan 31st, 2021 Board Report of Checks.

3. Approval of Board Report of Purchase Orders
The Chief Business Official recommends that the Board of Directors approve the purchase orders as listed on the Jan 1st, 2021 through Jan 31st, 2021 Board Reports.

4. Approve Minutes from 1/20/2021 Board Meeting.

Board Member	Motion to Move	Second	Yes	No	Abstain	Absent
Marlo Hartsuyker						
Natalie Adams						
Sandra Taylor						

B) **Superintendent Report (No Action, just reporting out different aspects of the school program)**

a. Highlights
b. Programs/Academic Resources updates, if any.
c. Upcoming Compliance Dates

C) **The Board will review and consider the approval of the Annual School Safety Plan.** Per compliance, The Board reviews and approves the school safety plan annually before March 1st.

Board Member	Motion to Move	Second	Yes	No	Abstain	Absent
Marlo Hartsuyker						
Natalie Adams						
Sandra Taylor						

D) The Board will review and consider the approval of the Second Interim Budget Report. Local educational agencies (LEAs) are required to file two reports during a fiscal year (interim reports) on the status of the LEA's financial health. The first interim report is due December 15 for the period ending October 31. The second interim report is due March 17 for the period ending January 31.

Board Member	Motion to Move	Second	Yes	No	Abstain	Absent
Marlo Hartsuyker						
Natalie Adams						
Sandra Taylor						

D) **The Board will review and consider the approval of the Superintendent Evaluation Policy**. This is an annual evaluation policy for evaluating the Superintendent's leadership.

Board Member	Motion to Move	Second	Yes	No	Abstain	Absent
Marlo Hartsuyker						
Natalie Adams						
Sandra Taylor						

IV. Board Members Remarks and Announcements

V. ADJOURNMENT

MOTION FOR ADJOURNMENT Motion to Adjourn

Roll Call Vote:

Board Member	Motion to Move	Second	Yes	No	Abstain	Absent
Marlo Hartsuyker						
Natalie Adams						
Sandra Taylor						

Adjourned at:

Includes Purchase Orders dated 01/01/2021 - 01/31/2021

PO Number	Vendor Name	Order Location	Object Description	Resource Description	Account Amount
P3821-00024	Accelerate Education Inc	Peak Prep	Mtrls&Spls	Unrestricted	5,415.05
P3821-00025	Edgenuity Inc	Peak Prep	Txtbk	Unrestricted	3,267.00
P3821-00026	Tulare County Superintendent o f Schools	Peak Prep	StffDvlpmnt	Unrestricted	675.00
		Total Number of POs	**3**	**Total**	**9,357.05**

Fund Recap

Fund	Description	PO Count	Amount
620	Peak Prep	3	9,357.05

The preceding Purchase Orders have been issued in accordance with the District's Purchasing Policy and authorization of the Board of Trustees. It is recommended that the preceding Purchase Orders be approved and that payment be authorized upon delivery and acceptance of the items ordered.

ESCAPE ONLINE

Checks Dated 01/01/2021 through 01/31/2021

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
5038800076	01/04/2021	Peak Prep	620-5800		65.00
5038800077	01/04/2021	T-Mobil USA Inc	620-5902		40.00
5038800078	01/04/2021	Anthem Blue Cross	620-9534		23,225.95
5038800079	01/04/2021	Oxford Consulting Services Inc	620-5800		900.00
5038800080	01/14/2021	PLEASANT VALLEY SCHOOL DIST	620-5600		1,183.50
5038800081	01/21/2021	ALLTECH ENTERPRISES, LLC	620-5800		100.00
5038800082	01/21/2021	Oxford Consulting Services Inc	620-5800		4,822.83
5038800083	01/21/2021	Peak Prep	620-5800		65.00
5038800084	01/21/2021	Tulare County Superintendent of Schools	620-5220		675.00
5038800085	01/21/2021	Ventura County Schools Self Funding Authority	620-5450		6,766.50
5038800086	01/25/2021	Kaiser Foundation Health Plan	620-9534		807.82
5038800087	01/25/2021	The Lincoln National Life Insurance Company	620-9539		560.30
5038800088	01/29/2021	T-Mobil USA Inc	620-5902		40.00
		Total Number of Checks		**13**	**39,251.90**

Fund Recap

Fund	Description	Check Count	Expensed Amount
620	Peak Prep	13	39,251.90
	Total Number of Checks	**13**	39,251.90
	Less Unpaid Tax Liability		.00
	Net (Check Amount)		**39,251.90**

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

Fund 620 - Peak Prep						Fiscal Year 2020/21 Through January 2021
Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
Revenue Detail						
LCFF Revenue Sources						
8011	Revenue Limit State Aid Curr	1,955,786.00	1,955,786.00	1,075,683.00	880,103.00	55.00
8012	Education Protection Act	58,136.00	58,136.00	29,068.00	29,068.00	50.00
8096	Trs In-Lieu from Property Tax	1,031,670.00	1,031,670.00	433,302.00	598,368.00	42.00
	Total LCFF Revenue Sources	**3,045,592.00**	**3,045,592.00**	**1,538,053.00**	**1,507,539.00**	**50.50**
Federal Revenue						
8181	Special Education Entitlement	50,000.00	50,000.00		50,000.00	
8290	All Other Federal Revenue	41,242.00	41,242.00	21,144.00	20,098.00	51.27
	Total Federal Revenue	**91,242.00**	**91,242.00**	**21,144.00**	**70,098.00**	**23.17**
Other State Revenues						
8550	Mandated Cost Reimbursements	10,206.00	10,206.00	10,205.00	1.00	99.99
8560	State Lottery Grant	86,423.00	86,423.00	73,946.25	12,476.75	85.56
8590	Other State			25,956.00	25,956.00-	NO BDGT
	Total Other State Revenues	**96,629.00**	**96,629.00**	**110,107.25**	**13,478.25-**	**113.95**
Other Local Revenue						
8660	Interest			1,762.60	1,762.60-	NO BDGT
8699	All Other Local Revenue			1,301.70	1,301.70-	NO BDGT
8792	Transfers of Apportionments Fr	120,000.00	120,000.00		120,000.00	
	Total Other Local Revenue	**120,000.00**	**120,000.00**	**3,064.30**	**116,935.70**	**2.55**
	Total Year To Date Revenues	**3,353,463.00**	**3,353,463.00**	**1,672,368.55**	**1,681,094.45**	**49.87**

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail							
Certificated Salaries							
1100	Teacher	1,501,406.00	1,501,406.00		695,645.10	805,760.90	46.33
1130	Certificated Stipends	42,500.00	42,500.00		10,000.00	32,500.00	23.53
1200	Certificated Pupil Support Sal	105,000.00	105,000.00		37,122.40	67,877.60	35.35
1300	Certificated Administrators	260,001.00	260,001.00		129,108.91	130,892.09	49.66
1330	Administration Stipend	2,500.00	2,500.00			2,500.00	
1900	Other Certificated Salaries	18,000.00	18,000.00		8,415.00	9,585.00	46.75
	Total Certificated Salaries	**1,929,407.00**	**1,929,407.00**	**.00**	**880,291.41**	**1,049,115.59**	**45.62**
Classified Salaries							
2400	Clerical & Office Salaries	45,931.00	45,931.00		22,398.60	23,532.40	48.77
	Total Classified Salaries	**45,931.00**	**45,931.00**	**.00**	**22,398.60**	**23,532.40**	**48.77**

Selection Grouped by Account Type - Sorted by Org, Fund, Object, Filtered by (Org = 638, Starting Period = 1, Ending Account Period = 7, Stmt Option? = , Zero Amounts? = N, SACS? = N, Restricted? = Y)

Fund 620 - Peak Prep							Fiscal Year 2020/21 Through January 2021
Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail (continued)							
Employee Benefits							
3301	OASDI/Medicare Certificated	146,216.00	146,216.00		63,362.80	82,853.20	43.34
3302	OASDI/Medicare Classified	3,514.00	3,514.00		1,668.96	1,845.04	47.49
3401	Health/Dental/Vision Cert	154,479.00	154,479.00		95,996.93	58,482.07	62.14
3402	Health/Dental/Vission Class	4,720.00	4,720.00		2,753.57	1,966.43	58.34
3501	SUI Certificated	965.00	965.00		414.05	550.95	42.91
3502	SUI Classified	23.00	23.00		10.92	12.08	47.48
3601	Workers' Comp Certificated	31,063.00	31,063.00		13,241.24	17,821.76	42.63
3602	Workers' Comp Classified	739.00	739.00		330.66	408.34	44.74
3901	403B and OtherBenCert				2,661.23	2,661.23-	NO BDGT
	Total Employee Benefits	**341,719.00**	**341,719.00**	**.00**	**180,440.36**	**161,278.64**	**52.80**
Books and Supplies							
4100	Texbooks	310,261.00	310,261.00	72,652.80	201,469.60	36,138.60	64.94
4300	Materials and Supplies	45,000.00	45,000.00	5,415.05	18,566.44	21,018.51	41.26
	Total Books and Supplies	**355,261.00**	**355,261.00**	**78,067.85**	**220,036.04**	**57,157.11**	**61.94**
Services and Other Operating Expenditures							
5200	Travel and Conference	5,000.00	5,000.00			5,000.00	
5210	Mileage				579.60	579.60-	NO BDGT
5220	Staff Development	14,000.00	14,000.00		3,585.00	10,415.00	25.61
5300	Dues and Memberships	3,000.00	3,000.00		385.00	2,615.00	12.83
5450	Other Insurance	13,533.00	13,533.00		13,533.00		100.00
5600	Repair, Maintenance Building	18,000.00	18,000.00	4,734.00	8,141.00	5,125.00	45.23
5800	Professional/Consultion Servic	162,718.00	162,718.00	26,255.50	60,021.31	76,441.19	36.89
5801	Audit Services	13,050.00	13,050.00		4,620.00	8,430.00	35.40
5803	Business Services Authority	226,359.00	226,359.00		40,437.50	185,921.50	17.86
5899	Legal Services Box 14	100,000.00	100,000.00		17,118.50	82,881.50	17.12
5902	Internet Services			232.00	168.00	400.00-	NO BDGT
5903	Postage	900.00	900.00		416.59	483.41	46.29
	Total Services and Other Operating Expenditures	**556,560.00**	**556,560.00**	**31,221.50**	**149,005.50**	**376,333.00**	**26.77**
	Total Year To Date Expenditures	**3,228,878.00**	**3,228,878.00**	**109,289.35**	**1,452,171.91**	**1,667,416.74**	**44.97**

Fund 620 - Peak Prep				Fiscal Year 2020/21 Through January 2021
Object	Description	Beginning Balance	Year to Date Activity	Ending Balance
Fund Reconciliation				
Assets				
9110	Cash in County Treasury		2,091,830.14	2,091,830.14
9200	Accounts Receivable		1,303,040.24-	1,303,040.24-
9201	Accounts Receivable-Payroll		2,751.85	2,751.85
9290	Due From Other Governments		607,113.00-	607,113.00-
	Total Assets	**.00**	**184,428.75**	**184,428.75**
Liabilities				
9510	Accounts Payable		116,014.51-	116,014.51-
9530	Summer Pay Liability		1,785.67	1,785.67
9534	Health & Welfare Ins Payable		79,084.49	79,084.49
9535	State Umemployment Insurance		14.63	14.63
9536	Workers' Comp Ins Payable		2,783.40-	2,783.40-
9539	Miscellaneous Deductions		2,145.23	2,145.23
	Total Liabilities	**.00**	**35,767.89-**	**35,767.89-**
	Calculated Fund Balance	**.00**	**220,196.64**	**220,196.64**
	Beginning Fund Balance Proof	**.00**	**220,196.64**	**220,196.64**
	Change in Fund Balance - Excess Revenues (Expenditures)		**220,196.64**	

Memo Only - Ending Fund Balance Accounts					
		Adopted	Revised		
Reserves					
9720	Reserve for Encumbrances			109,289.35	109,289.35
Other Designations					
9790	Undesignated/Unapproproate	10,206.00	10,206.00		
9796 - 9799					
9796	Capital Assets Net of Debt	114,379.00	114,379.00		

Fund 620 - Peak Prep						Fiscal Year 2020/21 Through January 2021
Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
Revenues, Expenditures, and Changes in Fund Balance						
A. Revenues	3,353,463.00	3,353,463.00		1,672,368.55	1,681,094.45	49.87
B. Expenditures	3,228,878.00	3,228,878.00	109,289.35	1,452,171.91	1,667,416.74	44.97
C. Subtotal (Revenue LESS Expense)	124,585.00	124,585.00		220,196.64	13,677.71	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	124,585.00	124,585.00		220,196.64	13,677.71	
F. Fund Balance:						
Beginning Balance (9791)						
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance						
G. Calculated Ending Balance	124,585.00	124,585.00		220,196.64		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)	10,206.00	10,206.00				
Other	114,379.00	114,379.00		109,289.35		

Charter School Safety Plan

2020 – 2021

Peak Prep Pleasant Valley Charter School

www.Peak-Prep.org

Public Hearing Date: June 12th, 2020

Plan approved by Peak Prep Pleasant Valley Charter School's Board of Directors: _____

This plan will be reviewed and updated yearly by March 1st.

Peak Prep Pleasant Valley Charter School

Comprehensive School Safety Plan - Signature Page

2020-21 School Year

The undersigned members of the Peak Prep Pleasant Valley Charter School Safety Committee certify that the requirements of California Education Code 32280-32282 have been met in the development of the following Comprehensive School Safety Plan.

Shalen Bishop, Head of School/Superintendent (or Designee)	Date
Sabrina Ciolio, Principal	Date
Brad Larsen, Lead Education Specialist	Date
Rebecca Knuckles, Orientation Specialist/Teacher	Date
Allison Cordero, Orientation Specialist/Teacher	Date
(name), (Law Enforcement Agency)	Date
(name), (Fire Department)	Date
(name), (Other)	Date

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Mission and Vision Statements

Mission

The mission of the Charter School is to create future leaders passionate about making a positive contribution to their local and global communities in the science and mathematics fields.

Vision

This will be accomplished by:

- Implementing an academically rigorous curriculum which will meet state standards and through a personalized learning approach
- Developing leadership skills in each student, as well as a thorough understanding of democracy, citizenship, and civic responsibility
- Cultivating international awareness
- Developing skills leading to independence in continued learning

I. Child Abuse Reporting Procedures

Peak Prep Pleasant Valley recognizes that child abuse has severe consequences and the charter school has a responsibility to protect students by facilitating the prompt reporting of known and suspected incidents of child abuse and human trafficking.

Child Abuse and Neglect Reporting

California Penal Code section 11166 requires any child care custodian who has knowledge of, or observes, a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse to report the known or suspected instance of child abuse to a child protective agency immediately, or as soon as practically possible, by telephone and to prepare and send a written report thereof within thirty-six (36) hours of receiving the information concerning the incident.

Form: https://oag.ca.gov/sites/all/files/agweb/pdfs/childabuse/ss_8572.pdf

PPPV will provide annual training on the mandated reporting requirements, using the online training module provided by the State Department of Social Services, to employees who are mandated reporters. Mandated reporter training will also be provided to employees hired during the course of the school year. This training will include information that failure to report an incident of known or reasonably suspected child abuse or neglect, as required by Penal Code section 11166, is a misdemeanor punishable by up to six (6) months confinement in a county jail, or by a fine of one-thousand dollars ($1,000), or by both that imprisonment and fine.

All employees required to receive mandated reporter training must provide proof of completing the training within the first six (6) weeks of each school year or within the first six (6) weeks of that employee's employment.

By acknowledging receipt of this Handbook, employees acknowledge they are childcare custodians and are certifying that they have knowledge of California Penal Code section 11166 and will comply with its provisions.

Human Trafficking Prevention

In accordance with the California Healthy Youth Act, PPPV provides age-appropriate instruction on the prevention of human trafficking, including sexual abuse, assault, and harassment. Information and materials for parents/guardians about the curriculum and resources on prevention of human trafficking and abuse, including sexual abuse, assault, and harassment are available on the PPPV website.

Staff at PPPV receive periodic training to inform staff about new developments in the understanding of abuse, including sexual abuse, and human trafficking, and to receive instruction on current prevention efforts and methods.

Comprehensive Sexual Health Education

II. Disaster Response Procedures

Peak Prep Pleasant Valley will take all necessary measures to keep students, staff and visitors safe in the event of a disaster, as set forth in this Plan.

Overview – What is an Emergency?

An emergency is a duly proclaimed existence of conditions of disaster or extreme peril to the safety of persons or property caused by air pollution, fire, flood or floodwater, storm, epidemic, riot, earthquake, intruder or other causes. This may be beyond the control of the services, personnel, equipment and resources of PPPV and require the combined efforts of state and local governments. Schools must be prepared to respond to an emergency or traumatic event in an organized and timely manner so that students and staff can continue to function effectively without additional trauma or the development of additional emergencies.

Purpose of Emergency Plan

To effectively handle an emergency, emergency response procedures must be established, and an Emergency Response Team must be organized before an emergency occurs. This section of the Charter School Safety Plan is organized, and all staff members are trained, in order to effectively prepare for maximum safety, efficiency and communication in the event of an emergency.

The Incident Command System (ICS) will be used to manage all emergencies that occur within the school. We encourage the use of ICS to perform non-emergency tasks to promote familiarity with the system. All site personnel must complete training on the Charter School Safety Plan.

Students and parents must also understand that contingency preparation and procedures are necessary and are conducted for their safety and well-being. An overview of the plan will be explained and distributed to parents.

Planning, preparation, and training will help staff personnel learn the proper course of action in an emergency. This plan will provide step-by-step guidelines to help deal with emergencies that may occur. This plan cannot foresee all possible circumstances of an emergency. Staff must be prepared to evaluate all the circumstances and make sound judgments based on the situation. Staff will receive annual training in the emergency response plan.

Specific disaster response procedures are provided in Section VII. As PPPV acquires physical facilities, this Charter School Safety Plan will be amended to include additional procedures for fire drills, drop procedure, and other matters specific to physical facilities.

Definitions

- *All Clear* communicates to students and staff that the emergency is over and normal school operations can resume.
- *Emergency Damage Assessment* is the inspection process used immediately following an emergency to determine if it is safe to resume occupancy of school facilities. This assessment should be performed following any event with the potential to cause damage to school facilities or equipment.

- *Lockdown* is initiated to isolate students and school staff from danger on or near the campus when movement within the school and within rooms on the campus might put students and staff in jeopardy. Lockdown is used to prevent intruders from entering occupied areas of the buildings.
    - Lock the doors
    - Close and lock windows, and close blinds or cover windows
    - Turn off lights
    - Silence all electronic devices
    - Remain silent
    - Use strategies to silently communicate with first responders if possible
    - Hide along the wall closest to the exit but out of the view from the hallway (allowing for an ambush of the intruder and for possible escape if the intruder enters the room)
    - Remain in place until the release from lockdown by school administration or evacuated by law enforcement.
- *Shelter In Place* is implemented when there is a need to isolate students and staff from the outdoor environment to prevent exposure to airborne contaminants. The procedures include closing and sealing doors, window and vents; shutting down the building heating, ventilation and air conditioning systems to prevent exposure to the outside air and turning off pilot lights. Shelter In Place allow for the free movement of staff and students within the building, although one should not leave the room until further instructions are received. Those in buildings with exterior passageways must remain in the room while Shelter In Place is instituted. It is appropriate for, but not limited to, gas leaks, external chemical release, dirty bombs and hazardous material spills.
- *Take Cover* is implemented when it is necessary to move to and take refuge in the best shielded areas within the school building. It is appropriate for, but not limited to, severe windstorms and tornados.
    - Move students/staff into the school's permanent buildings, on the ground floor
    - Group students/staff together at the furthest point away from windows on the floor
    - Face the wall with backs to the windows, crouch down on knees and elbows, hands covering the back of heads/necks
    - If a tornado warning or potentially damaging windstorm occurs at dismissal, delay dismissal

  An order to Take Cover should remain in place until the National Weather Service has lifted the warning.

- *Duck, Cover and Hold On* is the action taken during an earthquake to protect students/staff from flying and falling debris. Duck, Cover and Hold On is an appropriate action for use during an earthquake or explosion. Immediate Evacuation and an Emergency Damage Assessment must be performed prior to occupancy of any of the site's buildings, following any event prompting the use of Duck, Cover and Hold On.
- *Evacuation* is implemented when conditions make it unsafe to remain inside the building(s). This action provides for the orderly movement of students and staff along prescribed routes from inside school buildings to a designated outside area of safety.

- *Off-Site Evacuation* is implemented when it is unsafe to remain on the school campus, and evacuation to an off-site assembly area is required. This action provides for the orderly movement of students and staff along prescribed routes from inside school buildings to a designated area of safety off campus. In some situations, Off Site Evacuation may require the use of busing. Structured Reunification should be used following any Off-Site Evacuation.
- *Early Release* may be implemented when circumstances make keeping students at school inadvisable. The Executive Director or designee must authorize an Early Release. During an Early Release, students follow normal dismissal procedures.
- *Structured Reunification* is the process used to reunify children with their parents, guardians or caregivers, following a school emergency. Regular dismissal procedures are not followed. Structured Reunification requires:
    - Maintaining accurate information on the location of each child
    - Preventing unauthorized individuals from having access to or removing children
    - Verifying the identity of individuals coming to take custody of children
    - Verifying each individual has the legal right to take custody the child for which they have asked
    - Keeping record of who each student is released to, the method used to verify their identity and the time of the pick-up

General Emergency Actions

Emergency Actions are a set of simple directives and alert level procedures that may be implemented across a number of emergency situations. When an emergency occurs, it is critical that staff members take immediate steps to protect themselves and others. With Emergency Actions in place, staff can follow specific directions without having to learn extensive protocols for each of several dozen different emergency situations. The site safety team will decide which Emergency Actions to implement, based on the situation.

The most common immediate emergency actions are listed below. Staff members must become familiar with each emergency action and be prepared to perform assigned responsibilities. All students must be taught what to do when any of the common emergency actions are implemented.

ALL CLEAR

All Clear is used to conclude other immediate actions taken upon an emergency to notify students/staff that normal school operations can resume.

All Clear signifies that the emergency is over. This is the final action used to conclude the following actions:

- Lockdown
- Shelter In Place
- Take Cover
- Duck, Cover and Hold On
- Evacuation

Site Leader or Site Safety Team Designee Actions:

- Determine that the emergency is over and it is safe to resume classes. It may be necessary to talk to first responders to make this determination
- Make the All Clear announcement using electronic means of communication
- If appropriate notify parents/guardians using electronic means of communication
- If appropriate send home with students a brief description of the emergency, how it was handled and what steps are being taken in its aftermath

Staff Actions:

- As soon as the All Clear announcement has been made, return to the room or to desks and chairs, unlock doors and windows and immediately begin discussions and activities in rooms to assist students in addressing fear, anxiety and other concerns

SHELTER IN PLACE

Shelter In Place is implemented when there is a need to isolate students and staff from the outdoor environment to prevent exposure to airborne contaminants. The procedures include closing and sealing doors, window and vents; shutting down the building heating, ventilation and air conditioning systems to prevent exposure to the outside air and turning off pilot lights. Shelter In Place allow for the free movement of staff and students within the building, although one should not leave the room until further instructions are received. Those in buildings with exterior passageways must remain in the room while Shelter In Place is instituted. It is appropriate for, but not limited to, gas leaks, external chemical release, dirty bombs and hazardous material spills.

