



Peak Prep Pleasant Valley

Board Meeting Agenda—Regular Board Meeting Wednesday Feb 16th, 2022 4pm

Teleconference Locations:

In accordance with Government Code Section 54953(e)(1)(B), if the Charter School Board of Directors determines, that meeting in person would present imminent risks to the health or safety of attendees and in pursuant to Government Code Section 54953(e)(3), the Board has also reconsidered the circumstances of the State of Emergency declared by the Governor on March 4, 2020, and finds the State of Emergency continues to directly impact the ability of the Directors to meet safely in person and/or that State or local officials continue to impose or recommend measures to promote social distancing, the Charter school 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.

virtual meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/82939217896?pwd=S0kvb21GRHQvVllWKO3R0cySmFmUT09>

Meeting ID: 829 3921 7896

Passcode: Peakprep

One tap mobile

+19292056099,,82939217896#,,,,*87532202# US (New York)
+13017158592,,82939217896#,,,,*87532202# US (Washington DC)

Dial by your location

+1 929 205 6099 US (New York)
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+1 253 215 8782 US (Tacoma)
+1 346 248 7799 US (Houston)

Meeting ID: 829 3921 7896

Passcode: 87532202

Find your local number: <https://us02web.zoom.us/j/kdOrHZu0g3>

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		
Alana Miller		

C. Preliminary Action Item

Board findings pursuant to Government Code Section 54953(e)

The Charter School Board of Directors determines, in accordance with Government Code Section 54953(e)(1)(B), that meeting in person would present imminent risks to the health or safety of attendees. Pursuant to Government Code Section 54953(e)(3), the Board has also reconsidered the circumstances of the State of Emergency declared by the Governor on March 4, 2020, and finds the State of Emergency continues to directly impact the ability of the Directors to meet safely in person and/or that State or local officials continue to impose or recommend measures to promote social distancing.

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

***D. 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						
Alana Miller						

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 two (2) 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))

Public comments may be presented through our zoom link to the meeting:
<https://us02web.zoom.us/j/82939217896?pwd=S0kvb21GRHQvVllWK0s3R0cySmFmUT09>

(Same as zoom link above, For Phone access see agenda information above)

III. Closed Session.

PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov. Code section 54957(b)(1).): Superintendent

PUBLIC EMPLOYMENT (Gov. Code section 54957(b)): Superintendent

IV. 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, 2022-Jan 31st, 2022 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, 2022-Jan 31st, 2022 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, 2022-Jan 31st, 2022 Board Reports.

4. Approve Minutes from 1/21/2022 Board Meeting.

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

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. Presentation on the Annual Update to the 2021–22 LCAP and Budget Overview for Parents/LCAP Supplement Mid-Year Review

California's 2021–22 Budget Act, the federal American Rescue Plan Act of 2021, and other state and federal relief acts have provided local educational agencies (LEAs) with a significant increase in funding to support students, teachers, staff, and their communities in recovering from the COVID-19 pandemic and to address the impacts of distance learning on students. Section 124(e) of Assembly Bill 130 requires LEAs to present an update on the Annual Update to the 2021–22 LCAP and Budget Overview for Parents on or before February 28, 2022, at a regularly scheduled meeting of the governing board or body of the LEA. At this meeting, the LEA must include all of the following:

- The Supplement to the Annual Update for the 2021–22 LCAP (2021–22 Supplement);
- All available mid-year outcome data related to metrics identified in the 2021–22 LCAP; and
- Mid-year expenditure and implementation data on all actions identified in the 2021–22 LCAP.

The 2021–22 Supplement is considered part of the 2022–23 LCAP for the purposes of adoption, review, and approval, and must be included with the LCAP as follows:

- The 2022–23 Budget Overview for Parents
- The 2021–22 Supplement
- The 2022–23 LCAP
- The Action Tables for the 2022–23 LCAP
- The Instructions for the LCAP Template

As such, the 2021–22 Supplement will be submitted for review and approval as part of the LEA's 2022–23 LCAP.

D. The Board shall review and discuss the A-G Completion and Improvement Grant (No Action taken during this board meeting). The purpose of this grant is to increase number of California high school pupil to graduate with A-G eligibility (four-year college eligibility). Funds are targeted to serve students in grades 9-12 and the plan should include activities directly supporting pupil access and successful completion of the A-G course requirements. The grant requires the school to develop a plan by 4/1/2022 and present it to the board & public for discussion and input. At a later board meeting, approve the plan (by 4/1/2022).

E. The Board shall review, discuss and approve the 2019-2020 School Year Audit.

Completed by the district approved auditor the completed 2019-2020 school year audit is a yearly requirement for examining fiscal and state compliances regarding Peak's independent study and non-classroom state requirements.

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

F. The Board shall review, discuss and approve the 2021-2022 2nd Interim Budget. 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						
Alana Miller						

G. The Board shall review, discuss and adopt the Comparable Compensation Data for Charter School Executives. Prior to the Board taking action to set executive compensation, the Board must first exercise due diligence by reviewing & adopting the compensation practices of comparable nonprofits in open session of a regular Board meeting.

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

H. The Board shall review, discuss and approve the Employment Agreement for Superintendent. Reviewed by legal, this contract serves the Superintendent role and updated to accommodate the additional terms of the charter.

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

I. The Board shall review, discuss and approve the Winter Consolidated Application. Per the California Department of Education, the consolidated application is a data collection system to applying for categorical program funding and to report on the use of those funds.

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

J. The board shall review, discuss and approve the FlipSwitch Community Engagement Plan. Last year, Peak looked into multiple community engagement options. FlipSwitch provided community engagement for the 2021-2022 school year and is recommending renewing the agreement for the 2022-2023 school year.

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

K. The Board shall review, discuss and approve the comprehensive School Safety Plan. Per state compliance, The Board annually reviews and approves the comprehensive school safety plan before March 1st

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

V. Board Members Remarks and Announcements

VI. 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						
Alana Miller						

Adjourned at _____

Checks Dated 01/01/2022 through 01/31/2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
5038800270	01/03/2022	Bishop, Shalen	620-4400	503.06	
			620-5901	1,296.15	
			620-5903	16.25	1,815.46
5038800271	01/04/2022	Eugene Ho Park Parsec Education	620-5800		6,356.00
5038800272	01/06/2022	T-Mobil USA Inc	620-5902		640.00
5038800273	01/07/2022	Anthem Blue Cross	620-9534		30,176.50
5038800274	01/07/2022	Kaiser Foundation Health Plan	620-9534		972.68
5038800275	01/13/2022	CA DEPT OF TAX AND FEE ADMIN	620-5800	133.37	
			620-9552	1,932.63	2,066.00
5038800276	01/13/2022	CliftonLarsonAllen LLP	620-5801		3,370.50
5038800277	01/14/2022	Amazon Capital Services Inc ACCOUNT NUMBER A2ANLA6W681S3Q	620-4300		158.34
5038800278	01/14/2022	PresenceLearning, Inc.	620-5220		3,400.00
5038800279	01/14/2022	WEX Health Inc.	620-9539		135.00
5038800280	01/14/2022	Young Minney & Corr, LLP	620-5899		4,739.10
5038800281	01/18/2022	Hanson, Darla C	620-4300	80.43	
			620-5220	2,467.00	
			620-5903	93.63	2,641.06
5038800282	01/18/2022	Kenzie, Sara M	620-5220		550.00
5038800283	01/18/2022	Bishop, Shalen	620-5220	1,157.06	
			620-5901	665.88	
			620-5903	51.05	1,873.99
5038800284	01/18/2022	Weisz Linehan, Karin	620-5220		725.17
5038800285	01/18/2022	Charter Schools Development Center	620-5220	4,635.00	
			620-5800	1,077.00	5,712.00
5038800286	01/18/2022	The Lincoln National Life Insurance Company	620-9539		603.27
5038800287	01/18/2022	Nearpod Inc	620-5800		4,905.00
5038800288	01/18/2022	Oxford Consulting Services Inc	620-5800		17,972.59
5038800289	01/18/2022	Specialized Therapy Services	620-5800		1,750.00
5038800290	01/21/2022	VanHorn, Lara J	620-5220		565.68
5038800291	01/21/2022	Weisz Linehan, Karin	620-5220		565.68
5038800292	01/21/2022	Hrubes, Rebecca A	620-5220		323.24
5038800293	01/24/2022	Flipswitch Marketing LLC	620-5800		6,369.66
5038800294	01/26/2022	Accelerate Education Inc	620-4100	619.90	
			Unpaid Tax	41.90-	578.00
5038800295	01/28/2022	Paules, Peggy A	620-5220		717.00
5038800296	01/28/2022	ALLTECH ENTERPRISES, LLC	620-4300	6,642.25	
			620-5800	2,380.00	9,022.25
5038800297	01/28/2022	Amazon Capital Services Inc ACCOUNT NUMBER A2ANLA6W681S3Q	620-4300		117.90
5038800298	01/28/2022	Fireplace Inc	620-5800		1,799.00
Total Number of Checks			29		110,621.07

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.

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Page 1 of 2

Checks Dated 01/01/2022 through 01/31/2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
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Fund Recap

<u>Fund</u>	<u>Description</u>	<u>Check Count</u>	<u>Expensed Amount</u>
620	Peak Prep	29	110,662.97
	Total Number of Checks	29	110,662.97
	Less Unpaid Tax Liability		41.90-
	Net (Check Amount)		110,621.07

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.