Site Leader or Site Safety Team Designee Actions:

- Make the announcement of Shelter In Place. Make arrangements for central HVAC shutdown, as necessary
- When clearance is received from appropriate agencies give the All Clear

Staff Actions:

- Immediately clear students from the halls. Stay away from all doors and windows.
- Keep all students in the room until further instructions are received. Assist those needing special assistance.
- Secure individual rooms: a) close and lock doors and windows; b) shut down the room HVAC system; c) turn off local fans in the area; d) seal gaps under doors and windows with wet towels or duct tape; e) seal vents with aluminum foil or plastic wrap; and f) turn off sources of ignition, such as pilot lights.
- Take attendance and wait for further instructions

DUCK, COVER AND HOLD ON

Duck, Cover and Hold On is the action taken during an earthquake to protect students/staff from flying and falling debris. Duck, Cover and Hold On is an appropriate action for the following:

- Earthquake

- Explosion

Site Leader or Site Safety Team Designee Actions:

- Make the announcement Duck, Cover and Hold On
- When quake is over communicate Evacuate
- Do not re-enter until declared safe

Staff Actions:

- Have students immediately get under a desk or table, away from windows and anything that could fall
- Instruct students to place head between knees, cover back of neck/head with hands and face away from windows
- Remain in place until shaking stops for at least 20 seconds, Evacuate
- Take attendance and wait for further instructions

EVACUATION

Evacuation is implemented when conditions make it unsafe to remain inside the building(s). This action provides for the orderly movement of students and staff along prescribed routes from inside school buildings to a designated outside area of safety. Evacuation is considered appropriate for, but not limited to, the following types of emergencies:

- Fire
- Explosion or threat of Explosion
- Bomb Threat
- Post-Earthquake
- Chemical Accident

Site Leader or Site Safety Team Designee Actions:

- Make the announcement Evacuate
- Implement Special Needs Evacuation Plan
- When clearance is received from appropriate agencies give the All Clear
- If appropriate send home with students a brief description of the emergency, how it was handled and what steps are being taken in its aftermath

Staff Actions:

- Instruct students to Evacuate in an orderly manner to the designated Assembly Area. If unsafe for the current emergency, designate and alternate Assembly Area
- Take the emergency backpack
- Take attendance and wait for further instructions

HOW TO ASSIST THOSE WITH DISABILITIES DURING AN EVACUATION

The needs and preferences of non-ambulatory individuals will vary. Those at ground floor locations may be able to exit without help. Others may have minimal ability to move, and lifting may be

dangerous. Some non-ambulatory people also have respiratory complications. Remove them from smoke and vapors immediately.

To alert visually-impaired individuals

- ❑ Announce the type of emergency.
- ❑ Offer your arm for guidance.
- ❑ Tell person where you are going, obstacles you encounter.
- ❑ When you reach safety, ask if further help is needed.

To alert individuals with hearing limitations

- ❑ Turn lights on/off to gain person's attention -OR-
- ❑ Indicate directions with gestures -OR-
- ❑ Write a note with evacuation directions.

To evacuate individuals using crutches, canes or walkers

- ❑ Evacuate these individuals as injured persons.
- ❑ Assist and accompany to evacuation site, if possible -OR-
- ❑ Use a sturdy chair (or one with wheels) to move person -OR-
- ❑ Help carry individual to safety.

To evacuate individuals using wheelchairs

- ❑ Give priority assistance to wheelchair users with electrical respirators.
- ❑ Most wheelchairs are too heavy to take downstairs; consult with the person to determine the best carry options.

Reunite person with the wheelchair as soon as it is safe to do so.

OFF-SITE EVACUATION

Off-Site Evacuation is implemented when it is unsafe to remain on the school campus, and evacuation to an off-site assembly area is required. This action provides for the orderly movement of students and staff along prescribed routes from inside school buildings to a designated area of safety off campus. In some situations, Off Site Evacuation may require the use of busing. Off-Site Evacuation is considered appropriate for, but is not limited to, the following types of emergencies:

- Fire
- Explosion or Threat of Explosion
- Bomb Threat
- Post-Earthquake
- Chemical Accident

Site Leader or Site Safety Team Designee Actions:

- Make the announcement Off- Site Evacuation
- Determine the safest method for evacuating the campus

- Call 911. Provide school name and location of Off-Site Evacuation, reason for evacuation, number of students/staff being evacuated
- When clearance is received from appropriate agencies use electronic means of communication to give the All Clear
- If appropriate send home with students a brief description of the emergency, how it was handled and what steps are being taken in its aftermath

Staff Actions:

- Take attendance before leaving the resource center. Instruct students to Evacuate the building in an orderly manner
- If walking to a nearby site, keep students lined up in an orderly fashion and walk away from the danger. The procession should follow the safest route to the evacuation site
- Take the emergency backpack
- Take attendance and wait for further instructions.

Procedures to Allow Access to Public Agencies—There are no physical buildings due to being virtual.

Suspension and Expulsion Policies

PPPV complies with applicable state laws regarding suspension and expulsion. The PPPV Suspension and Expulsion policy is printed in the PPPV Parent-Student Handbook that is provided during the registration process and each year must be acknowledged before enrollment is complete.

III. Procedures for Notifying Teachers of Dangerous Pupils

PPPV notifies teachers of the reason(s) a student has been suspended consistent with Education Code section 49079. PPPV shall inform the teacher of each pupil who has engaged in, or is reasonably suspected to have engaged in, any of the acts described in any of the subdivisions, except subdivision (h), of Section 48900 or in Section 48900.2, 48900.3, 48900.4, or 48900.7 of the Education Code that the pupil engaged in, or is reasonably suspected to have engaged in, those acts. PPPV shall provide the information to the teacher based upon any records that PPPV maintains in its ordinary course of business, or receives from a law enforcement agency, regarding a pupil described in this section. All information regarding suspension and expulsion is CONFIDENTIAL, and is not to be shared with any students(s) or parents(s).

IV. Discrimination and Harassment Policy

Peak Prep Pleasant Valley is committed to equal opportunity for all individuals in education. PPPV is committed to providing a work and educational atmosphere that is free of unlawful harassment, discrimination and retaliation. PPPV's discrimination and harassment policies are found in both the employee and student handbooks.

Any student who engages in harassment and or discrimination of anyone at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action.

Any student who feels that he/she is being harassed should immediately contact the site leader, designee or director in order to obtain PPPV policy and uniform complaint procedures. Complaints of harassment and or discrimination can be filed in accordance with these procedures.

Further details are in the student and faculty handbooks.

VI. Safe and Orderly Environment

Peak Prep Pleasant Valley wants students to know they are valued and contribute to daily operation of the school as well as its success. Students are respected and their opinion and skill in solving problems is valued. Students should be able to approach their learning with confidence and with the assurance that this school is their home. PPPV welcomes the direct involvement of parents and community members. Copies of PPPV's suicide prevention and anti-bullying policies are available at the PPPV office. PPPV also maintains a Fingerprinting Policy, which is summarized in this Section.

Assessment of Current Status: At this time, there has been no reports of crime, suspensions or expulsions.

Criminal Background Checks

As required by law, all individuals working or volunteering at the School will be required to submit to a criminal background investigation. No condition or activity will be permitted that may compromise the School's commitment to the safety and the well-being of students taking precedence over all other considerations. Conditions that preclude working at the School include conviction of a controlled substance or sex offense, or a serious or violent felony. Additionally, should an employee, during his/her employment with the School, be charged or convicted of any offense, the employee must immediately report the charge or conviction to the Head of School.

Procedures for Conducting Tactical Responses to Criminal Incidents are given as training to faculty and staff. There are minimal opportunities given Peak is a virtual school.

VII. Specific Emergency Actions

This section establishes the Actions for specific emergencies to be followed to minimize or nullify the effects of the emergencies listed below. The Actions are intended primarily as a ready reference for all staff to be studied and practiced prior to the occurrence of an emergency.

Accident at School

Active Shooter/Armed Assailant

Allergic Reaction

Biological Agent Release

Bomb Threat

Chemical Accident (offsite)

Chemical Accident (onsite)

Earthquake

Explosion

Fire (offsite)

Fire (onsite)

Flood

Gas Odor/Leak

Hazardous Materials

Hostage Situation

Intruder

Medical Emergency

Pandemic Influenza

Storm/Severe Weather

Suspicious Package

Threats/Assaults

EMERGENCY ACTION ACCIDENT AT SCHOOL

Whether an accident is unintentional and results in minor injury or is the result of aggressive behavior on campus, it is important to complete a written report of the incident. Accident Report and Behavioral Incident Report forms are available at the school office.

STAFF ACTIONS:

- ❑ Report accident to principal and school office.
- ❑ Provide for immediate medical attention, including performing necessary life-sustaining measures (CPR, etc.), until trained Emergency Medical Services technicians arrive.
- ❑ For relatively minor events, take students to school office or school nurse for assistance.
- ❑ Complete an Accident Report or Behavioral Incident Report to document what occurred.

SITE LEADER ADMINISTRATOR ACTIONS:

- ❑ Provide appropriate medical attention. Call 911, if needed.
- ❑ Contact parents, guardians as appropriate to seek appropriate follow-up services, if needed.

OTHER PREVENTATIVE/SUPPORTIVE ACTIONS:

- ❑ Post general procedures in the clinic explaining when parents are to be notified of minor mishaps.
- ❑ Provide staff with a one-page list of emergency procedures in case of an accident or injury on the playground or in the building (e.g., First Aid Manual, Bloodborne Pathogen Program).
- ❑ Provide each teacher with information about students in his/her group having special medical or physical needs; such conditions might include allergies, fainting, seizures, or diabetes; include procedures that the teacher may follow in these specific emergencies.

EMERGENCY RESPONSE ACTIVE SHOOTER/ARMED ASSAILANT

ACTIVE SHOOTER / ARMED ASSAILANT SITUATIONS

"*Active shooter situations*" are defined as those where an individual or individuals is "actively engaged in killing or attempting to kill people in a confined and populated area." *Active shooters / armed assailants frequently use firearms but attacks of this type can also be made with other types of weapons (knifes, swords, etc.). These situations* are unpredictable and evolve quickly. Because of this, individuals must be prepared to deal with an *active shooter / armed assailant situation* before law enforcement personnel arrive on the scene.

No single response fits all *active shooter / armed assailant situations*; therefore it is essential all members of the school staff know their options for response and are prepared to act decisively to protect their students and themselves.

ACTIONS – ALL SCHOOL STAFF

1. All employees are authorized to **take immediate action** to protect themselves and students if they see or hear anything that causes them to believe an active shooter / armed assailant situation is occurring or is to about to occur.

    a. **Act immediately** if you or your students:
    - hear a sound that might be gunfire.
    - see something that looks like a weapon being carried or used on or near the campus.
    - sense any other indication of active shooter / armed assailant threat.

    b. **Quickly evaluate** which option (Run, Hide or Fight) will best protect you and your students.
    c. **Be decisive.** Communicate your plan to your students and act quickly.
    d. **Call 911 and the School Office** as soon as it is safe to do so.

2. **Options:** ***Run, Hide or Fight***

    a. **Run:** If you can get yourself and your students safely away from danger, do so immediately.
    - Do not evacuate unless you…
        - know with certainty, the exact location of assailant (do not trust unofficial, secondhand accounts),
        - **and** can visualize a route that will get your students and yourself safely off campus.
    - Don't carry anything with you.
        - Police may mistake an item in your hands as a weapon.
        - Leave everything behind.

- If you encounter people along the way…
    - Adults: Warn them and take them with if you can but don't stop if they refuse to come.
    - Students: Warn any students you encounter and take them with if you. You may use reasonable force to take a student with you *if you can do so without endangering yourself or the other students in your care*.
- Place terrain and buildings between you and the assailant to cover your escape.
- Keep going until you are certain you are out of danger.
- Call 911 as soon as it is safe to do so.
- Keep your students with you. Call (insert phone #) to report your location and obtain instructions.

b. Hide: If you do not know the exact location of the assailant, get your students and yourself into the most secure location available and LOCKDOWN.

- Lock the doors
- Close and lock windows and close blinds or cover windows;
- Turn off lights;
- Barricade the doors with heavy furniture; be sure your barricade covers any glass in or near the door;
- Silence all electronic devices;
- Remain silent;
- Position occupants spread out and out of line of site from room entrance.
- Prepare to take action if the assailant attempts to get in the room;
- Use text or email to communicate your location, the number of students or staff with you, if you have any wounded and the extent of the injuries;
- Call 911 as soon as it is safe to do so.
- Remain in place until evacuated by identifiable law enforcement officers.

c. **FIGHT: Never seek out confrontation with an active shooter / armed assailant.** If you are confronted by an active shooter / armed assailant and you have no safer option, take immediate action to disrupt or incapacitate the assailant. **If you choose the FIGHT option, commit to your actions.**

- If you are in LOCKDOWN (Hide), prepare yourself and your students for the possibility that the assailant may attempt to get in the room you are in.
    - Construct a strong barricade.
    - If you have another way out (a window or back door) use it while the assailant is attempting to get in.
    - If no other exit is available be prepared to disrupt the assailant by throwing objects at the assailant and running for the exit as soon as the assailant enters the room.
        a. Use items in the environment as improvised weapons (fire extinguishers, staplers, books, cups, etc.)
- Staff members may consider using aggressive and violent force to surprise and overwhelm the assailant.

3. **Call 911 and initiate a school-wide LOCKDOWN** announcement as soon as you can do so safely. Work with the people you are with to do both calls simultaneously if possible.

    a. Provide as much information as possible (slow down – be calm):
        - State the emergency: "I hear gunfire." "I saw..."
            - Give information on people who are wounded.
        - Location of the assailant (if known):
        - Description of the assailant (if known):
        - Your precise location: "room __"
        - The number of children with you:
    b. Keep the line open, even if you can't talk, unless instructed by the dispatcher to end the call.

4. Special Topics

    a. <u>Injuries</u>: Your response to injured persons will need to vary given the specific circumstances that are present and the response option (Run, Hide or Fight) you are engaged in.

        - *Run* – If you encounter injured persons while you are trying to get out of danger…
            - And you have children with you, you must place their safety ahead of the injured person. Take note of where the injured person is and report the location as soon as you get to safety.

        - *Hide* – If someone is injured where you are hiding, secure the room before tending to the wounded.
            - As soon as it is safe to do so, apply first aid using any supplies that are available. If necessary, use articles of clothing as improvised dressing for wounds and apply direct pressure to control bleeding.

        - *Fight* – This is always the option of last resort because the probability of injury is highest when you are in close proximity to the assailant. Commit to your plan. Do not stop to tend to the wounded until it is safe to do so.
            - If you're intention is to disrupt the assailant to allow as many people to escape as possible, stick to that plan.
            - If your plan is to incapacitate the assailant, keep fighting until the assailant is incapacitated and the weapon and assailant are under control.

    b. <u>Law Enforcement</u>: If you encounter law enforcement officers…
        - Immediately raise your hands in the air and display your open palms.
        - Don't run up to officers or attempt to hug or talk to them.
        - Don't talk unless they ask you a question.
        - Do exactly what they tell you to do.

c. Weapons: If the assailant loses control of a weapon, exercise extreme care when securing it:
    - Do not pick up the weapon. Law enforcement may shoot you if they see you holding a weapon.
    - Secure the weapon by placing an empty trash can over it and sliding it to a location where it can be kept covered and under control until a law enforcement officer can take possession of it.

d. Ongoing Communication: (School staff should develop means to safely provide updates to staff to keep them informed during the incident.)

e. School Activities: (School must also plan for and train all site staff involved with student activities and extracurricular programs.)

SITE LEADER ACTIONS:

- Follow the All Staff guidance described above.
- Call 911 and initiate a **LOCKDOWN** announcement as soon as you can do so safely. Work with nearby staff to do them simultaneously if at all possible.
    - Include as much actionable information on the announcement as possible.
        - *Example "LOCKDOWN, LOCKDOWN, LOCKDOWN. Man with a gun on campus. LOCKDOWN now."*
    - If you have surveillance capabilities, and can safely provide real time announcements, broadcast continuous and accurate information on the location of the assailant. This will disrupt and distract the assailant. It will also provide people on campus with information they can use to better evaluate their options.
        - *Example: "The gunman is now in the D wing headed south. He is armed with a shotgun and is wearing a hooded jacket and blue jeans."*
- Notify the Principal office after you call 911.
- If possible assist emergency personnel.
    - Assist police in entering the school;
    - Provide officers with keys, maps and any other information requested.

SCHOOL STAFF ACTIONS

- **Emergency Operations Center (EOC)**
    - Activate the School's Emergency Operations Center
    - Dispatch a back-up ICS team to take over responsibility for ICS functions from site staff who will be impacted by this emergency.

- **Offsite Reunification**
    - The Operations Section should prepare an off-site evacuation site for reunification.
        - This should be at a location large enough to accommodate the evacuation, with parking available for parents coming to get their kids. Movie theater complexes work well for this type of emergency.
        - Once the assailant is neutralized emergency responders will begin to treat and evacuate the wounded.
        - School staff and students will remain in lockdown until evacuated on a room by room basis.

        - Buses should be placed on standby for evacuation.
        - Teams and materials should be mobilized to conduct an orderly reunification in which all students and staff are accounted for.

- **Crisis Intervention**
    - A Mental Health strike team should also be assembled to assist with stabilizing acutely impacted students, staff and parents during reunification.
    - This team will also provide ongoing support throughout the recovery phase of the emergency response.
    - Psychoeducational materials should also be developed / selected by the Planning Section for distribution to parents and other caregivers to assist them in supporting crisis recovery.
    - Mental Health staff should also be involved in plans related to reopening the school following an active shooter / armed assailant event.

EMERGENCY RESPONSE ALLERGIC REACTION

There are many types of medical conditions that may trigger an allergic reaction, among them anaphylactic shock, diabetes and sickle cell anemia. Possible symptoms of an allergic reaction include skin irritation or itching, rash, hives, nasal itching or sneezing, localized swelling, swollen tongue, restlessness, sweating, fright, shock, shortness of breath, vomiting, cough and hoarseness. School nurses have a specialized health care plan for certain conditions and should be contacted for any sign of allergic reaction.

STAFF ACTIONS:

- ❑ If imminent risk, call 911.
- ❑ Send for immediate help (Firs Aid, CPR, medical) and medication kit (for known allergies).
- ❑ Notify principal.
- ❑ Assist in getting “Epi” (Epinephrine) pen for individuals who carry them (usually in backpack), and prescription medications (kept by school nurse).
- ❑ If an insect sting, remove stinger immediately.
- ❑ Assess situation and help student/staff member to be comfortable.
- ❑ Move student or adult only for safety reasons.

SITE LEADER ACTIONS:

- ❑ If imminent risk, call 911 (always call 911 if using “Epi” pen).
- ❑ Notify parent or guardian.
- ❑ Administer medication, by order of a doctor, if appropriate; apply ice pack to affected area, keep victim warm or take other actions as indicated.
- ❑ Observe for respiratory difficulty.
- ❑ Attach a label to the person’s clothing indicating: time & site of insect sting or food ingested, name of medicine, dosage and time administered.

OTHER PREVENTATIVE/SUPPORTIVE ACTIONS:

- ❑ Keep an “Epi” pen in the school office and notify staff as to location.
- ❑ Emergency health card should be completed by parents for each child and should be easily accessible by school personnel.

- ❑ Provide bus drivers with information sheets for all known acute allergic reactors.

EMERGENCY RESPONSE BIOLOGICAL AGENT RELEASE

This is an incident involving the discharge of a biological substance in a solid, liquid or gaseous state. Such incidents may include the release of radioactive materials. A biological agent can be introduced through:

- postal mail, via a contaminated letter or package
- a building's ventilation system
- a small explosive device to help it become airborne
- a contaminated item such as a backpack, book bag, or other parcel left unattended
- the food supply
- aerosol release (for example, with a crop duster or spray equipment)

Defense against biological release (e.g. anthrax, smallpox, plague, ricin etc.) is difficult because usually appear after some time has lapsed. Indicators that may suggest the release of a biological or chemical substance include multiple victims suffering from: watery eyes, choking or breathing difficulty, twitching or the loss of coordination. Another indicator is the presence of distressed animals or dead birds. Determine which scenario applies and implement the appropriate response procedures.

Outside the building

STAFF ACTIONS:

- ❑ Notify principal.
- ❑ Move students away from immediate vicinity of danger (if outside, implement Take Cover).
- ❑ Segregate individuals who have been topically contaminated by a liquid from unaffected individuals. Send affected individuals to a designated area medical attention.
- ❑ Follow standard student assembly, accounting and reporting procedures.

SITE LEADER ACTIONS:

- ❑ Initiate SHELTER IN PLACE.
- ❑ Shut off HVAC units.
- ❑ Move to central location where windows and doors can be sealed with duct tape.

- ❑ Call 911. Provide location and nature of the emergency and school actions taken.
- ❑ Notify Superintendent of the situation.
- ❑ Turn on a battery-powered commercial radio and listen for instructions.
- ❑ Complete the Biological and Chemical Release Response Checklist
- ❑ Remain inside the building until the Department of Health or Fire Department determines it is safe to leave.
- ❑ Arrange for psychological counseling for students and staff.

Inside the building

STAFF ACTIONS:

- ❑ Notify principal or site administrator.
- ❑ Segregate individuals who have been topically contaminated by a liquid from unaffected individuals.
- ❑ Implement EVACUATION or OFF-SITE EVACUATION, as appropriate. Send affected individuals to a designated area for medical attention.
- ❑ Follow standard student assembly, accounting and reporting procedures.
- ❑ Prepare a list of those who are in the affected area to provide to emergency response personnel.

SITE LEADER ADMINISTRATOR ACTIONS:

- ❑ Initiate EVACUATION of building or OFF-SITE EVACUATION to move students away from immediate vicinity of danger.
- ❑ Move up-wind from the potential danger.
- ❑ Call 911. Provide exact location and nature of emergency.
- ❑ Designate security team to isolate and restrict access to potentially contaminated areas.
- ❑ Wait for instructions from emergency responders-- Health or Fire Department.
- ❑ Notify Superintendent of the situation.
- ❑ Arrange for immediate psychological counseling for students and staff.
- ❑ Complete the Biological and Chemical Release Response Checklist
- ❑ Wait to return to the building until it has been declared safe by local HazMat or appropriate agency.

THOSE WHO HAVE DIRECT CONTACT WITH BIOLOGICAL AGENT:

- ❑ Wash affected areas with soap and water.
- ❑ Immediately remove and contain contaminated clothing
- ❑ Do not use bleach on potentially exposed skins.
- ❑ Remain in safe, but separate area, isolated from those who are unaffected, until emergency response personnel arrive.

EMERGENCY RESPONSE BOMB THREAT

In the event that the school receives a bomb threat by telephone, follow the Bomb Threat Checklist on the next page to document information about the threat. Keep the caller on the telephone as long as possible and listen carefully to all information the caller provides. Make a note of any voice characteristics, accents, or background noises and complete the Bomb Threat Report as soon as possible.

PERSON RECEIVING THREAT BY TELEPHONE:

- ❑ Listen. Do not interrupt caller.
- ❑ Keep the caller on the line with statements such as "I am sorry, I did not understand you. What did you say?"
- ❑ Alert someone else by prearranged signal to notify the telephone company to trace the call while the caller is on the line.
- ❑ Notify site administrator immediately after completing the call.
- ❑ Complete the Bomb Threat Checklist.

Telephone Bomb Threats

- Remain calm/courteous.
- Read phone's visual display.
- Listen, don't interrupt.
- Keep caller talking. Pretend hearing difficulty.
- Notice details: background noises, voice description.
- Ask: When? Where? What? How?
- Don't touch any suspicious objects.