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Page 2 of 2

Includes Purchase Orders dated 01/01/2022 - 01/31/2022

PO Number	Vendor Name	Order Location	Object Description	Resource Description	Account Amount
P3822-00050	Learning Plus Associates	Peak Prep	Txtbk	Unrestricted	3,730.62
P3822-00051	PresenceLearning, Inc.	Peak Prep	StffDvlpmnt	Special Ed	3,400.00
P3822-00052	ALLTECH ENTERPRISES, LLC	Peak Prep	Mtrls&Spls	ESSATitleIVPrTA	6,642.25
P3822-00053	ALLTECH ENTERPRISES, LLC	Peak Prep	Mtrls&Spls	ESSATitleIVPrTA	3,985.35
P3822-00054	Amazon Capital Services Inc AC COUNT NUMBER A2ANLA6W681S3Q	Peak Prep	Mtrls&Spls	Unrestricted	158.34
P3822-00055	Nearpod Inc	Peak Prep	Prof/ConslServ	Unrestricted	4,905.00
P3822-00056	Charter Schools Development Ce nter	Peak Prep	StffDvlpmnt	Unrestricted	4,635.00
			Prof/ConslServ	Unrestricted	1,077.00
P3822-00057	Imagine Learning LLC	Peak Prep	Txtbk	Unrestricted	6,435.00
P3822-00058	Accelerate Education Inc	Peak Prep	Txtbk	Unrestricted	619.90
P3822-00059	Studies Weekly Inc.	Peak Prep	Mtrls&Spls	Unrestricted	1,027.88
P3822-00060	Lakeshore Learning Materials	Peak Prep	Mtrls&Spls	Unrestricted	244.40
P3822-00061	Learning Without Tears	Peak Prep	Mtrls&Spls	Unrestricted	122.10
P3822-00062	Amazon Capital Services Inc AC COUNT NUMBER A2ANLA6W681S3Q	Peak Prep	Mtrls&Spls	Unrestricted	30.23
P3822-00063	Amazon Capital Services Inc AC COUNT NUMBER A2ANLA6W681S3Q	Peak Prep	Mtrls&Spls	Unrestricted	87.67
P3822-00064	Fireplace Inc	Peak Prep	Prof/ConslServ	Unrestricted	1,799.00
Total Number of POs			15	Total	38,899.74

Fund Recap

Fund	Description	PO Count	Amount
620	Peak Prep	15	38,899.74

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.

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Page 1 of 1

Fund 620 - Peak Prep

Fiscal Year 2021/22 Through February 2022

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
Revenue Detail						
LCFF Revenue Sources						
8011	Revenue Limit State Aid Curr	1,446,268.00	1,368,317.00	619,618.00	748,699.00	45.28
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	1,054,366.00	1,077,501.00	538,750.00	538,751.00	50.00
Total LCFF Revenue Sources		2,558,770.00	2,503,954.00	1,187,436.00	1,316,518.00	47.42
Federal Revenue						
8181	Special Education Entitlement	48,407.00	43,080.00		43,080.00	
8290	All Other Federal Revenue	368,612.00	292,351.00	139,441.44	152,909.56	47.70
Total Federal Revenue		417,019.00	335,431.00	139,441.44	195,989.56	41.57
Other State Revenues						
8550	Mandated Cost Reimbursements	10,206.00	10,417.00	10,417.00		100.00
8560	State Lottery Grant	48,844.00	76,528.00	8,280.68	84,808.68	-10.82
8590	Other State		16,787.00	72,779.00	55,992.00	433.54
Total Other State Revenues		59,050.00	103,732.00	74,915.32	28,816.68	72.22
Other Local Revenue						
8660	Interest	5,000.00	5,000.00	2,596.22	2,403.78	51.92
8699	All Other Local Revenue		5,641.00	5,641.21	.21	100.00
8792	Transfers of Apportionments Fr	174,931.00	207,043.00		207,043.00	
Total Other Local Revenue		179,931.00	217,684.00	8,237.43	209,446.57	3.78
Total Year To Date Revenues		3,214,770.00	3,160,801.00	1,410,030.19	1,750,770.81	44.61

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail							
Certificated Salaries							
1100	Teacher	1,248,100.00	1,261,595.00	555,547.45	666,777.89	39,269.66	52.85
1130	Certificated Stipends	30,000.00	55,000.00	21,250.00	26,250.00	7,500.00	47.73
1140	Certificated Extra Duty				118.29	118.29	NO BDGT
1200	Certificated Pupil Support Sal	177,500.00	210,000.00	95,454.54	114,545.40	.06	54.55
1230	Cert Pupil Support Stipend	5,000.00	5,000.00			5,000.00	
1300	Certificated Administrators	260,000.00	260,000.00	108,333.40	151,666.76	.16	58.33
1330	Administration Stipend	2,500.00	2,500.00			2,500.00	
1900	Other Certificated Salaries			2,500.00	8,005.00	10,505.00	NO BDGT
Total Certificated Salaries		1,723,100.00	1,794,095.00	783,085.39	967,363.34	43,646.27	53.92
Classified Salaries							

Selection Grouped by Account Type - Sorted by Org, Fund, Object, Filtered by (Org = 638, Starting Period = 1, Ending Account Period = 0, Stmt Option? = ,
Zero Amounts? = N, SACS? = N, Restricted? = Y)

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Page 1 of 6

Fund 620 - Peak Prep

Fiscal Year 2021/22 Through February 2022

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail (continued)							
Classified Salaries (continued)							
2100	Instructional Aides	20,062.00	20,062.00			20,062.00	
2400	Clerical & Office Salaries	112,844.00	112,844.00	47,554.20	65,289.48	.32	57.86
Total Classified Salaries		132,906.00	132,906.00	47,554.20	65,289.48	20,062.32	49.12
Employee Benefits							
3301	OASDI/Medicare Certificated	124,709.00	130,852.00	57,094.91	70,417.57	3,339.52	53.81
3302	OASDI/Medicare Classified	10,114.00	10,168.00	3,637.90	4,994.74	1,535.36	49.12
3401	Health/Dental/Vision Cert	244,171.00	226,695.00	103,723.30	111,716.72	11,254.98	49.28
3402	Health/Dental/Vission Class	20,460.00	19,047.00	9,523.70	9,523.70	.40-	50.00
3501	SUI Certificated	20,096.00	8,580.00	3,731.74	4,630.15	218.11	53.96
3502	SUI Classified	1,626.00	664.00	237.80	326.51	99.69	49.17
3601	Workers' Comp Certificated	28,433.00	29,580.00	12,921.25	15,961.89	696.86	53.96
3602	Workers' Comp Classified	2,193.00	2,193.00	784.60	1,077.25	331.15	49.12
3901	403B and OtherBenCert	4,325.00	4,363.00	2,355.20	2,632.92	625.12-	60.35
3902	403B and OtherBen Class	220.00	291.00	136.70	145.72	8.58	50.08
Total Employee Benefits		456,347.00	432,433.00	194,147.10	221,427.17	16,858.73	51.20
Books and Supplies							
4100	Textbooks	278,593.00	278,593.00	10,165.62	211,327.85	57,099.53	75.86
4300	Materials and Supplies	45,450.00	58,735.00	18,990.74	50,188.23	10,443.97-	85.45
4400	Non-Capitalized Equipment		894.00	894.18	1,883.67	1,883.85-	210.70
Total Books and Supplies		324,043.00	338,222.00	30,050.54	263,399.75	44,771.71	77.88
Services and Other Operating Expenditures							
5200	Travel and Conference	5,050.00	5,050.00		203.71	4,846.29	4.03
5220	Staff Development	18,079.00	18,665.00		22,781.32	4,116.32-	122.05
5300	Dues and Memberships	3,030.00	3,030.00		385.00	2,645.00	12.71
5450	Other Insurance	13,668.00	20,413.00		20,413.00		100.00
5600	Repair, Maintenance Building	18,540.00	18,540.00		3,093.96	15,446.04	16.69
5800	Professional/Consultation Serv	186,573.00	211,492.00	37,160.12	121,634.40	52,697.48	57.51
5801	Audit Services	13,181.00	13,181.00		8,316.00	4,865.00	63.09
5803	Business Services Authority	216,659.00	212,636.00	144,439.34	72,219.66	4,023.00-	33.96
5899	Legal Services Box 14	30,000.00	30,000.00	2,626.43	22,373.57	5,000.00	74.58
5901	Communication Services-Phone	4,040.00	4,040.00		5,372.78	1,332.78-	132.99
5902	Internet Services	404.00	2,500.00		2,986.60	486.60-	119.46
5903	Postage	909.00	5,000.00		2,737.43	2,262.57	54.75
Total Services and Other Operating Expenditures		510,133.00	544,547.00	184,225.89	282,517.43	77,803.68	51.88

Selection Grouped by Account Type - Sorted by Org, Fund, Object, Filtered by (Org = 638, Starting Period = 1, Ending Account Period = 0, Stmt Option? = ,
Zero Amounts? = N, SACS? = N, Restricted? = Y)

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Page 2 of 6

Fund 620 - Peak Prep

Fiscal Year 2021/22 Through February 2022

Total Year To Date Expenditures	3,146,529.00	3,242,203.00	1,239,063.12	1,799,997.17	203,142.71	55.52
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Fund 620 - Peak Prep