Call 911

PERSON RECEIVING THREAT BY MAIL:

- ❑ Note the manner in which the threat was delivered, where it was found and who found it.
- ❑ Limit handling of item by immediately placing it in an envelope so that fingerprints may be detected. Written threats should be turned over to law enforcement.
- ❑ Caution students against picking up or touching any strange objects or packages.
- ❑ Notify principal or site administrator.

SITE LEADER ADMINISTATOR ACTIONS:

- ❑ Call 911.
- ❑ If the caller is still on the phone, contact the phone company to trace the call. Tell the telephone operator the name of school, name of caller, phone number on which the bomb threat came in. This must be done quickly since the call cannot be traced once the caller has hung up.

- ❑ Instruct staff and students to turn off any pagers, cellular phones or two-way radios. Do not use those devices during this threat since explosive devices can be triggered by radio frequencies.
- ❑ Determine whether to evacuate the threatened building and adjoining buildings. If the suspected bomb is in a corridor, modify evacuation routes to bypass the corridor.
- ❑ Use the intercom, personal notification by designated persons, or the PA system to evacuate the threatened rooms.
- ❑ If it is necessary to evacuate the entire school, use the fire alarm.
- ❑ Notify the Superintendent of the situation.
- ❑ Direct a search team to look for suspicious packages, boxes or foreign objects.
- ❑ Do not return to the school building until it has been inspected and determined safe by proper authorities.
- ❑ Avoid publicizing the threat any more than necessary.

SEARCH TEAM ACTIONS:

- ❑ Use a systematic, rapid and thorough approach to search the building and surrounding areas.
- ❑ Check rooms and work areas, public areas (foyers, offices, bathrooms and stairwells), unlocked closets, exterior areas (shrubbery, trash cans, debris boxes) and power sources (computer rooms, gas valves, electric panels, telephone panels).
- ❑ If suspicious item is found, make no attempt to investigate or examine object.

STAFF ACTIONS:

- ❑ Evacuate students as quickly as possible, using primary or alternate routes.
- ❑ Upon arrival at the designated safe site, take attendance. Notify the principal/site administrator of any missing students.
- ❑ Do not return to the building until emergency response officials determine it is safe.

EMERGENCY RESPONSE BOMB THREAT CHECKLIST

The following checklist can be obtained in PDF form from FEMA at:
http://emilms.fema.gov/is906/assets/ocso-bomb_threat_samepage-brochure.pdf

Copies should be available at all stations where incoming calls are received. The checklist should be completed by the person taking the call.

BOMB THREAT CALL PROCEDURES

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist (reverse side) immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of the call, do not hang up, but from a different phone, contact FPS immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call _____
- Handle note as minimally as possible.

If a bomb threat is received by email:

- Call _____
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

DO NOT:

- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- Evacuate the building until police arrive and evaluate the threat.
- Activate the fire alarm.
- Touch or move a suspicious package.

WHO TO CONTACT (select one)

- **Follow your local guidelines**
- **Federal Protective Service (FPS) Police 1-877-4-FPS-411 (1-877-437-7411)**
- **911**

BOMB THREAT CHECKLIST

Date: _____ **Time:** _____

Time Caller Hung Up: _____ **Phone Number Where Call Received:** _____

Ask Caller:

- Where is the bomb located? (Building, Floor, Room, etc.)
- When will it go off?
- What does it look like?
- What kind of bomb is it?
- What will make it explode?
- Did you place the bomb? Yes No
- Why?
- What is your name?

Exact Words of Threat:

_____

_____

_____

_____

Information About Caller:

- Where is the caller located? (Background and level of noise)
- Estimated age:
- Is voice familiar? If so, who does it sound like?
- Other points:

Caller's Voice

- ❑ Accent
- ❑ Angry
- ❑ Calm
- ❑ Clearing throat
- ❑ Coughing
- ❑ Cracking voice
- ❑ Crying
- ❑ Deep
- ❑ Deep breathing
- ❑ Disguised
- ❑ Distinct
- ❑ Excited
- ❑ **Female**
- ❑ Laughter
- ❑ Lisp
- ❑ Loud
- ❑ **Male**
- ❑ Nasal
- ❑ Normal
- ❑ Ragged
- ❑ Rapid
- ❑ Raspy
- ❑ Slow
- ❑ Slurred
- ❑ Soft
- ❑ Stutter

Background Sounds:

- ❑ Animal Noises
- ❑ House Noises
- ❑ Kitchen Noises
- ❑ Street Noises
- ❑ Booth
- ❑ PA system
- ❑ Conversation
- ❑ Music
- ❑ Motor
- ❑ Clear
- ❑ Static
- ❑ Office machinery
- ❑ Factory machinery
- ❑ Local
- ❑ Long distance

Threat Language:

- ❑ Incoherent
- ❑ Message read
- ❑ Taped
- ❑ Irrational
- ❑ Profane
- ❑ Well-spoken

Other Information:

_____

_____

Homeland Security

EMERGENCY RESPONSE CHEMICAL ACCIDENT (offsite)

Chemical accidents the magnitude of a disaster could result from a transportation accident or an industrial spill, involving large quantities of toxic material.

PERSON DISCOVERING SPILL:

- ❑ Alert others in immediate area to leave the area.
- ❑ Close doors and restrict access to affected area.
- ❑ Notify principal/site administrator.
- ❑ DO NOT eat or drink anything or apply cosmetics.

SITE LEADER ADMINISTRATOR ACTIONS:

- ❑ Notify Fire Department and the Department of Public Health. Provide the following information:
  - School name and address, including nearest cross street(s)
  - Location of the spill and/or materials released
  - Characteristics of spill (color, smell, visible gases)
  - Name of substance, if known
  - Injuries, if any
- ❑ Notify Maintenance/Building and Grounds Manager.
- ❑ Determine whether to implement **SHELTER IN PLACE, EVACUATION** and/or student release.
- ❑ Post a notice on the school office door stating location of alternate school site.
- ❑ Notify Superintendent of school status and location of alternate school site.

STAFF ACTIONS:

- ❑ If **SHELTER-IN-PLACE,** close all doors and windows, shut off ventilation, and monitor the radio. If necessary, use tape, rags, clothing or any other available material of seal air leaks.
- ❑ If you believe that gas is entering the building, protect everyone with a wet cloth or towel over the mouth and nose. Have everyone breathe in short, quick shallow breaths.
- ❑ If **EVACUATION** is implemented, direct all students to report to nearest designated building or assembly area.

- ❑ Upon arrival at safe site, take attendance to be sure all students have been evacuated and accounted for. Notify principal/site administrator of any missing students.

EMERGENCY RESPONSE CHEMICAL ACCIDENT (onsite)

This incident could be the result of spilled cleaning chemicals within the school building, in the school lab, a material a student brings to school, or a broken gas main. Any such accidents could endanger the students and staff. Hazardous material spills may occur inside a building, such as a spill in a chemistry lab.

PERSON DISCOVERING SPILL:

- ❑ Alert others in immediate area to leave the area.
- ❑ Close windows and doors and restrict access to affected area.
- ❑ Notify principal/site administrator.
- ❑ DO NOT eat or drink anything or apply cosmetics.

SITE LEADER ADMINISTRATOR ACTIONS:

- ❑ Notify Fire Department and the Department of Public Health. Provide the following information:
  - School name and address, including nearest cross street(s)
  - Location of the spill and/or materials released; name of substance, if known
  - Characteristics of spill (color, smell, visible gases)
  - Injuries, if any
  - Your name and telephone number
- ❑ Notify Maintenance/Building and Grounds Manager to shut off mechanical ventilating systems.
- ❑ If necessary, proceed with school **EVACUATION** using primary or alternate routes, avoiding exposure to the chemical fumes.
- ❑ Post a notice on the school office door stating location of alternate school site.
- ❑ Notify Superintendent of school status and location of alternate site.
- ❑ Send home with students for their parents/guardians a brief written description of the emergency, how it was handled and, if appropriate, what steps are being taken in its aftermath.

STAFF ACTIONS:

- ❑ If **EVACUATION** is implemented, direct all students to report to nearest designated building or assembly area. Take class roster and emergency backpack and student kits. Check that all students have left the building. Students are not to be left unattended at any time during evacuation process. Students are to remain quiet during evacuation.
- ❑ Upon arrival at evacuation site, take attendance. Notify site leader of any missing students.
- ❑ Upon arrival at evacuation site, take roll and report attendance to the site leader immediately. Notify emergency response personnel of any missing students.
- ❑ Do not return to the building until emergency response personnel have determined it is safe.

EMERGENCY RESPONSE EARTHQUAKE

Earthquakes strike without warning. Fire alarms or sprinkler systems may be activated by the shaking. The effect of an earthquake from one building to another will vary. Elevators and stairways will need to be inspected for damage before they can be used. The major shock is usually followed by numerous aftershocks, which may last for weeks.

The major threat of injury during an earthquake is from falling objects, glass shards and debris. Many injuries are sustained while entering or leaving buildings. Therefore, it is important to quickly move away from windows, free-standing partitions and shelves and take the best available cover under a sturdy desk or table, in a doorway or against an inside wall. All other actions must wait until the shaking stops. If persons are protected from falling objects, the rolling motion of the earth may be frightening but not necessarily dangerous.

Inside Building

SITE LEADER ADMINISTRATOR ACTIONS:

- ❑ Direct inspection and assessment of school buildings. Report building damage and suspected breaks in utility lines or pipes to fire department responders.
- ❑ Send search and rescue team to look for trapped students and staff.
- ❑ Post guards a safe distance away from building entrances to assure no one re-enters.
- ❑ Notify Office of school and personnel status. Determine who will inform public information media as appropriate.
- ❑ Do NOT re-enter building until it is determined to be safe by appropriate facilities inspector.
- ❑ Determine whether to close school. If school must be closed, notify staff members, students and parents.

STAFF ACTIONS:

- ❑ Give **DROP, COVER and HOLD ON** command. Instruct students to move away from windows, bookshelves and heavy suspended light fixtures. Get under table or other sturdy furniture with back to windows.
- ❑ Check for injuries, and render First Aid.
- ❑ After shaking stops, **EVACUATE** building. Avoid evacuation routes with heavy architectural ornaments over the entrances. Do not return to the building. Bring attendance roster and emergency backpack.

- ❑ Check attendance at the assembly area. Report any missing students to principal/site administrator.
- ❑ Warn students to avoid touching electrical wires and keep a safe distance from any downed power lines.
- ❑ Stay alert for aftershocks
- ❑ Do NOT re-enter building until it is determined to be safe.

Outside Building

STAFF ACTIONS:

- ❑ Move students away from buildings, trees, overhead wires, and poles. Get under table or other sturdy furniture with back to windows. If not near any furniture, drop to knees, clasp both hands behind neck, bury face in arms, make body as small as possible, close eyes, and cover ears with forearms. If notebooks or jackets are handy, hold over head for added protection. Maintain position until shaking stops.
- ❑ After shaking stops, check for injuries, and render first aid.
- ❑ Check attendance. Report any missing students to principal/site administrator.
- ❑ Stay alert for aftershocks.
- ❑ Keep a safe distance from any downed power lines
- ❑ Do NOT re-enter building until it is determined to be safe.
- ❑ Follow instructions of principal/site administrator.

During non-school hours

SITE LEADER ADMINISTRATOR ACTIONS:

- ❑ Inspect buildings to assess damage and determine corrective actions.
- ❑ Confer with the business office if damage is apparent to determine the advisability of closing the school.
- ❑ Notify fire department and utility company of suspected breaks in utility lines or pipes.
- ❑ If school must be closed, notify staff members, students and parents.

  Arrange for alternative learning arrangement such as portable rooms if

  damage is significant and school closing will be of some duration.

- ❑ Notify the Superintendent, who will inform public information media as appropriate.

EMERGENCY RESPONSE EXPLOSION

Emergency response will depend on the type of explosion (smoke bomb, chemical lab incident, etc.) and proximity to the school. All students should be kept away from the explosion and under supervision.

SITE LEADER ADMINISTRATOR ACTIONS:

- ❑ Determine whether site evacuation should be implemented. If so, sound fire alarm. This will automatically implement action to **EVACUATE** the building. **EVACUATION** may be warranted in some buildings but others may be used for **SHELTER IN PLACE**.
- ❑ Notify Fire Department (call 911). Provide school name, address, exact location within the building, your name and phone number and nature of the emergency.
- ❑ Secure area to prevent unauthorized access until the Fire Department arrives.
- ❑ Advise the Superintendent of school status.
- ❑ Notify emergency response personnel of any missing students.
- ❑ Notify utility company of breaks or suspected breaks in utility lines or pipes. Provide school name, address, location within building, your name and phone.
- ❑ Direct a systematic, rapid and thorough approach to search the building and surrounding areas. Check rooms and work areas, public areas (foyers, offices, bathrooms and stairwells), unlocked closets, exterior areas (shrubbery, trash cans, debris boxes) and power sources (computer rooms, gas valves, electric panels, telephone panels).
- ❑ Determine if Student Release should be implemented. If so, notify staff, students and parents.
- ❑ If damage requires the school to be closed, notify parents and staff of school status and alternate site for room instruction. Do not return to he school building until it has been inspected and determined safe by proper authorities.

STAFF ACTIONS:

- ❑ Initiate **DROP, COVER AND HOLD ON**.
- ❑ If explosion occurred inside the school building, **EVACUATE** to outdoor assembly area. Keep students and staff at a safe distance from the building(s) and away from fire-fighting equipment.
- ❑ Check to be sure all students have left the school site. Remain with students throughout evacuation process.
- ❑ Upon arrival at assembly area, check attendance. Report status to site administrator immediately.

- ❑ Render first aid as necessary.
- ❑ Do not return to the building until the emergency response personnel determine it is safe to do so.
- ❑ If explosion occurred in the surrounding area, initiate **SHELTER IN PLACE**. Keep students at a safe distance from site of the explosion.

EMERGENCY RESPONSE FIRE (offsite)

A fire in an adjoining area, such as a wildland fire, can threaten the school building and endanger the students and staff. Response actions are determined by location and size of the fire, its proximity to the school and the likelihood that it may endanger the school community.

SITE LEADER ADMINISTRATOR ACTIONS:

- ❑ Determine if **EVACUATION** of school site is necessary.
- ❑ Contact local fire department (call 911) to determine the correct action for your school site.
- ❑ If necessary, begin evacuation of school site to previously identified safe site using school evacuation plan. If needed, contact bus dispatch for **OFF-SITE EVACUATION**.
- ❑ Direct inspection of premises to assure that all students and personnel have left the building.
- ❑ Notify the school where the school has relocated and post a notice on the office door stating the temporary new location.
- ❑ Monitor radio station for information.
- ❑ Do not return to the building until it has been inspected and determined safe by proper authorities.

STAFF ACTIONS:

- ❑ If students are to be evacuated, take attendance to be sure all students are present before leaving the building site.
- ❑ Stay calm. Maintain control of the students a safe distance from the fire and firefighting equipment.
- ❑ Take attendance at the assembly area. Report any missing students to the principal/site administrator and emergency response personnel.
- ❑ Remain with students until the building has been inspected and it has been determined safe to return to.

EMERGENCY RESPONSE FIRE (onsite)

Should any fire endanger the students or staff, it is important to act quickly and decisively to prevent injuries and contain the spread of the fire. All doors leading to the fire should be closed. Do not re-enter the area for belongings. If the area is full of smoke, students and employees should be instructed to crawl along the floor, close to walls, which will make breathing easier and provide direction. Before opening any door, place a hand an inch from the door near the top to see if it is hot. Be prepared to close the door quickly at the first sign of fire. All fires, regardless of their size, which are extinguished by school personnel, require a call to the Fire Department to indicate that the "fire is out".

Within School Building

SITE LEADER ADMINISTRATOR ACTIONS:

- ❑ Sound the fire alarm to implement **EVACUATION** of the building.
- ❑ Immediately **EVACUATE** the school using the primary or alternate fire routes.
- ❑ Notify the Fire Department (call 911).
- ❑ Direct search and rescue team to be sure all students and personnel have left the building.
- ❑ Ensure that access roads are kept open for emergency vehicles.
- ❑ Notify Office of situation.
- ❑ Notify appropriate utility company of suspected breaks in utility lines or pipes.
- ❑ If needed, notify bus dispatch for **OFF-SITE EVACUATION**.
- ❑ Do not allow staff and students to return to the building until the Fire Department declares that it is safe to do so.

STAFF ACTIONS:

- ❑ **EVACUATE** students from the building using primary or alternate fire routes Take emergency backpack and student kits. Maintain control of the students a safe distance from the fire and firefighting equipment.
- ❑ Take attendance. Report missing students to the site leader/designee and emergency response personnel.
- ❑ Maintain supervision of students until the Fire Department determines it is safe to return to the school building.

Near the School

SITE LEADER ADMINIISTRATOR ACTIONS:

- ❑ Notify the Fire Department (call 911). The Fire Marshall will direct operations once on site.
- ❑ Determine the need to implement an **EVACUATION**. If the fire threatens the school, execute the actions above. If not, continue with school routine.

EMERGENCY RESPONSE FLOOD

Flooding could threaten the safety of students and staff whenever storm water or other sources of water threaten to inundate school grounds or buildings. Flooding may occur if a water pipe breaks or prolonged rainfall causes urban streams to rise. Flooding may also occur as a result of damage to water distribution systems such as failure of a dam or levee. If weather-related, an alert message will be broadcast over the weather radio station.

SITE LEADER ADMINISTRATOR ACTIONS:

- ❑ Issue **STAND BY** instruction. Determine if evacuation is required.
- ❑ Notify local police department of intent to **EVACUATE**, the location of the safe evacuation site and the route to be taken to that site.
- ❑ Delegate a search team to assure that all students have been evacuated.
- ❑ Issue **Off Site Evacuation** instruction if students will be evacuated to a safer location by means of buses and cars.
- ❑ Post a notice on the office door stating where the school has relocated and inform the Office.
- ❑ Monitor AM radio weather station _____ for flood information.
- ❑ Notify Superintendent of school status and action taken.
- ❑ Do not allow staff and students to return to the building until proper authorities have determined that it is safe to do so.

STAFF ACTIONS:

- ❑ If warranted, **EVACUATE** students using evacuation plan. Take the class roster, emergency backpack and student comfort kits. Take attendance before leaving the campus.
- ❑ Remain with students throughout the evacuation process.
- ❑ Upon arrival at the safe site, take attendance. Report any missing students to principal/site administrator and emergency response personnel.
- ❑ Do not return to school building until it has been inspected and determined safe by property authorities.

DRIVER ACTIONS:

- ❑ If evacuation is by bus, DO NOT drive through flooded streets and/or roads. DO NOT attempt to cross bridges, overpasses or tunnels that may be damaged by flooding.

EMERGENCY RESPONSE GAS ODOR / LEAK

All school personnel, including cafeteria managers and custodians, shall immediately report any gas odor or suspected gas leak to the principal. If an odor is detected outside the building, it may not be necessary to evacuate.

STAFF ACTIONS:

- ❑ Notify principal.
- ❑ Move students from immediate vicinity of danger.
- ❑ Do not turn on any electrical devices such as lights, computers, fans, etc.
- ❑ If odor is severe, leave the area immediately.
- ❑ If the building is evacuated, take student attendance and report any missing students to Site Leader.

SITE LEADER ACTIONS:

- ❑ If gas leak is internal, evacuate the building immediately.
- ❑ Call 911.
- ❑ Notify utility company.
- ❑ Determine whether to move to alternate building location.
- ❑ If extended stay outdoors in inclement weather, contact transportation to provide bus to transport students to partner school or shelter students on buses.
- ❑ Do not return to the building until it has been inspected and determined safe by proper authorities.

EMERGENCY RESPONSE HAZARDOUS MATERIALS

The nature of the material and the proximity of the incident to the school site will determine which emergency ACTION should be implemented. Police, Fire or Public Health Department may order **EVACUATION** of the school. See also **BIOLOGICAL AGENT RELEASE** and **CHEMICAL ACCIDENT**.

SITE LEADER ACTIONS:

- ❑ Call 911, if necessary.
- ❑ If there is a threat of airborne toxicity, shut-off ventilation system in affected area.
- ❑ Initiate **EVACUATION.** Any toxic cloud that can affect students in their rooms would very likely affect them outside on the school grounds as well. If evacuating by foot, move crosswind to avoid fumes, never upwind or downwind.
- ❑ Isolate anyone suspected of being contaminated with a substance that could be transferred to others until public safety personnel carry out decontamination procedures.
- ❑ If time is available, initiate **Off Site Evacuation,** which may include the use of busses. Move students and staff away from the path of the hazardous materials.
- ❑ Notify Superintendent.
- ❑ Wait for instructions from emergency responders-- Health or Fire Department.
- ❑ Do not allow the return of students to the school grounds or buildings until public safety officials declare the area safe.
- ❑ Upon return to location, ensure that all rooms are adequately aired.

TEACHER ACTIONS:

- ❑ Follow standard student assembly, accounting and reporting procedures.
- ❑ Report names of missing students to office.
- ❑ Do not take unsafe actions such as returning to the building before it has been declared safe.

EMERGENCY RESPONSE HOSTAGE SITUATION

Hostage situations may unfold rapidly in a variety of ways. Events may range from a single perpetrator with a single hostage to several perpetrators with many hostages. Specific actions by school staff will be limited pending arrival of law enforcement officers. It is their responsibility to bring the situation to a successful conclusion. When as much of the school has been evacuated as can be accomplished, school staff should focus on providing support as needed to the police department, communicating with parents, and providing counseling for students.

PRINCIPAL/SITE ADMINISTRATOR ACTIONS

- ❑ Call 911. Provide all known essential details of the situation:
  - Number of hostage takers and description
  - Type of weapons being used
  - Number and names of hostages
  - Any demands or instructions the hostage taker has given
  - Description of the area
- ❑ Identify an assembly area for responding officers away from the hostage situation. Have school liaison wait at assembly area for police to arrive.
- ❑ Protect building occupants before help arrives by initiating a **LOCKDOWN** or **EVACUATION** (or combination of both) for all or parts of the building.
- ❑ Secure exterior doors from outside access.
- ❑ When police arrive, assist them in a quiet, orderly evacuation away from the hostage situation.
- ❑ Gather information on students and/or staff involved and provide the information to the police. If the parent of a student is involved, gather information about the child.
- ❑ Identify media staging area, if appropriate. Implement a hotline for parents.
- ❑ Account for students as they are evacuated.
- ❑ Provide recovery counseling for students and staff.

STAFF ACTIONS:

- ❑ If possible, assist in evacuating students to a safe area away from the danger. Protect students by implementing a **LOCKDOWN**.
- ❑ Alert the principal/site administrator.
- ❑ Account for all students.

EMERGENCY RESPONSE INTRUDER

All public schools are required to post signs at points of entry to their campuses or buildings from streets and parking lots. The following statement should be used on signage:

> **All visitors entering school grounds on school days between 7:30 a.m. and 4:30 p.m. must register at the Main Office. Failure to do so may constitute a misdemeanor.**
>
> **--** *California Penal Code Title 15, Chapter 1.1 § 627.2*

To prevent intruders on campus, keep doors secure, use sign-in sheets for visitors and cameras and staff to monitor entryways.

SITE LEADER ACTIONS:

- ❑ Initiate **LOCKDOWN**.
- ❑ Request intruder to leave campus. Remain calm. Be courteous and confident. Keep distance from the intruder. Speak in soft, non-threatening manner. Avoid hostile-type actions, except in cases when necessary to safeguard person or property. Listen to the intruder. Give him or her an opportunity to vent. Attempt to be helpful. When talking to the intruder, use phrases such as:

  "What can we do to make this better?'

  "I understand the problem, and I am concerned."

  "We need to work together on this problem."
- ❑ As soon as the conversation or actions of the individual become threatening or violent, call 911 immediately. Provide description and location of intruder.
- ❑ Keep subject in view until police or law enforcement arrives.
- ❑ Take measures to keep subject away from students and building.
- ❑ Designate an administrator or staff member to coordinate with public safety at their command post; provide a site map and keys to public safety personnel.
- ❑ When scheduling a meeting with an individual known to be aggressive, arrange for another staff member or student resource officer to be present.
- ❑ Be available to deal with the media and bystanders and keep site clear of visitors.

STAFF ACTIONS:

- ❑ Notify the principal/site administrator. Provide description and location of the intruder. Visually inspect the intruder for indications of a weapon.

- ❑ Keep intruder in view until police or law enforcement arrives. Stay calm. Do not indicate any threat to the intruder.
- ❑ Isolate intruder from students. Lock room and office doors. Close blinds and stay clear of windows and panes of glass. Remain inside rooms until the **ALL CLEAR** instruction is announced.

EMERGENCY RESPONSE MEDICAL EMERGENCY

Medical accidents and emergencies can occur at any time and may involve a student or staff member. Some emergencies may only need first aid care, while others may require immediate medical attention. This is not a First Aid manual. When in doubt, dial 911. Medical emergencies involving any student or employee must be reported to the Principal/Site Administrator.

SITE LEADER ACTIONS:

- ❑ Assess the victim (ABC – Airway, Breathing, Circulation. Call 911, if appropriate. Provide:
  - School name, address including nearest cross street(s) and fastest way for ambulance to reach the building
  - Exact location within the building
  - Nature of the emergency and how it occurred
  - Approximate age of injured person
  - Caller's name and phone number

  Do not hang up until advised to do so by dispatcher.

Universal Precautions when Treating a Medical Emergency

- Always use non-latex or nitrile gloves and, if necessary, mask and gown, to reduce the risk of transmission of body fluids.
- Wash hands thoroughly after providing care.

- ❑ Assign staff member to meet rescue service and show medical responder where the injured person is.
- ❑ Assemble emergency care and contact information of victim
- ❑ Monitor medical status of victim, even if he or she is transported to the hospital.
- ❑ Assign a staff member to remain with individual, even if he or she is transported to the hospital.
- ❑ Notify parents/guardian if the victim is a student. Describe type of illness or injury, medical care being administered, and location where student has been transported.
- ❑ Advise staff of situation (when appropriate). Follow-up with parents.

STAFF ACTIONS:

- ❑ Assess the scene to determine what assistance is needed. Direct students away from the scene of the emergency.
- ❑ Notify Principal/Site Administrator.
- ❑ Stay calm. Keep individual warm with a coat or blanket.

- ❑ Ask school nurse to begin first aid until paramedics arrive. Do not move the individual unless there is danger of further injury.
- ❑ Do not give the individual anything to eat or drink.

EMERGENCY RESPONSE PANDEMIC INFLUENZA

Influenza is a highly contagious viral disease. Pandemic influenza differs from both seasonal influenza (flu) and avian influenza in the following aspects:

- It is a rare global outbreak which can affect populations around the world.
- It is caused by a new influenza virus to which people do not have immunity.
- Depending upon the specific virus, it can cause more severe illness than regular flu and can affect young healthy people more so than older, sick people.

The Department of Health and Human Services will take the lead in mobilizing a local response to pandemic influenza. Public health alerts will be reported to schools and the community. Individual schools may be closed temporarily to contain spread of the virus.

SITE LEADER ACTIONS:

- ❑ Activate heightened surveillance of illness within school site. Gather data on symptoms of students and staff who are sick at home.
- ❑ Insure that students and staff members who are ill stay home.
- ❑ Send sick students and staff home from school immediately.
- ❑ Provide fact sheets and guidelines for school families to make them aware of symptoms and remind them of respiratory hygiene etiquette
- ❑ Monitor bulletins and alerts from the Department of Health and Human Services.
- ❑ Keep staff informed of developing issues.
- ❑ Assist the Department of Health and Human Services in monitoring outbreaks.
- ❑ Respond to media inquiries regarding school attendance status.
- ❑ Implement online education, if necessary, so that students can stay home.
- ❑ Maintain surveillance after the initial epidemic in the event a second wave passes through the community.

STAFF and STUDENT ACTIONS:

- ❑ Stay home when ill with cough or other flu-like symptoms (chills, fever, muscle aches, sore throat).
- ❑ Practice “respiratory hygiene etiquette”.

Respiratory Hygiene Etiquette

- Cover your cough and sneeze with a tissue
- Wash hands with soap and water or a waterless hand hygiene product
- Place used tissues into a sealed bag

- ❑ Disinfect surfaces contaminated with infected respiratory secretions with a diluted bleach solution (1 part bleach to 100 parts water).
- ❑ Implement online homework assignments so that students can stay home.

EMERGENCY RESPONSE Severe Weather

Severe weather can be accompanied by high winds, downed trees, and swollen creeks. An emergency response is required when this type of weather poses any risk to the staff and students. Assure that each student's method of returning home is safe and reliable.

Severe Storm

SITE LEADER ADMINISTRATOR ACTIONS:

- ❑ Monitor weather forecasts and weather-related communications to determine onset of storm conditions that may affect school operations.
- ❑ Report to site by 6 a.m. to check for power outages, flooding, etc.
- ❑ Determine whether school will be closed or remain open.
- ❑ Notify superintendent of school status.
- ❑ Assign staff to activate staff and parent phone trees
- ❑ Post school status on school website.
- ❑ Notify utility companies of any break or suspected break in utility lines.
- ❑ Take appropriate action to safeguard school property.
- ❑ Upon passage of the storm, return to normal routine.

Windstorm

SITE LEADER ADMINISTRATOR ACTIONS:

- ❑ Monitor weather forecasts to determine onset of storm conditions that may affect school operations

- ❑ Notify utility companies of any break or suspected break in utility lines.
- ❑ Keep staff and students in sheltered areas of the building until winds have subsided and it is safe to return to the room.
- ❑ Take appropriate action to safeguard school property.
- ❑ Upon passage of the storm, return to normal routine.

STAFF ACTIONS:

- ❑ Evacuate any rooms bearing full force of wind. Evacuate to lower floor of school building near inside walls.
- ❑ Initiate **TAKE COVER** with students in the shielded areas within the building. Stay away from windows.
- ❑ Take attendance. Report any missing students to principal/site administrator.
- ❑ Close all blinds and curtains.
- ❑ Avoid auditoriums, gymnasiums and other structures with large roof spans.
- ❑ Remain with students near an inside wall or on lower floors of the building. Make arrangements for special needs, snacks and quiet recreational activities.

EMERGENCY RESPONSE SUSPICIOUS PACKAGE

The following list shows some types of parcels that should draw immediate concern:

- Foreign mail, air mail and special delivery
- Restrictive markings, e.g., "Personal"
- Handwritten or poorly-typed addresses
- Titles but no names
- Misspelling of common names
- Excessive weight, unevenly distributed
- No return address
- Excessive postage
- Excessive masking tape, string
- Oily stains or discoloration
- Protruding wires or tin foil
- Rigid envelope

SITE LEADER ACTIONS:

- ❑ Call 911.
- ❑ Make a list of all persons who came into contact with the package. Include work and home phone numbers for any necessary follow-up.
- ❑ Prevent others from coming into the area.
- ❑ Ask everyone who has been in contact with the package to remain until instructed to leave by Public Safety or Public Health responders.
- ❑ If powder spills out, shut the ventilation system, heating system, or air
- ❑ Public health and safety staff will determine the need for decontamination and initiation of prophylaxis treatment.
- ❑ Advise staff when the emergency is over. Go home, take a shower and wash clothes. Do not use bleach on your skin.

STAFF ACTIONS if package is unopened and not leaking:

- ❑ Do not open package. Do not pass it around to show it to other people.
- ❑ Do not bend, squeeze, shake or drop package.
- ❑ Put package in a container such as a trash can to prevent leakage. Move it a safe distance from other people.
- ❑ Leave the room promptly and prevent anyone from entering.
- ❑ Notify principal or Site Administrator.

STAFF ACTIONS if package is leaking:

- ❑ Do not sniff, touch, taste, or look closely at the spilled contents.

- ❑ Do *not* clean up the powder.
- ❑ Put the package on a stable surface.
- ❑ Leave the room promptly and prevent anyone from entering.
- ❑ Wash hands thoroughly with soap and water.
- ❑ Notify principal or Site Administrator.

EMERGENCY RESPONSE THREATS / ASSAULTS

Threats occur when a belligerent or armed person on the school site bullies, intimidates or coerces others, targeting an individual, particular group or the entire school community. Threats are presented as overt hostility. They may received by written note, email communication, phone call or orally. The procedure below applies to an oral threat.

SITE LEADER ADMINISTRATOR ACTIONS:

- Assess the type of threat to determine the level of risk to the safety of students and staff. In categorizing the risk, attempt to determine:
  1) Is the individual moving towards violent action?
  2) Is there evidence to suggest movement from thought to action?
     - High violence potential qualifies for arrest or hospitalization.
     - Safety is endangered when there is: (a) sufficient evidence of repetitive/ intentional infliction of emotional distress upon others; or (b) sufficient evidence of the unintentional infliction of emotional distress upon others.

❑ Notify police (dial 911), if the safety of students or staff is endangered. Provide exact location and nature of incident and school response actions.

❑ Isolate the threatening person from other students and staff, if it is safe to do so. Initiate appropriate response actions, which may be **LOCKDOWN** or **EVACUATION**. Cancel all outside activities.

❑ Respond to students who are prone to overt displays of anger in a calm, non-confrontational manner. If an immediate threat is not clearly evident, attempt to diffuse the situation.

❑ If an individual is armed with any type of weapon, USE EXTREME CAUTION. Do not attempt to remove the weapon from the possession of the individual. Allow police to do so.

❑ Facilitate a meeting with student(s) and family to review expectations.

❑ Facilitate a staff meeting to review plans for keeping school safe. Enlist the support of community service providers.

STAFF ACTIONS:

❑ If any students are outside, move them inside the building or away from the site of the threat/assault. If unable to do so, have students lie down and cover their heads. Keep students calm.

❑ Inside the room, institute **LOCKDOWN**. Close all curtains and blinds.

- ❑ Disconnect the school television system in rooms so the individual cannot view news coverage and see locations of police/students/etc.
- ❑ Remain with students until **ALL CLEAR** is given.

Peak Prep Pleasant Valley

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Phone (855) 900-PEAK
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2020-21 Second Interim Budget

Budget Detail

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Peak Prep Pleasant Valley
2020-21 Second Interim Budget
Budget Detail

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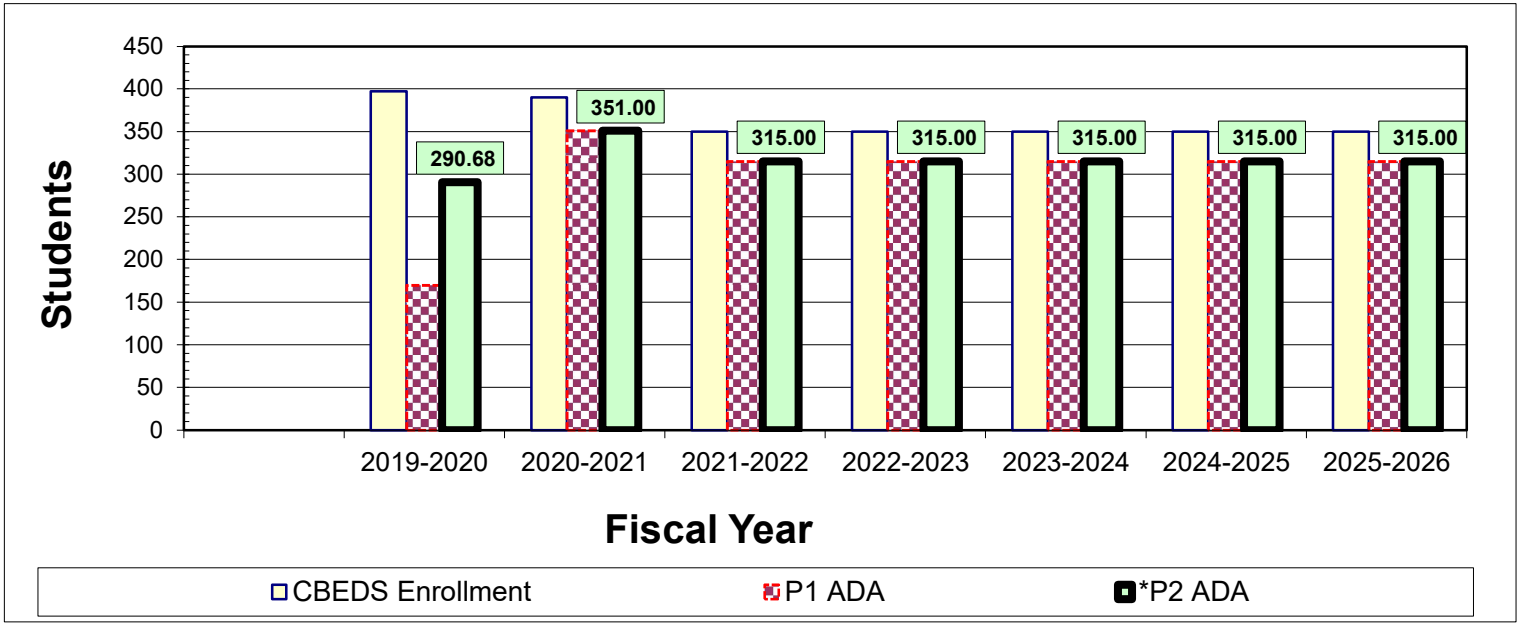
Peak Prep Pleasant Valley																			
Fiscal Year	**K**	**1st**	**2nd**	**3rd**	**K-3**	**4th**	**5th**	**6th**	**4-6**	**7th**	**8th**	**7-8**	**9th**	**10th**	**11th**	**12th**	**9-12**	**Total**	**Incr/ (Decr) from PY**	**% Change**
2019-20 CBEDS Enroll	*10*	*13*	*16*	*12*	*51*	*15*	*15*	*21*	*51*	*54*	*43*	*97*	*62*	*71*	*67*	*36*	*236*	***397***	***N/A***	*N/A*
2020-21 CBEDS Enroll	*15*	*16*	*16*	*22*	*69*	*19*	*14*	*17*	*50*	*25*	*43*	*68*	*36*	*57*	*48*	*62*	*203*	***390***	***-7***	*-1.76%*
2020-21 Current. Enroll	*20*	*12*	*16*	*21*	*69*	*20*	*13*	*17*	*50*	*23*	*43*	*66*	*33*	*56*	*42*	*48*	*179*	***364***	***-26***	*-6.67%*
2021-22 Est. Enroll	*15*	*16*	*16*	*22*	*69*	*19*	*14*	*17*	*50*	*25*	*43*	*68*	*26*	*47*	*38*	*52*	*163*	***350***	***-14***	*-3.85%*
2022-23 Est. Enroll	*15*	*16*	*16*	*22*	*69*	*19*	*14*	*17*	*50*	*25*	*43*	*68*	*26*	*47*	*38*	*52*	*163*	***350***	***0***	*0.00%*
2023-24 Est. Enroll	*15*	*16*	*16*	*22*	*69*	*19*	*14*	*17*	*50*	*25*	*43*	*68*	*26*	*47*	*38*	*52*	*163*	***350***	***0***	*0.00%*
2024-25 Est. Enroll	*15*	*16*	*16*	*22*	*69*	*19*	*14*	*17*	*50*	*25*	*43*	*68*	*26*	*47*	*38*	*52*	*163*	***350***	***0***	*0.00%*
2025-26 Est. Enroll	*15*	*16*	*16*	*22*	*69*	*19*	*14*	*17*	*50*	*25*	*43*	*68*	*26*	*47*	*38*	*52*	*163*	***350***	***0***	*0.00%*

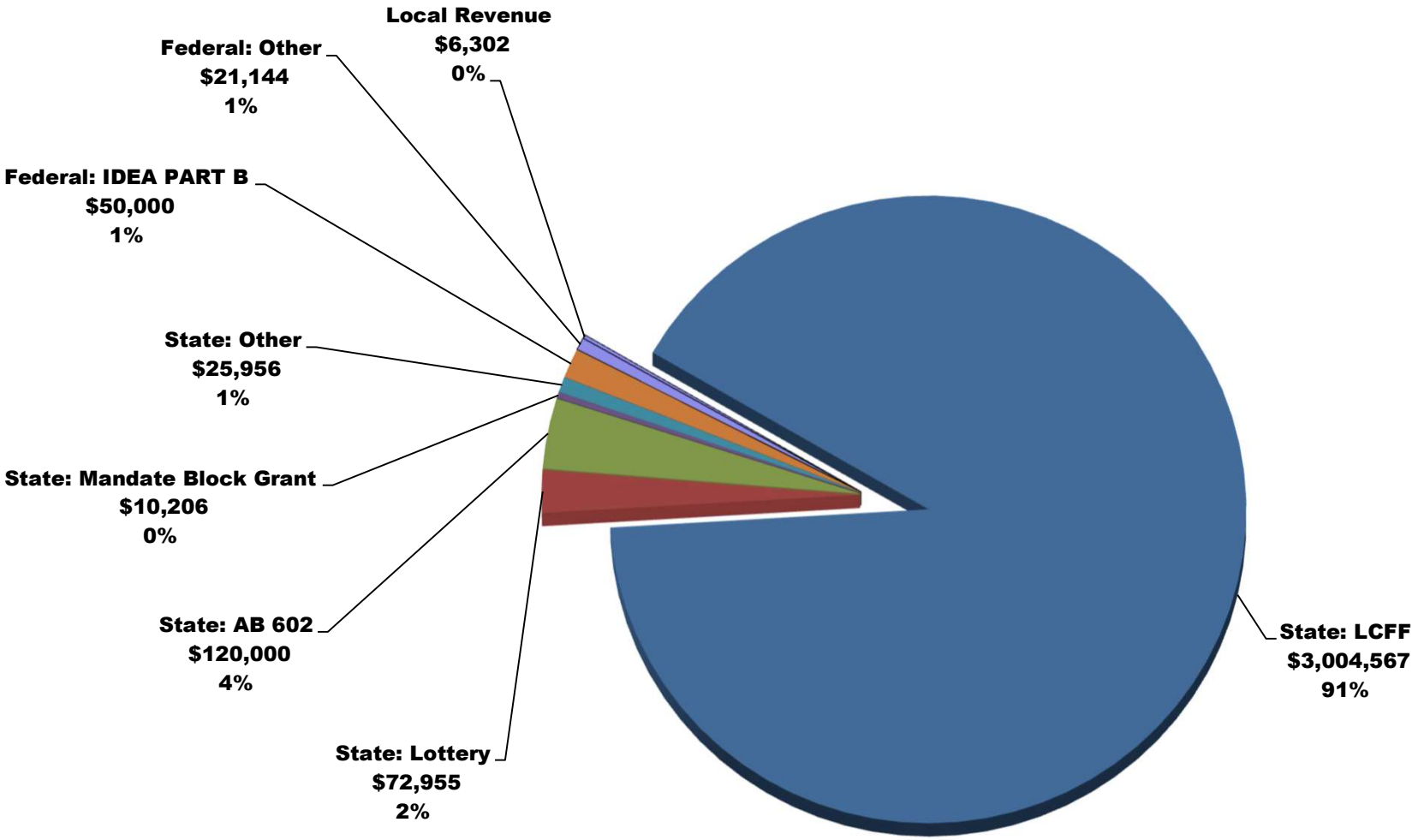
2019-20 P2 ADA	*5.71*	*6.67*	*10.67*	*8.44*	*31.49*	*6.54*	*9.28*	*13.79*	*29.61*	*27.95*	*24.88*	*52.82*	*40.41*	*52.89*	*46.46*	*36.99*	*176.76*	***290.68***
2020-21 CBEDS ADA	*13.50*	*14.40*	*14.40*	*19.80*	*62.10*	*17.10*	*12.60*	*15.30*	*45.00*	*22.50*	*38.70*	*61.20*	*32.40*	*51.30*	*43.20*	*55.80*	*182.70*	***351.00***
2020-21 Current ADA	*18.00*	*10.80*	*14.40*	*18.90*	*62.10*	*18.00*	*11.70*	*15.30*	*45.00*	*20.70*	*38.70*	*59.40*	*29.70*	*50.40*	*37.80*	*43.20*	*161.10*	***327.60***
2021-22 Est. ADA	*13.50*	*14.40*	*14.40*	*19.80*	*62.10*	*17.10*	*12.60*	*15.30*	*45.00*	*22.50*	*38.70*	*61.20*	*23.40*	*42.30*	*34.20*	*46.80*	*146.70*	***315.00***
2022-23 Est. ADA	*13.50*	*14.40*	*14.40*	*19.80*	*62.10*	*17.10*	*12.60*	*15.30*	*45.00*	*22.50*	*38.70*	*61.20*	*23.40*	*42.30*	*34.20*	*46.80*	*146.70*	***315.00***
2023-24 Est. ADA	*13.50*	*14.40*	*14.40*	*19.80*	*62.10*	*17.10*	*12.60*	*15.30*	*45.00*	*22.50*	*38.70*	*61.20*	*23.40*	*42.30*	*34.20*	*46.80*	*146.70*	***315.00***
2024-25 Est. ADA	*13.50*	*14.40*	*14.40*	*19.80*	*62.10*	*17.10*	*12.60*	*15.30*	*45.00*	*22.50*	*38.70*	*61.20*	*23.40*	*42.30*	*34.20*	*46.80*	*146.70*	***315.00***
2025-26 Est. ADA	*13.50*	*14.40*	*14.40*	*19.80*	*62.10*	*17.10*	*12.60*	*15.30*	*45.00*	*22.50*	*38.70*	*61.20*	*23.40*	*42.30*	*34.20*	*46.80*	*146.70*	***315.00***

Peak Prep Pleasant Valley
CBEDS Enrollment/P1 Attendance/P2 Attendance (Funded ADA) Trends

Fiscal Year	CBEDS Enrollment	P1 ADA	*P2 ADA	Incr/(Decr) from Prior Year CBEDS		Incr/(Decr) from Prior Year P2 ADA		Attendance Percentage (P2/CBEDS)
				#	%	#	%	
2019-2020	*397*	*169.77*	*290.68*	*N/A*	*N/A*	*N/A*	*N/A*	*73.22%*
2020-2021	*390*	*351.00*	*351.00*	*(7.00)*	*-1.76%*	*60.32*	*20.75%*	*90.00%*
2021-2022	*350*	*315.00*	*315.00*	*(40.00)*	*-10.26%*	*(36.00)*	*-10.26%*	*90.00%*
2022-2023	*350*	*315.00*	*315.00*	*-*	*0.00%*	*-*	*0.00%*	*90.00%*
2023-2024	*350*	*315.00*	*315.00*	*-*	*0.00%*	*-*	*0.00%*	*90.00%*
2024-2025	*350*	*315.00*	*315.00*	*-*	*0.00%*	*-*	*0.00%*	*90.00%*
2025-2026	*350*	*315.00*	*315.00*	*-*	*0.00%*	*-*	*0.00%*	*90.00%*