Fiscal Year 2021/22 Through February 2022

Object	Description	Beginning Balance	Year to Date Activity	Ending Balance
Fund Reconciliation				
Assets				
9110	Cash in County Treasury	1,577,951.84	118,360.36-	1,459,591.48
9120	Cash in Bank Account	5,915.79	5,915.79-	
9200	Accounts Receivable	564,937.28	564,937.28-	
9201	Accounts Receivable-Payroll	2,751.85		2,751.85
9290	Due From Other Governments	769,542.28	769,542.28-	
9330	Prepaid Rent	43,981.93	43,981.93-	
Total Assets		2,965,080.97	1,502,737.64-	1,462,343.33
Liabilities				
9510	Accounts Payable	306,431.24	306,431.24-	
9530	Summer Pay Liability		17,194.68	17,194.68
9534	Health & Welfare Ins Payable	19,007.93	46,918.95-	27,911.02-
9535	State Unemployment Insurance	1,066.37	556.64	1,623.01
9536	Workers' Comp Ins Payable	99.60-		99.60-
9539	Miscellaneous Deductions	3,022.58	1,702.63-	1,319.95
9552	Sales Tax Payable	1,084.60	1,042.70-	41.90
9590	Due to Other Governments	944,613.00	24,426.46-	920,186.54
Total Liabilities		1,275,126.12	362,770.66-	912,355.46
Calculated Fund Balance		1,689,954.85	1,139,966.98-	549,987.87
Beginning Fund Balance				
9791	Beginning Fund Balance	1,689,954.85		1,689,954.85
9795	Other Restatements		750,000.00-	750,000.00-
Total Beginning Fund Balance		1,689,954.85	750,000.00-	939,954.85
Beginning Fund Balance Proof		.00	389,966.98-	389,966.98-
Change in Fund Balance - Excess Revenues (Expenditures)			(389,966.98)	

Memo Only - Ending Fund Balance Accounts

	Adopted	Revised
Reserves		
9720 Reserve for Encumbrances		1,239,063.12
Other Designations		
9790 Undesignated/Unappropriated	20,412.00	1,337,774.00
9796 - 9799		
9796 Capital Assets Net of Debt	157,326.00	162,110.00
9797 Restricted Net Assets	1,180,524.00	108,669.00

Selection Grouped by Account Type - Sorted by Org, Fund, Object, Filtered by (Org = 638, Starting Period = 1, Ending Account Period = 0, Stmt Option? = ,
Zero Amounts? = N, SACS? = N, Restricted? = Y)

ESCAPE ONLINE

Page 4 of 6

Fund 620 - Peak Prep

Fiscal Year 2021/22 Through February 2022

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
Memo Only - Ending Fund Balance Accounts (continued)						
	Adopted		Revised			
Total 9796 - 9799		.00		.00	.00	

Fund 620 - Peak Prep

Fiscal Year 2021/22 Through February 2022

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
Revenues, Expenditures, and Changes in Fund Balance						
A. Revenues	3,214,770.00	3,160,801.00		1,410,030.19	1,750,770.81	44.61
B. Expenditures	3,146,529.00	3,242,203.00	1,239,063.12	1,799,997.17	203,142.71	55.52
C. Subtotal (Revenue LESS Expense)	68,241.00	81,402.00-		389,966.98-	1,547,628.10	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	68,241.00	81,402.00-		389,966.98-	1,547,628.10	
F. Fund Balance:						
Beginning Balance (9791)	1,290,021.00	1,689,955.00		1,689,954.85		
Audit Adjustments (9793)						
Other Restatements (9795)				750,000.00-		
Adjusted Beginning Balance	1,290,021.00	1,689,955.00		939,954.85		
G. Calculated Ending Balance	1,358,262.00	1,608,553.00		549,987.87		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)	20,412.00	1,337,774.00				
Other	1,337,850.00	270,779.00		1,239,063.12		

2021-22 Local Control Accountability Plan (LCAP)

Actions & Services Mid-Year Report

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone
Peak Prep Pleasant Valley	Dr. Shalen Bishop Superintendent	Shalen.Bishop@peak-prep.org 805-222-0025

Goal 1

We will build a stronger community by increasing our parent participation by 25% and maintain an average of 4 or higher satisfaction rate.

Rationale

As an independent learning and new school, it is essential we have parent involvement. We want to make sure our families are engaged and partnering with us. Furthermore, we want to make sure they have a voice in their student's education.