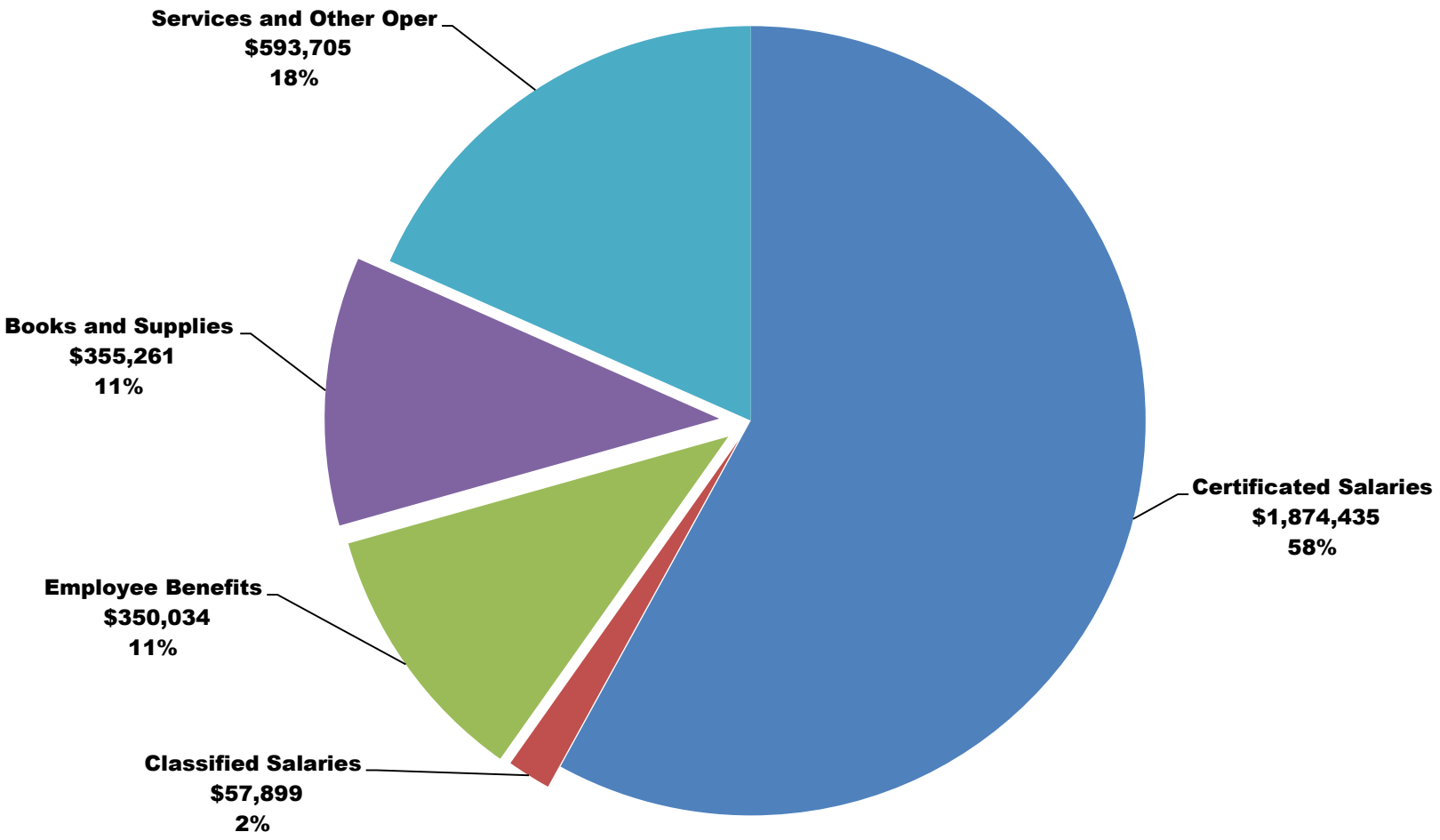


Peak Prep Pleasant Valley
2020-21 Revenues
$3,311,130
$ 11,391 per ADA (290.68)



	A	B	C	F	G	H	I	M	N
1	Peak Prep Pleasant Valley								
2	Based on Governor's 2020-21 Adopted Budget								
3						2nd Interim vs 1st Interim Budget Change			
4				2020/21 1st Interim Budget	2020/21 2nd Interim Budget			2021/22 Budget	2022/23 Budget
5	**Object**	**Description**	**Comments**						
6									
7		**LCFF Sources**							
8	8011	Local Control Funding Formula		$1,914,761	$1,914,761	$ -	0.00%	$2,165,124	$2,151,845
9	8012	Education Protection Act (Prop 30)		58,136	58,136	-	0.00%	58,136	58,136
12	8096	In Lieu Taxes		1,031,670	1,031,670	-	0.00%	1,031,670	1,031,670
14		**Total LCFF Sources**		**$ 3,004,567**	**$ 3,004,567**	**$ -**	**0.00%**	**$ 3,254,930**	**$ 3,241,651**
15		**Federal Sources**							
16	8181	Special Ed	IDEA Part B	$ 50,000	$ 50,000	$ -	0.00%	$ 50,000	$ 50,000
18	8290	Federal	Learning Loss Mitigation 3220	21,144	21,144	-	0.00%	-	-
19	8290	Federal	Title I, Part A ($68,702)	-	-	-	0.00%	-	-
20	8290	Federal	Title II, Part A ($10,884)	-	-	-	0.00%	-	-
21									
22		**Total Federal Sources**		**$ 71,144**	**$ 71,144**	**$ -**	**0.00%**	**$ 50,000**	**$ 50,000**
23		**Other State Revenue**							
24	8550	Mandate Block Grant		$ 10,206	$ 10,206	$ -	0.00%	$ 11,401	$ 11,401
26	8560	Unrestricted Lottery	351.00 ADA x 1.04446 @ $150	54,991	54,991	-	0.00%	54,991	54,991
28	8560	Restricted Lottery	351.00 ADA x 1.04446 @ $49	17,964	17,964	-	0.00%	17,964	17,964
30	8590	Other State Revenue	Learning Loss Mitigation 7420	25,956	25,956	-	0.00%	-	-
35		**Total Other State Revenue**		**$ 109,117**	**$ 109,117**	**$ -**	**0.00%**	**$ 84,356**	**$ 84,356**
36		**Other Local Revenue**							
37	8660	Interest		$ -	$ 5,000	$ 5,000	New	$ 5,000	$ 5,000
38	8699	Other Local Revenue	Misc. 0000	-	1,302	1,302	New	-	-
39	8792	Apportionment Transfer Sped	AB 602	120,000	120,000	-	0.00%	$ 120,000	$ 120,000
41		**Total Other Local Revenue**		**$ 120,000**	**$ 126,302**	**$ 6,302**	**5.25%**	**$ 125,000**	**$ 125,000**
42		**TOTAL REVENUES**		**$ 3,304,828**	**$ 3,311,130**	**$ 6,302**	**0.19%**	**$ 3,514,286**	**$ 3,501,007**

Peak Prep Pleasant Valley
2020-21 Expenditures
$3,231,334
$11,116 per ADA (290.68)



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2	Based on Governor's 2020-21 Adopted Budget								
3						2nd Interim vs 1st Interim Budget Change			
4				2020/21	2020/21			2021/22	2022/23
5	**Object**	**Description**	**Comments**	**1st Interim Budget**	**2nd Interim Budget**			**Budget**	**Budget**
6		**Certificated Salaries**							
7	1100	Teachers	25.0 FTE Teachers	$ 1,461,093	$ 1,457,460	$ (3,633)	-0.25%	$ 1,496,700	$ 1,535,200
9	1130	Teachers - Stipends	Lead Teacher, Testing Coordinator, McKinney-Vento Liasion	42,500	42,500	-	0.00%	42,500	42,500
11	1200	Certificated Pupil Support	1.0 FTE Counselor, 0.35 FTE Pyschologist	93,000	93,974	974	1.05%	105,000	105,000
12	1300	Administration	1.0 FTE Superintendent, 1.0 FTE Principal	260,001	260,001	-	0.00%	260,000	260,000
13	1330	Adminstrative Stipend	Special Education Admin Stipend	2,500	2,500	-	0.00%	2,500	2,500
14	1900	Other Certificated	Orientation Specialist - 600 hours	18,000	18,000	-	0.00%	18,000	18,000
15									
16		**Total Certificated Salaries**		**$ 1,877,094**	**$ 1,874,435**	**$ (2,659)**	**-0.14%**	**$ 1,924,700**	**$ 1,963,200**
17		**Classified Salaries**							
18	2400	Clerical and Office	0.75 FTE Office Manager, 0.50 FTE Admin Assistant	$ 75,090	$ 57,899	$ (17,191)	-22.89%	$ 72,375	$ 73,701
20									
21		**Total Classified Salaries**		**$ 75,090**	**$ 57,899**	**$ (17,191)**	**-22.89%**	**$ 72,375**	**$ 73,701**
22		**Benefits**							
23	3100	STRS (Retirement)	16.150%	$ -	$ -	$ -	0.00%	$ -	$ -
24	3200	PERS (Retirement)	20.700%	-	-	-	0.00%	-	-
25	3301	OASDI/Medicare	6.2% OASDI, 1.45% Medicare	136,155	135,900	(255)	-0.19%	147,240	150,185
26	3302	OASDI/Medicare	6.2% OASDI, 1.45% Medicare	5,674	4,359	(1,315)	-23.18%	5,537	5,638
27	3401	Health and Welfare	Varies by employee	169,244	169,480	236	0.14%	169,480	169,480
28	3402	Health and Welfare	Varies by employee	4,720	4,720	(0)	-0.01%	4,720	4,720
29	3500	State Unemployment Insurance	0.05%	934	920	(14)	-1.50%	999	1,018
30	3600	Workers' Compensation	1.6100%	30,328	30,008	(320)	-1.06%	32,153	32,794
31	3900	Miscellaneous Benefits	Life/AD&D, Disability Insurance	4,647	4,647	-	0.00%	4,647	4,647
32		**Total Benefits**		**$ 351,703**	**$ 350,034**	**$ (1,669)**	**-0.47%**	**$ 364,776**	**$ 368,482**
33		**Books and Supplies**							
34	4100	Curriculum	Accelerate, Edgenuity, Supplemental	$ 310,261	$ 310,261	$ -	0.00%	$ 310,261	$ 310,261
36	4300	Materials and Supplies	Instructional Supplies 1000 (includes lottery) - Chromebooks	45,000	45,000	-	-	45,450	45,905
44		**Total Books and Supplies**		**$ 355,261**	**$ 355,261**	**$ -**	**0.00%**	**$ 355,711**	**$ 356,166**
45		**Other Services and Operating**							
46	5100	Subagreements	Career Pathways Grant 6382	$ -	$ -	$ -	0.00%	$ -	$ -
47		***Total Subagreements***		***$ -***	***$ -***	***$ -***	***0.00%***	***$ -***	***$ -***

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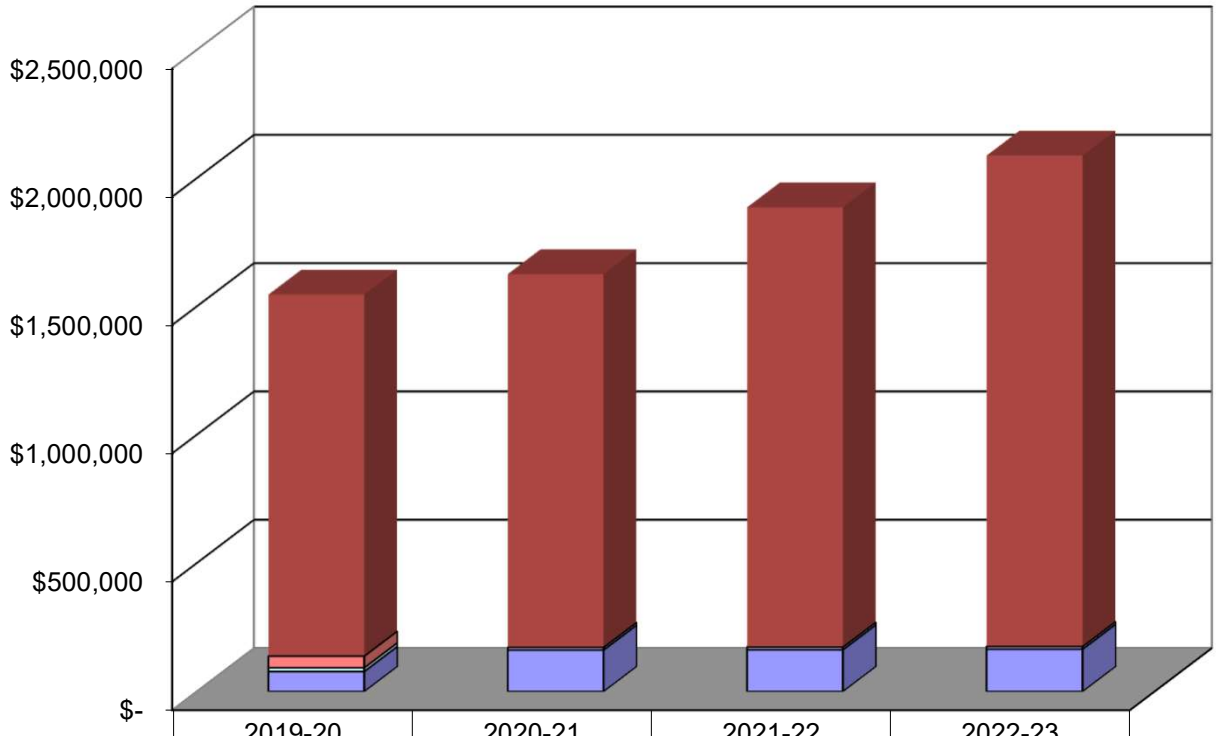
1	Peak Prep Pleasant Valley								
2	Based on Governor's 2020-21 Adopted Budget								
3						2nd Interim vs 1st Interim Budget Change			
4				2020/21	2020/21			2021/22	2022/23
5	**Object**	**Description**	**Comments**	**1st Interim Budget**	**2nd Interim Budget**			**Budget**	**Budget**
48									
49	5200	Travel and Conference	Travel	$ 5,000	$ 5,000	$ -	0.00%	$ 5,050	$ 5,101
51	5220	Travel and Conference	Staff Development	14,000	14,000	-	0.00%	14,140	14,281
52		***Total Travel and Conference***		***$ 19,000***	***$ 19,000***	***$ -***	***0.00%***	***$ 19,190***	***$ 19,382***
53	5300	Dues and Memberships	A Plus, NHS	$ 3,000	$ 3,000	$ -	0.00%	$ 3,030	$ 3,060
54		***Total Dues and Memberships***		***$ 3,000***	***$ 3,000***	***$ -***	***0.00%***	***$ 3,030***	***$ 3,060***
55									
56	5450	Insurance	Liability Insurance	$ 13,533	$ 13,533	$ -	0.00%	$ 13,668	$ 13,805
57		***Total Insurance***		***$ 13,533***	***$ 13,533***	***$ -***	***0.00%***	***$ 13,668***	***$ 13,805***
67	5600	Facilities	Facility Rent	$ 18,000	$ 18,000	$ -	0.00%	$ 18,540	$ 19,096
68		***Total Leases, Rentals and Repairs***		***$ 18,000***	***$ 18,000***	***$ -***	***0.00%***	***$ 18,540***	***$ 19,096***
69	5800	Professional Services	Other Administrative Services (includes Escape 2700)	$ 2,907	$ 2,907	$ -	0.00%	$ 2,936	$ 2,965
70	5800	Professional Services	Graduation, Transcripts 2700	3,000	3,000	-	0.00%	3,030	3,060
72	5800	Professional Services	Student Information System, LMS, Enrollment 2700	27,075	27,075	-	0.00%	27,346	27,619
74	5800	Professional Services	Oversight Fee 1% 7600	30,046	30,046	-	0.00%	32,549	32,417
76	5800	Professional Services	Student Testing Services 3160	30,000	30,000	-	0.00%	30,300	30,603
77	5800	Professional Services	Google Suite, Doc Hub, Zoom, GoToMeeting 1000	9,280	9,280	-	0.00%	9,373	9,467
78	5800	Professional Services	Special Ed 3310, 6500 - SpEd NPA Consulta	50,000	50,000	-	0.00%	50,000	50,500
80	5800	Professional Services	Marketing 7200	10,000	10,000	-	0.00%	25,000	25,000
83	5801	Professional Services	Audit Cost	13,050	13,050	-	0.00%	13,181	13,313
84	5803	Professional Services	BSA Fees	263,514	263,514	-	0.00%	236,877	235,980
88	5899	Professional Services	Legal	100,000	100,000	-	0.00%	50,000	50,000
89		***Total Professional Services***		***$ 538,872***	***$ 538,872***	***$ -***	***0.00%***	***$ 480,591***	***$ 480,924***
91	5902	Communication	Phone/Internet	$ 400	$ 400	$ -	0.00%	$ 404	$ 408
92	5903	Communication	Mail Merge	900	900	-	0.00%	$ 909	$ 918
93		***Total Communication***		***$ 1,300***	***$ 1,300***	***$ -***	***0.00%***	***$ 1,313***	***$ 1,326***
94		**Total Other Services and Operating**		**$ 593,705**	**$ 593,705**	**$ -**	**0.00%**	**$ 536,333**	**$ 537,594**
102		**TOTAL EXPENDITURES**		**$ 3,252,852**	**$ 3,231,334**	**$ (21,518)**	**-0.66%**	**$ 3,253,895**	**$ 3,299,143**

	A	B	C	F	G	H	I	M	N	R
1	Peak Prep Pleasant Valley									
2	Based on Governor's 2020-21 Adopted Budget									
3						2nd Interim vs 1st Interim Budget Change				
4										
5	**Object**	**Description**		**2020/21 1st Interim Budget**	**2020/21 2nd Interim Budget**			**2021/22 Budget**	**2022/23 Budget**	
6		**REVENUES:**		Enrollment 390	Enrollment 390			Enrollment 350	Enrollment 350	Enrollment/ADA - 2020-21: 390/351.00, 2021-22: 350/315.00, 2022-23: 350/315.00, 2023-24: 350/315.00, 2024-25: 350/315.00, 2025-26: 350/315.00
7	8010-8099	LCFF Sources		$ 3,004,567	$ 3,004,567	$ -	0.00%	$ 3,254,930	$ 3,241,651	Local Control Funding Formula 20/21: COLA 0% ADJ 0%, 21/22: COLA 3.84% ADJ 0%, 22/23: COLA 1.5% ADJ 0%, 23/24: COLA 1.5% ADJ 0%, 24/25: COLA 1.5% ADJ 0%, 25/26: COLA 1.5% ADJ 0%
8	8100-8299	Federal Revenue		71,144	71,144	-	0.00%	50,000	50,000	
9	8300-8599	Other State		109,117	109,117	-	0.00%	84,356	84,356	
10	8600-8799	Other Local		120,000	126,302	6,302	5.25%	125,000	125,000	
11		**TOTAL REVENUES**		**$ 3,304,828**	**$ 3,311,130**	**$ 6,302**	**0.19%**	**$ 3,514,286**	**$ 3,501,007**	
12		**EXPENDITURES**								
13	1000-1999	Certificated Salaries		$ 1,877,094	$ 1,874,435	$ (2,659)	-0.14%	$ 1,924,700	$ 1,963,200	Teacher FTE - 2020-21: 25.00, 2021-22: 25.00, 2022-23: 25.00, 2023-24: 25.00, 2024-25: 25.00, 2025-26: 25.00
14	2000-2999	Classified Salaries		75,090	57,899	(17,191)	-22.89%	72,375	73,701	Clerical FTE - 2020-21: 1.25, 2021-22: 1.25, 2022-23: 1.25, 2023-24: 1.25, 2024-25: 1.25, 2025-26: 1.25
15	3000-3999	Employee Benefits		351,703	350,034	(1,669)	-0.47%	364,776	368,482	
16	4000-4999	Books and Supplies		355,261	355,261	-	0.00%	355,711	356,166	
17	5000-5999	Services and Other Operating		593,705	593,705	-	0.00%	536,333	537,594	
18	6000-6999	Depreciation		-	-	-	0.00%	-	-	
19	7000-7999	Other Outgo		-	-	-	0.00%	-	-	
20		**TOTAL EXPENDITURES**		**$ 3,252,852**	**$ 3,231,334**	**$ (21,518)**	**-0.66%**	**$ 3,253,895**	**$ 3,299,143**	
21		**NET INCREASE/(DECREASE)**		$ 51,976	$ 79,796	$ 27,820	53.53%	$ 260,391	$ 201,864	
22	9791	Beginning Balance		$ 1,546,422	$ 1,546,422	$ -	0.00%	$ 1,626,218	$ 1,886,609	
24		**ENDING FUND BALANCE**		**$ 1,598,398**	**$ 1,626,218**	**$ 27,820**	**1.74%**	**$ 1,886,609**	**$ 2,088,473**	
25		**COMPONENTS OF ENDING FUND BALANCE**								
27	9796	Economic Uncourt. (Greater of 5% or $65K) 0000		162,643	161,567	(1,076)	-0.66%	162,695	164,957	
28		*Economic Uncourt. %*		5.00%	5.00%	0.00%	0.00%	5.00%	5.00%	
29	9790	R0060 Mandated Block Grant (includes one-time grant)		10,206	10,206	-	0.00%	10,206	10,206	
32	9790	Undesignated 0000		1,425,549	1,454,445	28,896	2.03%	1,713,708	1,913,310	
33		**ENDING FUND BALANCE**		**$ 1,598,398**	**$ 1,626,218**	**$ 27,820**	**1.74%**	**$ 1,886,609**	**$ 2,088,473**	

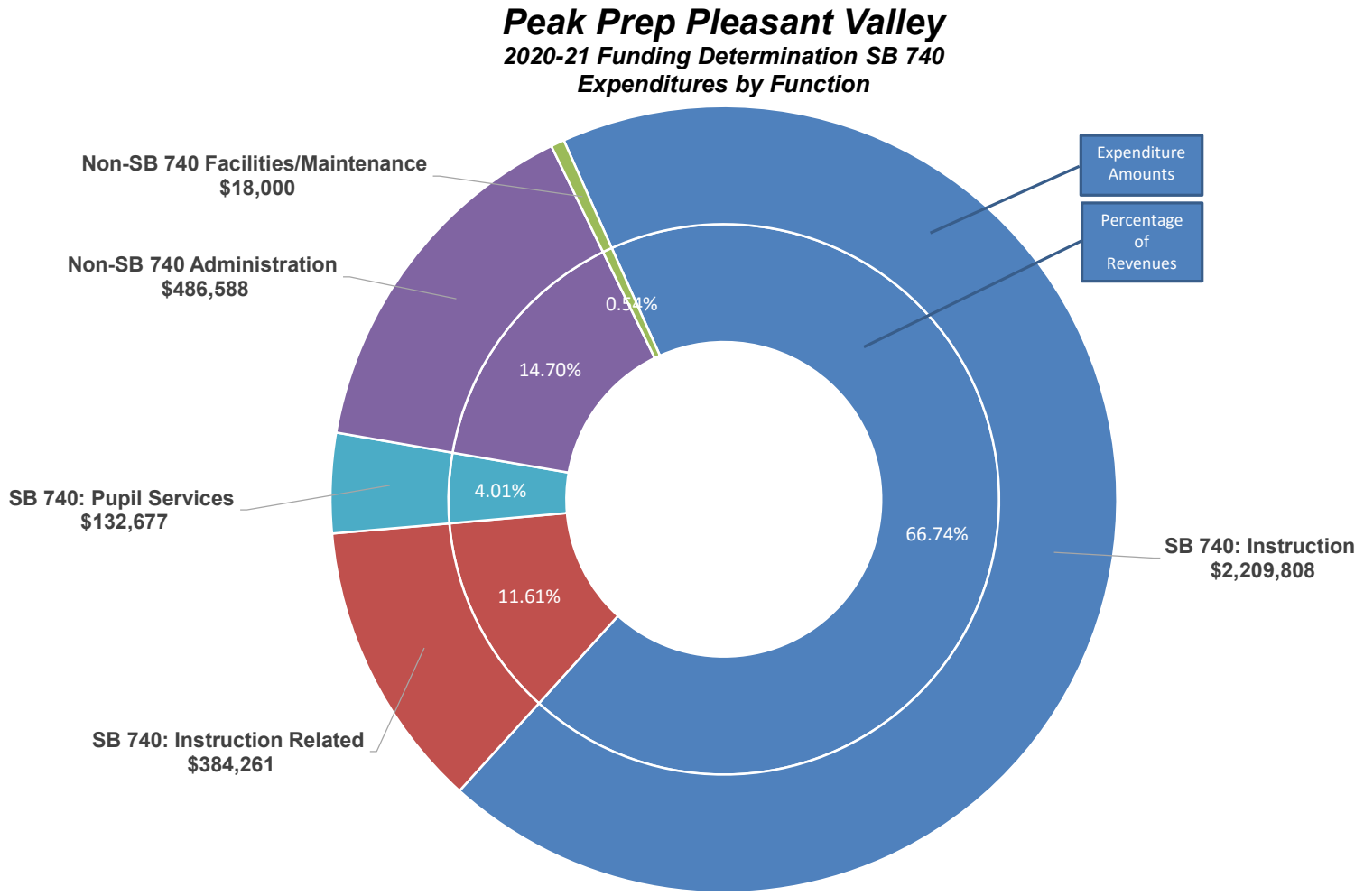
Components of Ending Fund Balance



	2019-20	2020-21	2021-22	2022-23
Undesignated	$1,408,418	$1,454,445	$1,713,708	$1,913,310
Mandate Block Grant	$-	$10,206	$10,206	$10,206
Lottery Unrestricted	$45,229	$-	$-	$-
Lottery Restricted	$14,717	$-	$-	$-
Economic Uncertainties	$78,058	$161,567	$162,695	$164,957

	A	B	F	G	H	I	J	K	L	M
1	Peak Prep Pleasant Valley									
2	ACTUAL EXPENDITURES TO DATE									
3				Actual	Actual	Total	%	%	Balance Remaining	
4			2020-21	Encumbrances	Expenditures	Enc/Exp	Enc.	Exp.		
5	Object	Description	2nd Interim	as of 2/16/2021	as of 2/16/2021	as of 2/16/2021	To Date	To Date	Amount	%
6		**Certificated Salaries**								
7	1000	Certificated Salaries	$ 1,874,435	$ 776,054	$ 957,442	$ 1,733,496	41.40%	51.08%	$ 140,939	7.52%
8	2000	Classified Salaries	57,899	18,666	24,651	43,317	32.24%	42.58%	14,582	25.19%
9	3000	Employee Benefits	350,034	71,618	187,438	259,056	20.46%	53.55%	90,978	25.99%
10	4100	Textbooks	310,261	-	273,038	273,038	0.00%	88.00%	37,223	12.00%
12	4300	Materials and Supplies	45,000	8,021	18,652	26,673	17.82%	41.45%	18,327	40.73%
16	5200	Travel and Conference	19,000	-	4,329	4,329	0.00%	22.78%	14,671	77.22%
17	5300	Memberships and Dues	3,000	-	385	385	0.00%	12.83%	2,615	87.17%
18	5400	Insurance	13,533	-	13,533	13,533	0.00%	100.00%	-	0.00%
20	5600	Rentals, Leases, and Repairs	18,000	3,551	9,325	12,876	19.73%	51.81%	5,124	28.47%
21	5800	Professional Services	538,872	26,851	125,118	151,969	4.98%	23.22%	386,903	71.80%
22	5900	Communication	1,300	232	2,329	2,561	17.85%	179.15%	(1,261)	-97.00%
25		**TOTAL EXPENDITURES**	**$ 3,231,334**	**$ 904,993**	**$ 1,616,240**	**$ 2,521,233**	**28.01%**	**50.02%**	**$ 710,101**	**21.98%**

	A	G	H	I	J	K	L
1	***Peak Prep Pleasant Valley 2020-21***						
2	***SB740 Eligible Expenditures***						
3							
4		**2020/21 2nd Interim Budget**	**Encumbrances as of 2/11/2021**	**Actual Expenses as of 2/11/2021**	**2020/21 Actual Enc. And Exp.**	**Remaining Balance**	**% Remaining**
5							
6	**TOTAL REVENUES**	**$ 3,311,130**			**$ 3,311,130**	***N/A***	***N/A***
7	**Revenue Adjustments**	**$ -**			**$ -**	***N/A***	***N/A***
8	**REVENUES USED FOR 80% CALCULATION**	**$ 3,311,130**			**$ 3,311,130**	***N/A***	***N/A***
9	**Less Local (Interest, Fund Raising, Startup)**	**$ (6,302)**			**$ (6,302)**	***N/A***	***N/A***
10	***Net Revenues (Used for 40% Requirement)***	***$ 3,304,828***			***$ 3,304,828***	***N/A***	***N/A***
11	**SB740 ELIGIBLE EXPENDITURES (Functions 1000-4999)**						
12	Certificated Salaries	$ 1,826,435	$ 756,315	$ 931,781	$ 1,688,096	$ 138,339	7.57%
13	Certificated Employee Benefits	331,582	68,135	177,711	245,846	85,736	25.86%
14	Special Education Contracts	50,000	20,801	19,200	40,001	9,999	20.00%
15	**Total SB740 Cert. Sal\Ben and Spec Ed Contracts**	**$ 2,208,017**	**$ 845,251**	**$ 1,128,692**	**$ 1,973,943**	**$ 234,074**	10.60%
16	**Total SB740 Cert. Sal\Ben and Spec Ed as % of Net Revenue (Excludes Interest, Fund Raising, Startup)**	**66.81%**	**Budget Meets 40% Minimum Requirement**		**59.73%**	**Actuals Meet 40% Minimum Requirement**	
17	Classified Salaries	$ 57,899	$ 18,666.00	$ 24,651.00	$ 43,317	$ 14,582	25.19%
18	Employee Benefits	10,007	1,715	4,970	6,685	3,322	33.20%
19	Books and Supplies	355,261	8,021	291,689	299,710	55,551	15.64%
21	Services, Other Operating	95,562	5,362	50,590	55,952	39,610	41.45%
23	Reserve for Oxnard Facility Lease	-	-	-	-	-	0.00%
24	***Total Other SB740 Expenditures***	*$ 518,729*	*$ 33,764*	*$ 371,900*	*$ 405,664*	*$ 113,065*	21.80%
25	**Total SB740 EXPENDITURES (Functions 1000-4000)**	**$ 2,726,746**	**879,015.00**	**1,500,592.00**	**$ 2,379,607.00**	**$ 347,139.00**	12.73%
26	**Total SB740 Expenditures as % of Total Revenue**	**82.35%**	**Budget Meets 80% Minimum**		**71.87%**	**Actuals DO NOT Meet 80%**	
27	**Percentage Over/(Under)**	**2.35%**			**-8.13%**		
28	**Amount Over/(Under)**	**$ 77,842**			**$ (269,297.00)**		
29	**NON SB740 EXPENDITURES (Functions 5000-9999)**						
30	Certificated Salaries	$ 48,000	$ 19,739	$ 25,661	$ 45,400	$ 2,600	5.42%
32	Employee Benefits	8,445	1,768	4,757	6,525	1,920	22.74%
34	Services, Other Operating	448,143	5,059	84,045	89,104	359,039	80.12%
35	Services, Other Operating Adj	-	-	-	-	-	0.00%
36	Other Outgo	-	-	-	-	-	0.00%
37	**Total NON SB740 EXPENDITURES (Functions 5000-9999)**	$ 504,588	$ 26,566	$ 114,463	$ 141,029	$ 363,559	72.05%
38	**Total NON SB740 Expenditures as % of Total Revenue**	**15.24%**			**4.26%**		
39	**TOTAL EXPENDITURES/ENCUMBRANCES**	$ 3,231,334	$ 905,581	$ 1,615,055	$ 2,520,636	$ 710,698	21.99%
40	**NET INCREASE/(DECREASE) IN FUND BALANCE**	**$ 79,796**			**$ 890,494**		
41	**Beginning Balance**	$ 1,546,422			**$ 1,546,422**		
42	**ENDING BALANCE**	**$ 1,626,218**			**$ 2,407,206**		


Peak Prep Pleasant Valley
2020-21 Funding Determination SB 740
Expenditures by Function
Non-SB 740 Facilities/Maintenance
$18,000
Non-SB 740 Administration
$486,588
SB 740: Pupil Services
$132,677
SB 740: Instruction Related
$384,261
SB 740: Instruction
$2,209,808
Expenditure Amounts
Percentage of Revenues
0.54%
14.70%
4.01%
11.61%
66.74%

Peak Prep Pleasant Valley
Ventura County

2020-21 Cash Flow Worksheet - Second Interim Budget

Form CASH

	Object	July	August	September	October	November	December	January	February	March	April	May	June	Accruals	TOTAL
ACTUALS THRU MONTH OF	JAN														
A. BEGINNING CASH		$ -	$ 687,025.85	$ 628,155.51	$ 1,210,718.99	$ 2,137,906.03	$ 1,930,479.17	$ 2,111,564.56	$ 2,093,101.15	$ 2,020,512.14	$ 2,004,708.07	$ 1,909,900.85	$ 1,812,375.88		$ -
B. RECEIPTS															
LCFF															
Property Tax	8020-8079	-	-	-	-	-	-	-	-	-	-	-	-	-	-
LCFF State Aid	8011	97,789.00	97,789.00	176,021.00	176,021.00	176,021.00	176,021.00	176,021.00	80,994.39	31,019.13	31,019.13	31,019.13	-	665,026.23	1,914,761.00
LCFF Categorical	80XX	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Education Protection Account (EPA)	8012	-	-	14,534.00	-	-	14,534.00	-	-	14,534.00	-	-	-	14,534.00	58,136.00
RevLimStAdPri	8019	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other	8080-8099	-	-	-	-	-	-	-	-	-	-	-	-	-	-
In-Lieu to Charter	8096	-	61,900.00	123,800.00	82,534.00	82,534.00	82,534.00	-	82,533.60	144,433.80	72,216.90	72,216.90	72,216.90	154,749.90	1,031,670.00
IDEA Part B 3310	8181	-	-	-	-	-	-	-	-	25,000.00	-	12,500.00	-	12,500.00	50,000.00
Covid Relief 3220	8290	-	-	21,144.00	-	-	-	-	-	-	-	-	-	-	21,144.00
Mandated Block Grant	8550	-	-	-	-	10,205.00	-	-	-	-	-	-	-	1.00	10,206.00
Lottery Unrestricted 1100	8560	-	-	-	-	-	60,285.75	-	-	-	13,747.75	-	-	(19,042.50)	54,991.00
Lottery Restricted 6300	8560	-	-	-	-	-	13,660.50	-	-	-	-	-	-	4,303.50	17,964.00
Educator Effectiveness 6264	8590	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Charter Supplemental Cat Block Grant 0000	8590	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Career Pathways Grant 6382	8590	-	-	-	-	-	-	-	-	-	-	-	-	-	-
College Ready 7338	8590	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Prop 98 LLM 7420	8590	-	-	25,956.00	-	-	-	-	-	-	-	-	-	-	25,956.00
Other State Income	8590	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Interdistrict Transfers	8601	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Food Services	8634	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Interest	8660	-	-	-	-	881.30	843.43	37.87	-	970.00	970.00	-	-	1,297.40	5,000.00
Interagency Income	8677	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Local Income	8699	784.72	-	-	-	186.19	300.11	1,301.70	-	-	-	-	-	(1,270.71)	1,302.00
Direct Service Revenue - VCOE	8782	-	-	-	-	-	-	-	-	-	-	-	-	-	-
AB602 6500	8792	-	-	-	-	-	-	-	6,868.00	4,724.00	4,724.00	4,724.00	-	98,960.00	120,000.00
Error Account	8999	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL RECEIPTS		98,573.72	159,689.00	361,455.00	258,555.00	269,827.49	348,178.79	177,360.57	170,395.99	220,680.93	122,677.78	120,460.03	72,216.90	931,058.81	3,311,130.00
C. DISBURSEMENTS															
Certificated Salaries	1000-1999	-	129,143.99	140,647.73	145,266.81	161,371.45	153,958.15	149,903.28	162,296.00	175,796.00	162,296.00	167,296.00	179,296.00	147,163.59	1,874,435.00
Classified Salaries	2000-2999	-	3,733.10	3,733.10	3,733.10	3,733.10	3,733.10	3,733.10	3,994.00	3,994.00	3,994.00	3,994.00	3,994.00	15,530.40	57,899.00
Employee Benefits	3000-3999	-	11,418.06	12,817.44	13,952.26	15,340.39	14,256.45	112,655.76	29,695.00	29,695.00	29,695.00	29,695.00	29,695.00	21,118.64	350,034.00
Supplies	4000-4999	-	70,289.18	61,447.45	51,895.46	36,232.50	171.45							135,224.96	355,261.00
Services	5000-5999	-	9,063.50	37,936.88	20,625.56	60,551.60	6,170.13	14,657.83	47,000.00	27,000.00	21,500.00	17,000.00	21,050.00	311,149.30	593,704.80
Capital Outlays	6000-6599	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Outgo	7000-7399	-	-	-	-	-	-	-	-	-	-	-	-	-	-
SB 740 Spending	XXXX	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Interfund Transfers Out	7600-7629	-	-	-	-	-	-	-	-	-	-	-	-	-	-
All Other Financing Uses	7630-7699	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Disbursements														-	-
TOTAL DISBURSEMENTS		-	223,647.83	256,582.60	235,473.19	277,229.04	178,289.28	280,949.97	242,985.00	236,485.00	217,485.00	217,985.00	234,035.00	630,186.89	3,231,333.80
INCOME LESS EXPENDITURES		98,573.72	(63,958.83)	104,872.40	23,081.81	(7,401.55)	169,889.51	(103,589.40)	(72,589.01)	(15,804.07)	(94,807.22)	(97,524.97)	(161,818.10)	300,871.92	79,796.20
D. PRIOR YEAR TRANSACTIONS															
Cash in Bank	9120	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Bank of America	92XX	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2019-20 Expenses	9669	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2019-20 Payroll	9669	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2019-20 Service Fees	9669	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Equipment Depreciation	9400	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Accounts Receivable	92XX	793,699.06	(1,475.14)	374,450.38	925,727.09	(185,000.00)	-	-	-	-	-	-	-	*401,782.91*	2,309,184.30
Prepaid Expenditures	9330	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Accounts Payable	9510-9650	(205,246.93)	6,563.63	103,240.70	(21,621.86)	(15,025.30)	11,195.88	85,125.99	-	-	-	-	-	*(726,993.41)*	(762,761.30)
Rounding Adjustment		-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL PY TRANSACTIONS		588,452.13	5,088.49	477,691.08	904,105.23	(200,025.30)	11,195.88	85,125.99	-	-	-	-	-	(325,210.50)	1,546,423.00
E. NET INCREASE/(DECREASE) (B-C+D)		687,025.85	(58,870.34)	582,563.48	927,187.04	(207,426.85)	181,085.39	(18,463.41)	(72,589.01)	(15,804.07)	(94,807.22)	(97,524.97)	(161,818.10)	(24,338.58)	1,626,219.20
F. ENDING CASH (A+E)		687,025.85	628,155.51	1,210,718.99	2,137,906.03	1,930,479.17	2,111,564.56	2,093,101.15	2,020,512.14	2,004,708.07	1,909,900.85	1,812,375.88	1,650,557.78		
G. ENDING FUND BALANCE															1,626,219.20
ACTUAL CASH BALANCE		$ 686,241.13	$ 627,370.79	$ 1,209,934.27	$ 2,137,121.31	$ 1,929,508.27	$ 2,110,293.55	$ 2,091,830.14				$ -	$ -		
DIFFERENCE		$ 784.72	$ 784.72	$ 784.72	$ 784.72	$ 970.90	$ 1,271.01	$ 1,271.01	$ 2,020,512.14	$ 2,004,708.07	$ 1,909,900.85	$ 1,812,375.88	$ 1,650,557.78		

Second Interim Certification

Charter Number: 2062

To the chartering authority and the county superintendent of schools (or only to the county superintendent of schools if the county board of education is the chartering authority):

2020-21 CHARTER SCHOOL INTERIM REPORT: This report is hereby filed by the charter school pursuant to Education Code Section 47604.33(a).

Signed: _____ Date: _____
Charter School Official
(Original signature required)

Printed Name: Shalen Bishop Title: Superintendent

For additional information on the interim report, please contact:

Charter School Contact:

Tami Peterson
Name

Chief Business Official
Title

805-383-1972
Telephone

tpeterson@vcoe.org
E-mail Address

Table of Contents

G = General Ledger Data; S = Supplemental Data

Form	Description	Data Supplied For: 2020-21 Original Budget	2020-21 Board Approved Operating Budget	2020-21 Actuals to Date	2020-21 Projected Totals
01I	General Fund/County School Service Fund				
08I	Student Activity Special Revenue Fund				
11I	Adult Education Fund				
12I	Child Development Fund				
13I	Cafeteria Special Revenue Fund				
14I	Deferred Maintenance Fund				
15I	Pupil Transportation Equipment Fund				
17I	Special Reserve Fund for Other Than Capital Outlay Projects				
18I	School Bus Emissions Reduction Fund				
19I	Foundation Special Revenue Fund				
20I	Special Reserve Fund for Postemployment Benefits				
21I	Building Fund				
25I	Capital Facilities Fund				
30I	State School Building Lease-Purchase Fund				
35I	County School Facilities Fund				
40I	Special Reserve Fund for Capital Outlay Projects				
49I	Capital Project Fund for Blended Component Units				
51I	Bond Interest and Redemption Fund				
52I	Debt Service Fund for Blended Component Units				
53I	Tax Override Fund				
56I	Debt Service Fund				
57I	Foundation Permanent Fund				
61I	Cafeteria Enterprise Fund				
62I	Charter Schools Enterprise Fund	G	G	G	G
63I	Other Enterprise Fund				
66I	Warehouse Revolving Fund				
67I	Self-Insurance Fund				
71I	Retiree Benefit Fund				
73I	Foundation Private-Purpose Trust Fund				
76I	Warrant/Pass-Through Fund				
95I	Student Body Fund				
AI	Average Daily Attendance	S	S		S
CASH	Cashflow Worksheet				
CHG	Change Order Form				
CI	Interim Certification				S
ESMOE	Every Student Succeeds Act Maintenance of Effort				GS
ICR	Indirect Cost Rate Worksheet				
SIAI	Summary of Interfund Activities - Projected Year Totals				