Expected Annual Measurable Objectives for Goal 1

Priority	Metric	Baseline	Year 1 Mid-Year Progress	Desired Outcome for 2023-24
	Parent Satisfaction Survey will have an average satisfaction rating of between 4-5 on a 5-point scale	2021-2022 Survey Results	We have sent out the annual form. We have began gathering results.	4.5 Overall Rating
	There will be an increase of 25% parent engagement participation	2021-2022 Survey Result Participation and Attendance Records.	We have created additional events and started to see an increase of parent participation. We are still trying to get more parents involved and finding ways to include them. We are tracking participation through attendance.	75% Participation Rate from Parents

Actions and Services

Goal/Action	Action Title/Description	Timespan	Contributing	Personnel Expenses	Non-Personnel Expenses	Total Funds	Mid-Year Report
1.1	Newsletter via Smores We will provide Monthly Newsletter and	2021-2022 School Year	No		LCFF 1,500	\$1,500.00	\$1,799

Goal/ Action	Action Title/ Description	Timespan	Contributing	Personnel Expenses	Non-Personnel Expenses	Total Funds	Mid-Year Report
	Translations (if needed) to provide consistent and timely communication.						
1.2	Parent Education Nights Our faculty/counselor(s) will provide 9 Parent Education Nights.	2021-2022 School Year	Yes		LCFF 8,418	\$8,418.00	\$0
1.3	New Website We will redesign and update our school website to provide timely communication and provide resources to our families.	2021-2022 School Year	No		LCFF 5,000	\$5,000.00	\$0
1.4	Family Events We will provide activities, such as a cultural fair and parent/teacher conferences, to maintain engagement.	2021-2022 School Year	Yes		LCFF 6,205	\$6,205.00	\$0

Goal 2

We will improve student achievement for all students, especially student groups performing below grade level with the expectation that we will achieve 80% growth of all students.

Rationale

As a new school that opened in 2019-2020 school year and hit with a pandemic, many families flocked to a virtual school. We have seen many students with a need of learning loss mitigation. With many students below grade level in ELA and Math, we feel it is a top priority.

Expected Annual Measurable Objectives for Goal 2

Priority	Metric	Baseline	Year 1 Mid-Year Progress	Desired Outcome for 2023-24
	MAP/Iready Reports--80% overall growth in scores.	Spring 2021 Results/Year Growth	We are in our second round on MAP assessment. When it closes, we will start comparing data. Our third round will be in Spring and this will allow us to see growth from Year 2 to Year 3.	80% of students on grade level or above
	EL Reclassification--50% Reclassification	Spring 2020 EL numbers	ELPAC begins in Feb; therefore, we will be able to update toward the end of the year.	80% of our EL students Reclassified
	Dashboard "Status"	2022 Dashboard (post-COVID)	We are working with counselors and teachers to increase participation and results. We are working on our 2021 information even though the Dashboard has been limited due to covid.	Green Status

Actions and Services

Goal/ Action	Action Title/ Description	Timespan	Contributing	Personnel Expenses	Non-Personnel Expenses	Total Funds	Mid-Year Report
2.1	Curriculum and Technology All students will have access to standard-based curriculum, supplemental resources and technology needed to learn.	2021-2022 School Year	Yes		LCFF \$300,000	\$300,000.00	\$215,703
2.2	Intervention Students below grade level will receive individual and personalized learning paths, intervention and/or tutoring.	2021-2022 School Year	Yes		LCFF 274,995	\$274,995.00	\$146,431

Goal/ Action	Action Title/ Description	Timespan	Contributing	Personnel Expenses	Non-Personnel Expenses	Total Funds	Mid-Year Report
2.3	Professional Development Professional Development will be offered for homeroom and classroom teachers that are aligned with the standard-based curriculum, supplemental resources and technology	2021-2022 School Year	No		LCFF 19,116 Federal 10,884	\$30,000.00	\$17,645

Goal 3

We will expand the College & Career Readiness (CCR) and Social Emotional Learning (SEL) Programs through increased counselor time, attendance in CCR, SEL, CTE activities and enrollment.

Rationale

With a wide variety of families, first generation graduates, and a pandemic that led to learning loss, we feel there should be a focus on student academic and social emotional support.

Expected Annual Measurable Objectives for Goal 3

Priority	Metric	Baseline	Year 1 Mid-Year Progress	Desired Outcome for 2023-24
	100% of our HS students will meet with our school counselor(s) twice a year	Enrollment/Attendance Records	At this point, counselors have met at least once with every HS student.	100% Participation
	100% of our HS will have a post-HS plan/10 year plan.	Attendance/Enrollment Roster	Counselors are meeting with high school students and have begun with the process during their one-on-one sessions.	100% of HS will have a plan
	College Career Readiness Calculator--Increase 10%	Attendance/Enrollment Roster	We just received our CCR results. Leadership met with counseling to come up with a plan to increase these scores.	40% Increase in CCR
	80% of our 8th-HS students will attend one of the following: info session, CCR course, or	Attendance/Enrollment Roster	Counselors have begun sessions and monitoring CCR courses and plans.	90% Participation