Fund 620
Charter Schools Enterprise Fund

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
A. REVENUES								
1) LCFF Sources		8010-8099	3,045,592.00	3,004,567.00	1,538,053.00	3,004,567.00	0.00	0.0%
2) Federal Revenue		8100-8299	91,242.00	71,144.00	21,144.00	71,144.00	0.00	0.0%
3) Other State Revenue		8300-8599	96,629.00	109,117.00	110,107.25	109,117.00	0.00	0.0%
4) Other Local Revenue		8600-8799	120,000.00	120,000.00	3,064.30	126,302.00	6,302.00	5.3%
5) TOTAL, REVENUES			3,353,463.00	3,304,828.00	1,672,368.55	3,311,130.00		
B. EXPENSES								
1) Certificated Salaries		1000-1999	1,929,407.00	1,877,094.00	880,291.41	1,874,435.00	2,659.00	0.1%
2) Classified Salaries		2000-2999	45,931.00	75,090.00	22,398.60	57,899.00	17,191.00	22.9%
3) Employee Benefits		3000-3999	341,719.00	351,702.00	180,440.36	350,034.00	1,668.00	0.5%
4) Books and Supplies		4000-4999	355,261.00	355,261.00	220,036.04	355,261.00	0.00	0.0%
5) Services and Other Operating Expenses		5000-5999	556,560.00	593,705.00	149,005.50	593,705.00	0.00	0.0%
6) Depreciation		6000-6999	0.00	0.00	0.00	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.00	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL, EXPENSES			3,228,878.00	3,252,852.00	1,452,171.91	3,231,334.00		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			124,585.00	51,976.00	220,196.64	79,796.00		
D. OTHER FINANCING SOURCES/USES								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.00	0.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
E. NET INCREASE (DECREASE) IN NET POSITION (C + D4)			124,585.00	51,976.00	220,196.64	79,796.00		
F. NET POSITION								
1) Beginning Net Position								
a) As of July 1 - Unaudited		9791	0.00	1,546,422.00		1,546,422.00	0.00	0.0%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			0.00	1,546,422.00		1,546,422.00		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Net Position (F1c + F1d)			0.00	1,546,422.00		1,546,422.00		
2) Ending Net Position, June 30 (E + F1e)			124,585.00	1,598,398.00		1,626,218.00		
Components of Ending Net Position								
a) Net Investment in Capital Assets		9796	114,379.00	115,578.00		161,567.00		
b) Restricted Net Position		9797	0.00	0.00		0.00		
c) Unrestricted Net Position		9790	10,206.00	1,482,820.00		1,464,651.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
LCFF SOURCES								
Principal Apportionment								
State Aid - Current Year		8011	1,955,786.00	1,914,761.00	1,075,683.00	1,914,761.00	0.00	0.0%
Education Protection Account State Aid - Current Year		8012	58,136.00	58,136.00	29,068.00	58,136.00	0.00	0.0%
State Aid - Prior Years		8019	0.00	0.00	0.00	0.00	0.00	0.0%
LCFF Transfers								
Unrestricted LCFF Transfers - Current Year	0000	8091	0.00	0.00	0.00	0.00	0.00	0.0%
All Other LCFF Transfers - Current Year	All Other	8091	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers to Charter Schools in Lieu of Property Taxes		8096	1,031,670.00	1,031,670.00	433,302.00	1,031,670.00	0.00	0.0%
Property Taxes Transfers		8097	0.00	0.00	0.00	0.00	0.00	0.0%
LCFF/Revenue Limit Transfers - Prior Years		8099	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, LCFF SOURCES			3,045,592.00	3,004,567.00	1,538,053.00	3,004,567.00	0.00	0.0%
FEDERAL REVENUE								
Maintenance and Operations		8110	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education Entitlement		8181	50,000.00	50,000.00	0.00	50,000.00	0.00	0.0%
Special Education Discretionary Grants		8182	0.00	0.00	0.00	0.00	0.00	0.0%
Child Nutrition Programs		8220	0.00	0.00	0.00	0.00	0.00	0.0%
Donated Food Commodities		8221	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Contracts Between LEAs		8285	0.00	0.00	0.00	0.00	0.00	0.0%
Title I, Part A, Basic	3010	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Title I, Part D, Local Delinquent Programs	3025	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Title II, Part A, Supporting Effective Instruction	4035	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Title III, Part A, Immigrant Student Program	4201	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Title III, Part A, English Learner Program	4203	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Public Charter Schools Grant Program (PCSGP)	4610	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Other NCLB / Every Student Succeeds Act	3020, 3040, 3041, 3045, 3060, 3061, 3150, 3155, 3180, 3181, 3182, 3185, 4037,4124, 4126, 4127, 4128, 5510, 5630	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Career and Technical Education	3500-3599	8290	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Federal Revenue	All Other	8290	41,242.00	21,144.00	21,144.00	21,144.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			91,242.00	71,144.00	21,144.00	71,144.00	0.00	0.0%
OTHER STATE REVENUE								
Other State Apportionments								
Special Education Master Plan Current Year	6500	8311	0.00	0.00	0.00	0.00	0.00	0.0%
Prior Years	6500	8319	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Apportionments - Current Year	All Other	8311	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Apportionments - Prior Years	All Other	8319	0.00	0.00	0.00	0.00	0.00	0.0%
Child Nutrition Programs		8520	0.00	0.00	0.00	0.00	0.00	0.0%
Mandated Costs Reimbursements		8550	10,206.00	10,206.00	10,205.00	10,206.00	0.00	0.0%
Lottery - Unrestricted and Instructional Materials		8560	86,423.00	72,955.00	73,946.25	72,955.00	0.00	0.0%
After School Education and Safety (ASES)	6010	8590	0.00	0.00	0.00	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
Charter School Facility Grant	6030	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Drug/Alcohol/Tobacco Funds	6690, 6695	8590	0.00	0.00	0.00	0.00	0.00	0.0%
California Clean Energy Jobs Act	6230	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Career Technical Education Incentive Grant Program	6387	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Specialized Secondary	7370	8590	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Revenue	All Other	8590	0.00	25,956.00	25,956.00	25,956.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			96,629.00	109,117.00	110,107.25	109,117.00	0.00	0.0%
OTHER LOCAL REVENUE								
Sales								
Sale of Equipment/Supplies		8631	0.00	0.00	0.00	0.00	0.00	0.0%
Sale of Publications		8632	0.00	0.00	0.00	0.00	0.00	0.0%
Food Service Sales		8634	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Sales		8639	0.00	0.00	0.00	0.00	0.00	0.0%
Leases and Rentals		8650	0.00	0.00	0.00	0.00	0.00	0.0%
Interest		8660	0.00	0.00	1,762.60	5,000.00	5,000.00	New
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.00	0.00	0.00	0.0%
Fees and Contracts								
Child Development Parent Fees		8673	0.00	0.00	0.00	0.00	0.00	0.0%
Transportation Fees From Individuals		8675	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Services		8677	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Fees and Contracts		8689	0.00	0.00	0.00	0.00	0.00	0.0%
Other Local Revenue								
All Other Local Revenue		8699	0.00	0.00	1,301.70	1,302.00	1,302.00	New
Tuition		8710	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In		8781-8783	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Apportionments								
Special Education SELPA Transfers								
From Districts or Charter Schools	6500	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	6500	8792	120,000.00	120,000.00	0.00	120,000.00	0.00	0.0%
From JPAs	6500	8793	0.00	0.00	0.00	0.00	0.00	0.0%
Other Transfers of Apportionments								
From Districts or Charter Schools	All Other	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	All Other	8792	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	All Other	8793	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			120,000.00	120,000.00	3,064.30	126,302.00	6,302.00	5.3%
TOTAL, REVENUES			3,353,463.00	3,304,828.00	1,672,368.55	3,311,130.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
CERTIFICATED SALARIES								
Certificated Teachers' Salaries		1100	1,543,906.00	1,503,593.00	705,645.10	1,499,960.00	3,633.00	0.2%
Certificated Pupil Support Salaries		1200	105,000.00	93,000.00	37,122.40	93,974.00	(974.00)	-1.0%
Certificated Supervisors' and Administrators' Salaries		1300	262,501.00	262,501.00	129,108.91	262,501.00	0.00	0.0%
Other Certificated Salaries		1900	18,000.00	18,000.00	8,415.00	18,000.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			1,929,407.00	1,877,094.00	880,291.41	1,874,435.00	2,659.00	0.1%
CLASSIFIED SALARIES								
Classified Instructional Salaries		2100	0.00	0.00	0.00	0.00	0.00	0.0%
Classified Support Salaries		2200	0.00	0.00	0.00	0.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0.00	0.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	45,931.00	75,090.00	22,398.60	57,899.00	17,191.00	22.9%
Other Classified Salaries		2900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			45,931.00	75,090.00	22,398.60	57,899.00	17,191.00	22.9%
EMPLOYEE BENEFITS								
STRS		3101-3102	0.00	0.00	0.00	0.00	0.00	0.0%
PERS		3201-3202	0.00	0.00	0.00	0.00	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	149,730.00	141,830.00	65,031.76	140,259.00	1,571.00	1.1%
Health and Welfare Benefits		3401-3402	159,199.00	173,964.00	98,750.50	174,200.00	(236.00)	-0.1%
Unemployment Insurance		3501-3502	988.00	933.00	424.97	920.00	13.00	1.4%
Workers' Compensation		3601-3602	31,802.00	30,328.00	13,571.90	30,008.00	320.00	1.1%
OPEB, Allocated		3701-3702	0.00	0.00	0.00	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.00	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	4,647.00	2,661.23	4,647.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			341,719.00	351,702.00	180,440.36	350,034.00	1,668.00	0.5%
BOOKS AND SUPPLIES								
Approved Textbooks and Core Curricula Materials		4100	310,261.00	310,261.00	201,469.60	310,261.00	0.00	0.0%
Books and Other Reference Materials		4200	0.00	0.00	0.00	0.00	0.00	0.0%
Materials and Supplies		4300	45,000.00	45,000.00	18,566.44	45,000.00	0.00	0.0%
Noncapitalized Equipment		4400	0.00	0.00	0.00	0.00	0.00	0.0%
Food		4700	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			355,261.00	355,261.00	220,036.04	355,261.00	0.00	0.0%
SERVICES AND OTHER OPERATING EXPENSES								
Subagreements for Services		5100	0.00	0.00	0.00	0.00	0.00	0.0%
Travel and Conferences		5200	19,000.00	19,000.00	4,164.60	19,000.00	0.00	0.0%
Dues and Memberships		5300	3,000.00	3,000.00	385.00	3,000.00	0.00	0.0%
Insurance		5400-5450	13,533.00	13,533.00	13,533.00	13,533.00	0.00	0.0%
Operations and Housekeeping Services		5500	0.00	0.00	0.00	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	18,000.00	18,000.00	8,141.00	18,000.00	0.00	0.0%
Transfers of Direct Costs		5710	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.00	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	502,127.00	538,872.00	122,197.31	538,872.00	0.00	0.0%
Communications		5900	900.00	1,300.00	584.59	1,300.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENSES			556,560.00	593,705.00	149,005.50	593,705.00	0.00	0.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
DEPRECIATION								
Depreciation Expense		6900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, DEPRECIATION			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER OUTGO (excluding Transfers of Indirect Costs)								
Tuition								
Tuition for Instruction Under Interdistrict Attendance Agreements		7110	0.00	0.00	0.00	0.00	0.00	0.0%
Tuition, Excess Costs, and/or Deficit Payments								
Payments to Districts or Charter Schools		7141	0.00	0.00	0.00	0.00	0.00	0.0%
Payments to County Offices		7142	0.00	0.00	0.00	0.00	0.00	0.0%
Payments to JPAs		7143	0.00	0.00	0.00	0.00	0.00	0.0%
Other Transfers Out								
All Other Transfers		7281-7283	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers Out to All Others		7299	0.00	0.00	0.00	0.00	0.00	0.0%
Debt Service								
Debt Service - Interest		7438	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS								
Transfers of Indirect Costs		7310	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Indirect Costs - Interfund		7350	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, EXPENSES			3,228,878.00	3,252,852.00	1,452,171.91	3,231,334.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
INTERFUND TRANSFERS								
INTERFUND TRANSFERS IN								
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.00	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.00	0.00	0.00	0.0%
INTERFUND TRANSFERS OUT								
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.00	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER SOURCES/USES								
SOURCES								
Other Sources								
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.00	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.00	0.00	0.00	0.0%
USES								
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.00	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.00	0.00	0.00	0.0%
CONTRIBUTIONS								
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.00	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			0.00	0.00	0.00	0.00		

Resource	Description	2020/21 Projected Year Totals
Total, Restricted Net Position		0.00

Average Daily Attendance

Description	ESTIMATED FUNDED ADA Original Budget (A)	ESTIMATED FUNDED ADA Board Approved Operating Budget (B)	ESTIMATED P-2 REPORT ADA Projected Year Totals (C)	ESTIMATED FUNDED ADA Projected Year Totals (D)	DIFFERENCE (Col. D - B) (E)	PERCENTAGE DIFFERENCE (Col. E / B) (F)
C. CHARTER SCHOOL ADA						
Authorizing LEAs reporting charter school SACS financial data in their Fund 01, 09, or 62 use this worksheet to report ADA for those charter schools. Charter schools reporting SACS financial data separately from their authorizing LEAs in Fund 01 or Fund 62 use this worksheet to report their ADA.						
FUND 01: Charter School ADA corresponding to SACS financial data reported in Fund 01.						
1. Total Charter School Regular ADA	0.00	0.00	0.00	0.00	0.00	0%
2. Charter School County Program Alternative Education ADA						
a. County Group Home and Institution Pupils	0.00	0.00	0.00	0.00	0.00	0%
b. Juvenile Halls, Homes, and Camps	0.00	0.00	0.00	0.00	0.00	0%
c. Probation Referred, On Probation or Parole, Expelled per EC 48915(a) or (c) [EC 2574(c)(4)(A)]	0.00	0.00	0.00	0.00	0.00	0%
d. Total, Charter School County Program Alternative Education ADA (Sum of Lines C2a through C2c)	0.00	0.00	0.00	0.00	0.00	0%
3. Charter School Funded County Program ADA						
a. County Community Schools	0.00	0.00	0.00	0.00	0.00	0%
b. Special Education-Special Day Class	0.00	0.00	0.00	0.00	0.00	0%
c. Special Education-NPS/LCI	0.00	0.00	0.00	0.00	0.00	0%
d. Special Education Extended Year	0.00	0.00	0.00	0.00	0.00	0%
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools	0.00	0.00	0.00	0.00	0.00	0%
f. Total, Charter School Funded County Program ADA (Sum of Lines C3a through C3e)	0.00	0.00	0.00	0.00	0.00	0%
4. TOTAL CHARTER SCHOOL ADA (Sum of Lines C1, C2d, and C3f)	0.00	0.00	0.00	0.00	0.00	0%
FUND 09 or 62: Charter School ADA corresponding to SACS financial data reported in Fund 09 or Fund 62.						
5. Total Charter School Regular ADA	290.68	290.68	290.68	290.68	0.00	0%
6. Charter School County Program Alternative Education ADA						
a. County Group Home and Institution Pupils	0.00	0.00	0.00	0.00	0.00	0%
b. Juvenile Halls, Homes, and Camps	0.00	0.00	0.00	0.00	0.00	0%
c. Probation Referred, On Probation or Parole, Expelled per EC 48915(a) or (c) [EC 2574(c)(4)(A)]	0.00	0.00	0.00	0.00	0.00	0%
d. Total, Charter School County Program Alternative Education ADA (Sum of Lines C6a through C6c)	0.00	0.00	0.00	0.00	0.00	0%
7. Charter School Funded County Program ADA						
a. County Community Schools	0.00	0.00	0.00	0.00	0.00	0%
b. Special Education-Special Day Class	0.00	0.00	0.00	0.00	0.00	0%
c. Special Education-NPS/LCI	0.00	0.00	0.00	0.00	0.00	0%
d. Special Education Extended Year	0.00	0.00	0.00	0.00	0.00	0%
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools	0.00	0.00	0.00	0.00	0.00	0%
f. Total, Charter School Funded County Program ADA (Sum of Lines C7a through C7e)	0.00	0.00	0.00	0.00	0.00	0%
8. TOTAL CHARTER SCHOOL ADA (Sum of Lines C5, C6d, and C7f)	290.68	290.68	290.68	290.68	0.00	0%
9. TOTAL CHARTER SCHOOL ADA Reported in Fund 01, 09, or 62 (Sum of Lines C4 and C8)	290.68	290.68	290.68	290.68	0.00	0%

Form ESMOE

Section I - Expenditures	Funds 01, 09, and 62 Goals	Functions	Objects	2020-21 Expenditures
A. Total state, federal, and local expenditures (all resources)	All	All	1000-7999	3,231,334.00
B. Less all federal expenditures not allowed for MOE (Resources 3000-5999, except 3385)	All	All	1000-7999	71,144.00
C. Less state and local expenditures not allowed for MOE: (All resources, except federal as identified in Line B)				
1. Community Services	All	5000-5999	1000-7999	0.00
2. Capital Outlay	All except 7100-7199	All except 5000-5999	6000-6999	0.00
3. Debt Service	All	9100	5400-5450, 5800, 7430-7439	0.00
4. Other Transfers Out	All	9200	7200-7299	0.00
5. Interfund Transfers Out	All	9300	7600-7629	0.00
6. All Other Financing Uses	All	9100 9200	7699 7651	0.00
7. Nonagency	7100-7199	All except 5000-5999, 9000-9999	1000-7999	0.00
8. Tuition (Revenue, in lieu of expenditures, to approximate costs of services for which tuition is received)	All	All	8710	0.00
9. Supplemental expenditures made as a result of a Presidentially declared disaster	Manually entered. Must not include expenditures in lines B, C1-C8, D1, or D2.			
10. Total state and local expenditures not allowed for MOE calculation (Sum lines C1 through C9)				0.00
D. Plus additional MOE expenditures:				
1. Expenditures to cover deficits for food services (Funds 13 and 61) (If negative, then zero)	All	All	1000-7143, 7300-7439 minus 8000-8699	0.00
2. Expenditures to cover deficits for student body activities	Manually entered. Must not include expenditures in lines A or D1.			
E. Total expenditures subject to MOE (Line A minus lines B and C10, plus lines D1 and D2)				3,160,190.00

Section II - Expenditures Per ADA		2020-21 Annual ADA/ Exps. Per ADA
A. Average Daily Attendance (Form AI, Column C, Line C9)*		290.68
B. Expenditures per ADA (Line I.E divided by Line II.A)		10,871.71

Section III - MOE Calculation (For data collection only. Final determination will be done by CDE)	Total	Per ADA
A. Base expenditures (Preloaded expenditures extracted from prior year Unaudited Actuals MOE Calculation) (Note: If the prior year MOE was not met, in its final determination, CDE will adjust the prior year base to 90 percent of the preceding prior year amount rather than the actual prior year expenditure amount.)	1,561,152.66	5,370.69
1. Adjustment to base expenditure and expenditure per ADA amounts for LEAs failing prior year MOE calculation (From Section IV)	0.00	0.00
2. Total adjusted base expenditure amounts (Line A plus Line A.1)	1,561,152.66	5,370.69
B. Required effort (Line A.2 times 90%)	1,405,037.39	4,833.62
C. Current year expenditures (Line I.E and Line II.B)	3,160,190.00	10,871.71
D. MOE deficiency amount, if any (Line B minus Line C) (If negative, then zero)	0.00	0.00
E. MOE determination (If one or both of the amounts in line D are zero, the MOE requirement is met; if both amounts are positive, the MOE requirement is not met. If either column in Line A.2 or Line C equals zero, the MOE calculation is incomplete.)	MOE Met	
F. MOE deficiency percentage, if MOE not met; otherwise, zero (Line D divided by Line B) (Funding under ESSA covered programs in FY 2022-23 may be reduced by the lower of the two percentages)	0.00%	0.00%

*Interim Periods - Annual ADA not available from Form AI. For your convenience, Projected Year Totals Estimated P-2 Report ADA has been preloaded. Manual adjustment may be required to reflect estimated Annual ADA.

SECTION IV - Detail of Adjustments to Base Expenditures (used in Section III, Line A.1)

Description of Adjustments	Total Expenditures	Expenditures Per ADA
Total adjustments to base expenditures	0.00	0.00

Technical Review Checks

SACS2020ALL Financial Reporting Software - 2020.2.0
2/16/2021 11:28:54 AM 56-72553-0139592

Second Interim
2020-21 Projected Totals
Technical Review Checks

Peak Prep Pleasant Valley
Pleasant Valley **Ventura County**

Following is a chart of the various types of technical review checks and related requirements:

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O - Informational (If data are not correct, correct the data; if data are correct an explanation is optional, but encouraged)

IMPORT CHECKS

CHECKFUND - (F) - All FUND codes must be valid. **PASSED**

CHK-FUND09-ACTIVITY - (F) - There is no activity in Fund 09. **PASSED**

CHECKRESOURCE - (W) - All RESOURCE codes must be valid. **PASSED**

CHK-RS-LOCAL-DEFINED - (F) - All locally defined resource codes must roll up to a CDE defined resource code. **PASSED**

CHECKGOAL - (F) - All GOAL codes must be valid. **PASSED**

CHECKFUNCTION - (F) - All FUNCTION codes must be valid. **PASSED**

CHECKOBJECT - (F) - All OBJECT codes must be valid. **PASSED**

CHK-FUNDxOBJECT - (F) - All FUND and OBJECT account code combinations must be valid. **PASSED**

CHK-FDxRS7690x8590 - (F) - Funds 19, 57, 63, 66, 67, and 73 with Object 8590, All Other State Revenue, must be used in combination with Resource 7690, STRS-On Behalf Pension Contributions. **PASSED**

CHK-FUNDxRESOURCE - (W) - All FUND and RESOURCE account code combinations should be valid. **PASSED**

CHK-FUNDxGOAL - (W) - All FUND and GOAL account code combinations should be valid. **PASSED**

CHK-FUNDxFUNCTION-A - (W) - All FUND (funds 01 through 12, 19, 57, 62, and 73) and FUNCTION account code combinations should be valid. **PASSED**

CHK-FUNDxFUNCTION-B - (F) - All FUND (all funds except for 01 through 12, 19, 57, 62, and 73) and FUNCTION account code combinations must be valid. **PASSED**

CHK-RESOURCExOBJECTA - (W) - All RESOURCE and OBJECT (objects 8000 through 9999, except for 9791, 9793, and 9795) account code combinations should be valid. **PASSED**

CHK-RESOURCExOBJECTB - (O) - All RESOURCE and OBJECT (objects 9791, 9793, and

9795) account code combinations should be valid. PASSED

CHK-RES6500xOBJ8091 - (F) - There is no activity in Resource 6500 (Special Education) with Object 8091 (LCFF Transfers-Current Year) or 8099 (LCFF/Revenue Limit Transfers-Prior Years). PASSED

CHK-FUNCTIONxOBJECT - (F) - All FUNCTION and OBJECT account code combinations must be valid. PASSED

CHK-GOALxFUNCTION-A - (F) - Goal and function account code combinations (all goals with expenditure objects 1000-7999 in functions 1000-1999 and 4000-5999) must be valid. NOTE: Functions not included in the GOALxFUNCTION table (0000, 2000-3999, 6000-6999, 7100-7199, 7210, 8000-8999) are not checked and will pass the TRC. PASSED

CHK-GOALxFUNCTION-B - (F) - General administration costs (functions 7200-7999, except 7210) must be direct-charged to an Undistributed, Nonagency, or County Services to Districts goal (Goal 0000, 7100-7199, or 8600-8699). PASSED

SPECIAL-ED-GOAL - (F) - Special Education revenue and expenditure transactions (resources 3300-3405, and 6500-6540, objects 1000-8999) must be coded to a Special Education 5000 goal or to Goal 7110, Nonagency-Educational. This technical review check excludes Early Intervening Services resources 3312, 3318, and 3332. PASSED

GENERAL LEDGER CHECKS

INTERFD-DIR-COST - (W) - Transfers of Direct Costs - Interfund (Object 5750) must net to zero for all funds. PASSED

INTERFD-INDIRECT - (W) - Transfers of Indirect Costs - Interfund (Object 7350) must net to zero for all funds. PASSED

INTERFD-INDIRECT-FN - (W) - Transfers of Indirect Costs - Interfund (Object 7350) must net to zero by function. PASSED

INTERFD-IN-OUT - (W) - Interfund Transfers In (objects 8910-8929) must equal Interfund Transfers Out (objects 7610-7629). PASSED

LCFF-TRANSFER - (W) - LCFF Transfers (objects 8091 and 8099) must net to zero, individually. PASSED

INTRAFD-DIR-COST - (F) - Transfers of Direct Costs (Object 5710) must net to zero by fund. PASSED

INTRAFD-INDIRECT - (F) - Transfers of Indirect Costs (Object 7310) must net to zero by fund. PASSED

INTRAFD-INDIRECT-FN - (F) - Transfers of Indirect Costs (Object 7310) must net to zero by function. PASSED

CONTRIB-UNREST-REV - (F) - Contributions from Unrestricted Revenues (Object 8980) must net to zero by fund. PASSED

CONTRIB-RESTR-REV - (F) - Contributions from Restricted Revenues (Object 8990) must net to zero by fund. PASSED

EPA-CONTRIB - (F) - There should be no contributions (objects 8980-8999) to the

Education Protection Account (Resource 1400). **PASSED**

LOTTERY-CONTRIB - (F) - There should be no contributions (objects 8980-8999) to the lottery (resources 1100 and 6300) or from the Lottery: Instructional Materials (Resource 6300). **PASSED**

PASS-THRU-REV=EXP - (W) - Pass-through revenues from all sources (objects 8287, 8587, and 8697) should equal transfers of pass-through revenues to other agencies (objects 7211 through 7213, plus 7299 for Resource 3327), by resource. **PASSED**

SE-PASS-THRU-REVENUE - (W) - Transfers of special education pass-through revenues are not reported in the general fund for the Administrative Unit of a Special Education Local Plan Area. **PASSED**

EXCESS-ASSIGN-REU - (F) - Amounts reported in Other Assignments (Object 9780) and/or Reserve for Economic Uncertainties (REU) (Object 9789) should not create a negative amount in Unassigned/Unappropriated (Object 9790) by fund and resource (for all funds except funds 61 through 95). **PASSED**

UNASSIGNED-NEGATIVE - (F) - Unassigned/Unappropriated balance (Object 9790) must be zero or negative, by resource, in all funds except the general fund and funds 61 through 95. **PASSED**

UNR-NET-POSITION-NEG - (F) - Unrestricted Net Position (Object 9790), in restricted resources, must be zero or negative, by resource, in funds 61 through 95. **PASSED**

RS-NET-POSITION-ZERO - (F) - Restricted Net Position (Object 9797), in unrestricted resources, must be zero, by resource, in funds 61 through 95. **PASSED**

EFB-POSITIVE - (W) - All ending fund balances (Object 979Z) should be positive by resource, by fund. **PASSED**

OBJ-POSITIVE - (W) - All applicable objects should have a positive balance by resource, by fund. **PASSED**

REV-POSITIVE - (W) - Revenue amounts exclusive of contributions (objects 8000-8979) should be positive by resource, by fund. **PASSED**

EXP-POSITIVE - (W) - Expenditure amounts (objects 1000-7999) should be positive by function, resource, and fund. **PASSED**

CEFB-POSITIVE - (F) - Components of Ending Fund Balance/Net Position (objects 9700-9789, 9796, and 9797) must be positive individually by resource, by fund. **PASSED**

SUPPLEMENTAL CHECKS

EXPORT CHECKS

CHK-UNBALANCED-A - (W) - Unbalanced and/or incomplete data in any of the forms should be corrected before an official export is completed. **PASSED**

CHK-UNBALANCED-B - (F) - Unbalanced and/or incomplete data in any of the forms

must be corrected before an official export can be completed. **PASSED**

CHK-DEPENDENCY - (F) - If data have changed that affect other forms, the affected forms must be opened and saved. **PASSED**

Checks Completed.