Priority	Metric	Baseline	Year 1 Mid-Year Progress	Desired Outcome for 2023-24
	personalized career/college plan			
	10% increase of students will enroll into CTE courses.	Attendance/Enrollment Roster	We currently have about 80 students enrolled (50%). Last semester we had 116 (55%). We are offering more CTE options this year and as students finish, they may be getting a CTE option.	25% Increase of enrollment in CTE courses

Actions and Services

Goal/Action	Action Title/Description	Timespan	Contributing	Personnel Expenses	Non-Personnel Expenses	Total Funds	Mid-Year Report
3.1	HS Counselor availability All HS students will have access to the school counselor	2021-2022 School Year	No		LCFF 106,432	\$106,432.00	\$75,899
3.2	College & Career Ready Events Counselor/Teachers will lead college and career ready events, sessions, and other informational support meetings; will record at year-end	2021-2022 School Year	Yes		LCFF 1,851	\$1,851.00	\$0
3.3	HS/Post HS Plan HR Teachers/Counselors will work with their HS students and create a 10 year post-HS plan; will record at year-end	2021-2022 School Year	No		LCFF 4,627	\$4,627.00	\$0
3.4	Professional Development	2021-2022 School Year	Yes		LCFF \$10,000	\$10,000.00	\$2,830.55

Goal/ Action	Action Title/ Description	Timespan	Contributing	Personnel Expenses	Non-Personnel Expenses	Total Funds	Mid-Year Report
	Provide Professional Development for our HR Teachers and Counselor on College & Career Readiness;						
3.5	Program Supervisor Counselor dedicated to implement College and Career Program and SEL Program	2021-2022 School Year	Yes		LCFF 5,525	\$5,525.00	\$0
3.6	School Psychologist and SEL offerings Increase the SEL course offerings and provide a 100% FTE School Psychologist	2021-2022 School Year	Yes		LCFF 6,000 Other State 100,598	\$106,598.00	\$47,412

Goal 4

We will maintain a 95% attendance rate and achieve our graduation rate to 80%.

Rationale

As a virtual and independent school, our numbers fluctuate and, while we have high expectations for our students, we get students that we have not served before; therefore, we are always striving to engage our students, have clear and high expectations on attendance, and get students to graduate on time. Many times we have students enroll with learning loss and credit deficiencies.

Expected Annual Measurable Objectives for Goal 4

Priority	Metric	Baseline	Year 1 Mid-Year Progress	Desired Outcome for 2023-24
	80% Graduation Rate	Graduation Dashboard/Graduation Rate	Year one, we had 17%, Year two we had 46%, and we are looking at a potential of 65% graduate rate. There is a significant growth; however, not	90% Graduation Rate

Priority	Metric	Baseline	Year 1 Mid-Year Progress	Desired Outcome for 2023-24
			at our metric baseline. This is due to students coming credit deficient, leaving and not enrolling at another school, or coming to Peak in a CALPADS cohort that will result them not graduating within 4/5 years.	
	95% Attendance Rate	Monthly Attendance Reports/P1,P2 reports	We are averaging a 96% attendance rate.	95% Attendance Rate

Actions and Services

Goal/Action	Action Title/Description	Timespan	Contributing	Personnel Expenses	Non-Personnel Expenses	Total Funds	Mid-Year Report
4.1	Attendance Clerk We will add attendance to existing staff members to focus on non-engaged students.	2021-2022 School Year	No				\$0
4.2	Graduation Plans Counselors will have grad plans and goals with each junior and senior	2021-2022 School Year	No		LCFF 1,851	\$1,851.00	\$0
4.3	Lower Student/Teacher Ratios Homeroom Teachers will have a low ratio of students/teacher to maintain school/family relationships	2021-2022 School Year	Yes				

Supplement to the Annual Update to the 2021–22 Local Control and Accountability Plan

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone
Peak Prep Pleasant Valley	Shalen Bishop/Superintendent	Shalen.Bishop@peak-prep.org 8052220025

California’s 2021–22 Budget Act, the federal American Rescue Plan Act of 2021, and other state and federal relief acts have provided local educational agencies (LEAs) with a significant increase in funding to support students, teachers, staff, and their communities in recovering from the COVID-19 pandemic and to address the impacts of distance learning on students. The following is a one-time mid-year report to the local governing board or body and educational partners related to engagement on, and implementation of, these Acts.

A description of how and when the LEA engaged, or plans to engage, its educational partners on the use of funds provided through the Budget Act of 2021 that were not included in the 2021-22 Local Control and Accountability Plan (LCAP).

We have begun the annual process for reaching out to stake holders to gain insight on the use of funds including Title 1, LCFF, grants, etc. In addition, We will hold our Annual Family Engagement Meeting and meet with the Parent Advisory Committee, School Site Committee and hold a public hearing. All meetings for feedback are held virtually, via Zoom. Peak prep continues to offer office hours for phone calls, receipt of emails, and options to complete surveys.

With the Educators Effective Grant, that was NOT part of the LCAP process, we reached out to stakeholders asking for suggesting and ideas and I held a staff meeting to discuss these plans and allow for teachers to submit requests. For the A-G Completion Improvement Grant and Pre-K Planning Implementation Grants we plan on engaging our stakeholders through survey, virtual meetings, and consider previous engagement outcomes.

A description of how the LEA used, or plans to use, the additional concentration grant add-on funding it received to increase the number of staff who provide direct services to students on school campuses with an enrollment of students who are low-income, English learners, and/or foster youth that is greater than 55 percent.

Peak used and continues to use the concentration grant to provide a second counselor to support our students socially and emotionally while, at the same time, supporting them in graduation plans, meeting College/Career readiness and graduation. In addition, we hired an Interventionist to provide intervention and support our EL students with direct instruction.

A description of how and when the LEA engaged its educational partners on the use of one-time federal funds received that are intended to support recovery from the COVID-19 pandemic and the impacts of distance learning on pupils.

We have begun the annual process for reaching out to stake holders to gain insight on the use of funds including Title 1, LCFF, grants, etc. In addition, We will hold our Annual Family Engagement Meeting and meet with the Parent Advisory Committee, School Site Committee and hold a public hearing. All meetings for feedback are held virtually, via Zoom. Peak prep continues to offer office hours for phone calls, receipt of emails, and options to complete surveys.

As of now, we have done the following:

We did utilize our LCAP Engagement and feedback while opening the door for continued feedback of opportunities. Peak Prep offers stakeholder engagement through meetings, surveys, emails and received phone calls. As a result of the COVID-19 Pandemic, we initiated engagement opportunities with our families, including families that speak languages other than English, and community partners. We do not have a bargaining unit. Stakeholder Engagement included:

- We presented a number of opportunities to staff for feedback.
- We have held a public hearing and board meetings for others, including the community, to have the opportunity for feedback.

During the LCAP process, we've participated in multiple Ventura County and SELPA meetings that included Foster Youth & The LCAP, English Learners & The LCAP, and SELPA Consultation & strengthening services for students with disabilities.

For the ESSR III, Peak Prep (also) has reviewed CalPADS to determine students identified as Native American/Native Alaskan and is consulting the Ventura County Indian Education Consortium.

For the ELO Grant, we looked at the previous needs and desire of stakeholders.

At the beginning of the school year, all students that are EL were called and asked what support or supplies they need to set themselves up for success. In addition, Homeroom teachers and Sped Case Managers have had discussions with families regarding support. Beyond the LCAP and other engagement opportunities, school leads and other faculty have been giving input regarding needs to support our students academically and support their learning loss. Lastly, we used current trends and data to give us further insight in the academic needs of our students.

A description of how the LEA is implementing the federal American Rescue Plan Act and federal Elementary and Secondary School Emergency Relief expenditure plan, and the successes and challenges experienced during implementation.

ESSER III Plans have been a huge support. As a non-classroom based school we did not need to provide any in person instruction.

At this time, we have had implemented:

- 1) an intervention Specialist
- 2) a stipend for additional ELL support.
- 3) a stipend for Assessment & Diagnostic Coordinator
- 4) purchased supplement resources for learning loss: Generation Genus, classroom novels, manipulatives
- 5) Fund full-time Science and Math Teachers for 3 years including benefits.

The success:

- 1) A huge support and need for our students
- 2) Engaging resources
- 3) The assessment and diagnostic coordinator has been able to start analyzing data and begin seeing areas of focus
- 4) Families have really appreciated the intervention opportunities.

The challenges:

There is a great deal of learning loss, credit deficiency and repeat. Per our ESSR III plan, we will be providing summer school stipends in the summer to help support teachers with students credit deficiency.

A description of how the LEA is using its fiscal resources received for the 2021–22 school year in a manner that is consistent with the applicable plans and is aligned with the LEA’s 2021–22 LCAP and Annual Update.

Peak Prep has invested a lot of resources into the school per our LCAP plan and needs of the school.

Technology:

Invested in more Hotspots for families that need them.

Computers--increased the number of available computers so students will have computers if their current one breaks down.

Goal 1: We will build a stronger community by increasing our parent participation by 25% and maintain an average of 4 or higher satisfaction rate.

- 1) We have provided Smores to our teachers and already secured it