SACS2020ALL Financial Reporting Software - 2020.2.0
2/16/2021 11:28:34 AM **56-72553-0139592**

Second Interim
2020-21 Original Budget
Technical Review Checks

Peak Prep Pleasant Valley
Pleasant Valley **Ventura County**

Following is a chart of the various types of technical review checks and related requirements:

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W/WC - Warning/Warning with Calculation (If data are not correct, correct the data; if data are correct an explanation is required)
O - Informational (If data are not correct, correct the data; if data are correct an explanation is optional, but encouraged)

IMPORT CHECKS

CHECKFUND - (F) - All FUND codes must be valid. **PASSED**

CHK-FUND09-ACTIVITY - (F) - There is no activity in Fund 09. **PASSED**

CHECKRESOURCE - (W) - All RESOURCE codes must be valid. **PASSED**

CHK-RS-LOCAL-DEFINED - (F) - All locally defined resource codes must roll up to a CDE defined resource code. **PASSED**

CHECKGOAL - (F) - All GOAL codes must be valid. **PASSED**

CHECKFUNCTION - (F) - All FUNCTION codes must be valid. **PASSED**

CHECKOBJECT - (F) - All OBJECT codes must be valid. **PASSED**

CHK-FUNDxOBJECT - (F) - All FUND and OBJECT account code combinations must be valid. **PASSED**

CHK-FDxRS7690x8590 - (F) - Funds 19, 57, 63, 66, 67, and 73 with Object 8590, All Other State Revenue, must be used in combination with Resource 7690, STRS-On Behalf Pension Contributions. **PASSED**

CHK-FUNDxRESOURCE - (W) - All FUND and RESOURCE account code combinations should be valid. **PASSED**

CHK-FUNDxGOAL - (W) - All FUND and GOAL account code combinations should be valid. **PASSED**

CHK-FUNDxFUNCTION-A - (W) - All FUND (funds 01 through 12, 19, 57, 62, and 73) and FUNCTION account code combinations should be valid. **PASSED**

CHK-FUNDxFUNCTION-B - (F) - All FUND (all funds except for 01 through 12, 19, 57, 62, and 73) and FUNCTION account code combinations must be valid. **PASSED**

CHK-RESOURCExOBJECTA - (W) - All RESOURCE and OBJECT (objects 8000 through 9999, except for 9791, 9793, and 9795) account code combinations should be valid. **PASSED**

CHK-RESOURCExOBJECTB - (O) - All RESOURCE and OBJECT (objects 9791, 9793, and

9795) account code combinations should be valid. PASSED

CHK-RES6500xOBJ8091 - (F) - There is no activity in Resource 6500 (Special Education) with Object 8091 (LCFF Transfers-Current Year) or 8099 (LCFF/Revenue Limit Transfers-Prior Years). PASSED

CHK-FUNCTIONxOBJECT - (F) - All FUNCTION and OBJECT account code combinations must be valid. PASSED

CHK-GOALxFUNCTION-A - (F) - Goal and function account code combinations (all goals with expenditure objects 1000-7999 in functions 1000-1999 and 4000-5999) must be valid. NOTE: Functions not included in the GOALxFUNCTION table (0000, 2000-3999, 6000-6999, 7100-7199, 7210, 8000-8999) are not checked and will pass the TRC. PASSED

CHK-GOALxFUNCTION-B - (F) - General administration costs (functions 7200-7999, except 7210) must be direct-charged to an Undistributed, Nonagency, or County Services to Districts goal (Goal 0000, 7100-7199, or 8600-8699). PASSED

SPECIAL-ED-GOAL - (F) - Special Education revenue and expenditure transactions (resources 3300-3405, and 6500-6540, objects 1000-8999) must be coded to a Special Education 5000 goal or to Goal 7110, Nonagency-Educational. This technical review check excludes Early Intervening Services resources 3312, 3318, and 3332. PASSED

GENERAL LEDGER CHECKS

INTERFD-DIR-COST - (W) - Transfers of Direct Costs - Interfund (Object 5750) must net to zero for all funds. PASSED

INTERFD-INDIRECT - (W) - Transfers of Indirect Costs - Interfund (Object 7350) must net to zero for all funds. PASSED

INTERFD-INDIRECT-FN - (W) - Transfers of Indirect Costs - Interfund (Object 7350) must net to zero by function. PASSED

INTERFD-IN-OUT - (W) - Interfund Transfers In (objects 8910-8929) must equal Interfund Transfers Out (objects 7610-7629). PASSED

LCFF-TRANSFER - (W) - LCFF Transfers (objects 8091 and 8099) must net to zero, individually. PASSED

INTRAFD-DIR-COST - (F) - Transfers of Direct Costs (Object 5710) must net to zero by fund. PASSED

INTRAFD-INDIRECT - (F) - Transfers of Indirect Costs (Object 7310) must net to zero by fund. PASSED

INTRAFD-INDIRECT-FN - (F) - Transfers of Indirect Costs (Object 7310) must net to zero by function. PASSED

CONTRIB-UNREST-REV - (F) - Contributions from Unrestricted Revenues (Object 8980) must net to zero by fund. PASSED

CONTRIB-RESTR-REV - (F) - Contributions from Restricted Revenues (Object 8990) must net to zero by fund. PASSED

EPA-CONTRIB - (F) - There should be no contributions (objects 8980-8999) to the

Education Protection Account (Resource 1400). **PASSED**

LOTTERY-CONTRIB - (F) - There should be no contributions (objects 8980-8999) to the lottery (resources 1100 and 6300) or from the Lottery: Instructional Materials (Resource 6300). **PASSED**

PASS-THRU-REV=EXP - (W) - Pass-through revenues from all sources (objects 8287, 8587, and 8697) should equal transfers of pass-through revenues to other agencies (objects 7211 through 7213, plus 7299 for Resource 3327), by resource. **PASSED**

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EXCESS-ASSIGN-REU - (F) - Amounts reported in Other Assignments (Object 9780) and/or Reserve for Economic Uncertainties (REU) (Object 9789) should not create a negative amount in Unassigned/Unappropriated (Object 9790) by fund and resource (for all funds except funds 61 through 95). **PASSED**

UNASSIGNED-NEGATIVE - (F) - Unassigned/Unappropriated balance (Object 9790) must be zero or negative, by resource, in all funds except the general fund and funds 61 through 95. **PASSED**

UNR-NET-POSITION-NEG - (F) - Unrestricted Net Position (Object 9790), in restricted resources, must be zero or negative, by resource, in funds 61 through 95. **PASSED**

RS-NET-POSITION-ZERO - (F) - Restricted Net Position (Object 9797), in unrestricted resources, must be zero, by resource, in funds 61 through 95. **PASSED**

EFB-POSITIVE - (W) - All ending fund balances (Object 979Z) should be positive by resource, by fund. **PASSED**

OBJ-POSITIVE - (W) - All applicable objects should have a positive balance by resource, by fund. **PASSED**

REV-POSITIVE - (W) - Revenue amounts exclusive of contributions (objects 8000-8979) should be positive by resource, by fund. **PASSED**

EXP-POSITIVE - (W) - Expenditure amounts (objects 1000-7999) should be positive by function, resource, and fund. **PASSED**

CEFB-POSITIVE - (F) - Components of Ending Fund Balance/Net Position (objects 9700-9789, 9796, and 9797) must be positive individually by resource, by fund. **PASSED**

SUPPLEMENTAL CHECKS

EXPORT CHECKS

CHK-DEPENDENCY - (F) - If data have changed that affect other forms, the affected forms must be opened and saved. **PASSED**

Checks Completed.

SACS2020ALL Financial Reporting Software - 2020.2.0
2/16/2021 11:29:15 AM **56-72553-0139592**

Second Interim
2020-21 Board Approved Operating Budget
Technical Review Checks

Peak Prep Pleasant Valley
Pleasant Valley **Ventura County**

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W/WC - Warning/Warning with Calculation (If data are not correct, correct the data; if data are correct an explanation is required)
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IMPORT CHECKS

CHECKFUND - (F) - All FUND codes must be valid. **PASSED**

CHK-FUND09-ACTIVITY - (F) - There is no activity in Fund 09. **PASSED**

CHECKRESOURCE - (W) - All RESOURCE codes must be valid. **PASSED**

CHK-RS-LOCAL-DEFINED - (F) - All locally defined resource codes must roll up to a CDE defined resource code. **PASSED**

CHECKGOAL - (F) - All GOAL codes must be valid. **PASSED**

CHECKFUNCTION - (F) - All FUNCTION codes must be valid. **PASSED**

CHECKOBJECT - (F) - All OBJECT codes must be valid. **PASSED**

CHK-FUNDxOBJECT - (F) - All FUND and OBJECT account code combinations must be valid. **PASSED**

CHK-FDxRS7690x8590 - (F) - Funds 19, 57, 63, 66, 67, and 73 with Object 8590, All Other State Revenue, must be used in combination with Resource 7690, STRS-On Behalf Pension Contributions. **PASSED**

CHK-FUNDxRESOURCE - (W) - All FUND and RESOURCE account code combinations should be valid. **PASSED**

CHK-FUNDxGOAL - (W) - All FUND and GOAL account code combinations should be valid. **PASSED**

CHK-FUNDxFUNCTION-A - (W) - All FUND (funds 01 through 12, 19, 57, 62, and 73) and FUNCTION account code combinations should be valid. **PASSED**

CHK-FUNDxFUNCTION-B - (F) - All FUND (all funds except for 01 through 12, 19, 57, 62, and 73) and FUNCTION account code combinations must be valid. **PASSED**

CHK-RESOURCExOBJECTA - (W) - All RESOURCE and OBJECT (objects 8000 through 9999, except for 9791, 9793, and 9795) account code combinations should be valid. **PASSED**

CHK-RESOURCExOBJECTB - (O) - All RESOURCE and OBJECT (objects 9791, 9793, and

9795) account code combinations should be valid. PASSED

CHK-RES6500xOBJ8091 - (F) - There is no activity in Resource 6500 (Special Education) with Object 8091 (LCFF Transfers-Current Year) or 8099 (LCFF/Revenue Limit Transfers-Prior Years). PASSED

CHK-FUNCTIONxOBJECT - (F) - All FUNCTION and OBJECT account code combinations must be valid. PASSED

CHK-GOALxFUNCTION-A - (F) - Goal and function account code combinations (all goals with expenditure objects 1000-7999 in functions 1000-1999 and 4000-5999) must be valid. NOTE: Functions not included in the GOALxFUNCTION table (0000, 2000-3999, 6000-6999, 7100-7199, 7210, 8000-8999) are not checked and will pass the TRC. PASSED

CHK-GOALxFUNCTION-B - (F) - General administration costs (functions 7200-7999, except 7210) must be direct-charged to an Undistributed, Nonagency, or County Services to Districts goal (Goal 0000, 7100-7199, or 8600-8699). PASSED

SPECIAL-ED-GOAL - (F) - Special Education revenue and expenditure transactions (resources 3300-3405, and 6500-6540, objects 1000-8999) must be coded to a Special Education 5000 goal or to Goal 7110, Nonagency-Educational. This technical review check excludes Early Intervening Services resources 3312, 3318, and 3332. PASSED

GENERAL LEDGER CHECKS

INTERFD-DIR-COST - (W) - Transfers of Direct Costs - Interfund (Object 5750) must net to zero for all funds. PASSED

INTERFD-INDIRECT - (W) - Transfers of Indirect Costs - Interfund (Object 7350) must net to zero for all funds. PASSED

INTERFD-INDIRECT-FN - (W) - Transfers of Indirect Costs - Interfund (Object 7350) must net to zero by function. PASSED

INTERFD-IN-OUT - (W) - Interfund Transfers In (objects 8910-8929) must equal Interfund Transfers Out (objects 7610-7629). PASSED

LCFF-TRANSFER - (W) - LCFF Transfers (objects 8091 and 8099) must net to zero, individually. PASSED

INTRAFD-DIR-COST - (W) - Transfers of Direct Costs (Object 5710) must net to zero by fund. PASSED

INTRAFD-INDIRECT - (W) - Transfers of Indirect Costs (Object 7310) must net to zero by fund. PASSED

INTRAFD-INDIRECT-FN - (W) - Transfers of Indirect Costs (Object 7310) must net to zero by function. PASSED

CONTRIB-UNREST-REV - (W) - Contributions from Unrestricted Revenues (Object 8980) must net to zero by fund. PASSED

CONTRIB-RESTR-REV - (W) - Contributions from Restricted Revenues (Object 8990) must net to zero by fund. PASSED

EPA-CONTRIB - (W) - There should be no contributions (objects 8980-8999) to the

Education Protection Account (Resource 1400). **PASSED**

LOTTERY-CONTRIB - (W) - There should be no contributions (objects 8980-8999) to the lottery (resources 1100 and 6300) or from the Lottery: Instructional Materials (Resource 6300). **PASSED**

PASS-THRU-REV=EXP - (W) - Pass-through revenues from all sources (objects 8287, 8587, and 8697) should equal transfers of pass-through revenues to other agencies (objects 7211 through 7213, plus 7299 for Resource 3327), by resource. **PASSED**

SE-PASS-THRU-REVENUE - (W) - Transfers of special education pass-through revenues are not reported in the general fund for the Administrative Unit of a Special Education Local Plan Area. **PASSED**

EXCESS-ASSIGN-REU - (W) - Amounts reported in Other Assignments (Object 9780) and/or Reserve for Economic Uncertainties (REU) (Object 9789) should not create a negative amount in Unassigned/Unappropriated (Object 9790) by fund and resource (for all funds except funds 61 through 95). **PASSED**

UNASSIGNED-NEGATIVE - (F) - Unassigned/Unappropriated balance (Object 9790) must be zero or negative, by resource, in all funds except the general fund and funds 61 through 95. **PASSED**

UNR-NET-POSITION-NEG - (F) - Unrestricted Net Position (Object 9790), in restricted resources, must be zero or negative, by resource, in funds 61 through 95. **PASSED**

RS-NET-POSITION-ZERO - (F) - Restricted Net Position (Object 9797), in unrestricted resources, must be zero, by resource, in funds 61 through 95. **PASSED**

EFB-POSITIVE - (W) - All ending fund balances (Object 979Z) should be positive by resource, by fund. **PASSED**

OBJ-POSITIVE - (W) - All applicable objects should have a positive balance by resource, by fund. **PASSED**

REV-POSITIVE - (W) - Revenue amounts exclusive of contributions (objects 8000-8979) should be positive by resource, by fund. **PASSED**

EXP-POSITIVE - (W) - Expenditure amounts (objects 1000-7999) should be positive by function, resource, and fund. **PASSED**

CEFB-POSITIVE - (W) - Components of Ending Fund Balance/Net Position (objects 9700-9789, 9796, and 9797) must be positive individually by resource, by fund. **PASSED**

SUPPLEMENTAL CHECKS

EXPORT CHECKS

CHK-DEPENDENCY - (F) - If data have changed that affect other forms, the affected forms must be opened and saved. **PASSED**

Checks Completed.

SACS2020ALL Financial Reporting Software - 2020.2.0
2/16/2021 11:30:52 AM **56-72553-0139592**

Second Interim
2020-21 Actuals to Date
Technical Review Checks

Peak Prep Pleasant Valley
Pleasant Valley **Ventura County**

Following is a chart of the various types of technical review checks and related requirements:

F - Fatal (Data must be corrected; an explanation is not allowed)
W/WC - Warning/Warning with Calculation (If data are not correct, correct the data; if data are correct an explanation is required)
O - Informational (If data are not correct, correct the data; if data are correct an explanation is optional, but encouraged)

IMPORT CHECKS

CHECKFUND - (F) - All FUND codes must be valid. **PASSED**

CHK-FUND09-ACTIVITY - (F) - There is no activity in Fund 09. **PASSED**

CHECKRESOURCE - (W) - All RESOURCE codes must be valid. **PASSED**

CHK-RS-LOCAL-DEFINED - (F) - All locally defined resource codes must roll up to a CDE defined resource code. **PASSED**

CHECKGOAL - (F) - All GOAL codes must be valid. **PASSED**

CHECKFUNCTION - (F) - All FUNCTION codes must be valid. **PASSED**

CHECKOBJECT - (F) - All OBJECT codes must be valid. **PASSED**

CHK-FUNDxOBJECT - (F) - All FUND and OBJECT account code combinations must be valid. **PASSED**

CHK-FDxRS7690x8590 - (F) - Funds 19, 57, 63, 66, 67, and 73 with Object 8590, All Other State Revenue, must be used in combination with Resource 7690, STRS-On Behalf Pension Contributions. **PASSED**

CHK-FUNDxRESOURCE - (W) - All FUND and RESOURCE account code combinations should be valid. **PASSED**

CHK-FUNDxGOAL - (W) - All FUND and GOAL account code combinations should be valid. **PASSED**

CHK-FUNDxFUNCTION-A - (W) - All FUND (funds 01 through 12, 19, 57, 62, and 73) and FUNCTION account code combinations should be valid. **PASSED**

CHK-FUNDxFUNCTION-B - (F) - All FUND (all funds except for 01 through 12, 19, 57, 62, and 73) and FUNCTION account code combinations must be valid. **PASSED**

CHK-RESOURCExOBJECTA - (W) - All RESOURCE and OBJECT (objects 8000 through 9999, except for 9791, 9793, and 9795) account code combinations should be valid. **PASSED**

CHK-RESOURCExOBJECTB - (O) - All RESOURCE and OBJECT (objects 9791, 9793, and

9795) account code combinations should be valid. PASSED

CHK-RES6500xOBJ8091 - (F) - There is no activity in Resource 6500 (Special Education) with Object 8091 (LCFF Transfers-Current Year) or 8099 (LCFF/Revenue Limit Transfers-Prior Years). PASSED

CHK-FUNCTIONxOBJECT - (F) - All FUNCTION and OBJECT account code combinations must be valid. PASSED

CHK-GOALxFUNCTION-A - (F) - Goal and function account code combinations (all goals with expenditure objects 1000-7999 in functions 1000-1999 and 4000-5999) must be valid. NOTE: Functions not included in the GOALxFUNCTION table (0000, 2000-3999, 6000-6999, 7100-7199, 7210, 8000-8999) are not checked and will pass the TRC. PASSED

CHK-GOALxFUNCTION-B - (F) - General administration costs (functions 7200-7999, except 7210) must be direct-charged to an Undistributed, Nonagency, or County Services to Districts goal (Goal 0000, 7100-7199, or 8600-8699). PASSED

SPECIAL-ED-GOAL - (F) - Special Education revenue and expenditure transactions (resources 3300-3405, and 6500-6540, objects 1000-8999) must be coded to a Special Education 5000 goal or to Goal 7110, Nonagency-Educational. This technical review check excludes Early Intervening Services resources 3312, 3318, and 3332. PASSED

GENERAL LEDGER CHECKS

INTERFD-DIR-COST - (W) - Transfers of Direct Costs - Interfund (Object 5750) must net to zero for all funds. PASSED

INTERFD-INDIRECT - (W) - Transfers of Indirect Costs - Interfund (Object 7350) must net to zero for all funds. PASSED

INTERFD-INDIRECT-FN - (W) - Transfers of Indirect Costs - Interfund (Object 7350) must net to zero by function. PASSED

INTERFD-IN-OUT - (W) - Interfund Transfers In (objects 8910-8929) must equal Interfund Transfers Out (objects 7610-7629). PASSED

LCFF-TRANSFER - (W) - LCFF Transfers (objects 8091 and 8099) must net to zero, individually. PASSED

INTRAFD-DIR-COST - (W) - Transfers of Direct Costs (Object 5710) must net to zero by fund. PASSED

INTRAFD-INDIRECT - (W) - Transfers of Indirect Costs (Object 7310) must net to zero by fund. PASSED

INTRAFD-INDIRECT-FN - (W) - Transfers of Indirect Costs (Object 7310) must net to zero by function. PASSED

CONTRIB-UNREST-REV - (W) - Contributions from Unrestricted Revenues (Object 8980) must net to zero by fund. PASSED

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SUPPLEMENTAL CHECKS

EXPORT CHECKS

CHK-DEPENDENCY - (F) - If data have changed that affect other forms, the affected forms must be opened and saved. **PASSED**

Checks Completed.

Peak Prep Pleasant Valley Annual Superintendent Evaluation Policy

One of the most important roles of a charter school board is to hire and then annually assess the performance of its top leader(s). Best practices indicate the value of following a formal process to gather data from multiple constituents and review performance relative to goals and competencies required for the job. This ensures the Superintendent is clear on what the Board expects, and understands how he or she is doing relative to those expectations.

When this process is executed effectively, it can lead to higher engagement, productivity and retention of the Superintendent and ultimately result in a better learning experience for students. Having clarity on goals and frequent dialogue on performance can also make the job of the Board easier if and when performance issues surface. The following evaluation policy and timeline will ensure that the evaluation process is fair, consistent, timely, and will provide useful feedback for leadership and performance.

1. Superintendent Goals: By August 15th, prepare, plan, and get ready to kick-off the annual evaluation cycle:

Ensure Superintendent's goals have been set, clarified and agreed upon at the beginning of the year. Superintendent goals are set by the Board of Directors with input from the Board. Superintendent goals are organizational goals*, not personal professional development goals*. Superintendent goals should focus on what has the most impact on students. They should define what level of success was achieved the previous year, where the Superintendent plan to get the organization to by the end of the current year, and whether or not the school has met or exceeded charter promises. Benchmark data should be provided for the Board in order to see how the school compares to others. The goals should include a high level overview of the strategies to be used to achieve the goals.

2. A Superintendent' Support and Evaluation Committee should be appointed to coordinate the process; review evaluation tool for relevancy and determine who will be providing feedback.

Create and review process and timeline with the Superintendent, full board and/or applicable committee to ensure buy-in and understanding.

Board and Superintendent consistently look at data throughout the year at regular board meetings to monitor progress.

3. By January 30th: Mid-year check in: Support and Evaluation Committee meets with Superintendent for a mid-year check in on progress being made towards goals.

4. By April 30th: Launch – Officially begin the review cycle by launching the tools and getting feedback.

Surveys:

1. Superintendent complete an online self-evaluation survey. Announce to Board members that the survey has launched and distribute link to the full Board.
2. Board members individually complete an online Superintendent Evaluation survey.
3. Staff members take survey evaluating Superintendent.

Assess – Review the data to assess and evaluate the Superintendent's overall performance

Close the surveys.

Compile and analyze the data.

Determine overall performance rating and themes for discussion

5. By May 30th: Communicate – Share the results with the full Board for review and discussion with the Superintendent.

Provide results to the full Board **in closed session** for alignment and discussion.

The Superintendent Evaluation and Support Committee conducts performance evaluation discussion with Superintendent.

Action items based on results are discussed and agreed between Board and Superintendent.

6. By June 30th: Execute – Determine next steps, evaluate the process and begin to implement recommendations.

Act on reward/recognition opportunities and/or performance plans if applicable.

Set goals for the next year.

Evaluate the process to determine what went well, what should be changed for future years and gain signatures on evaluation results for the files that indicates discussion was held.

Approved: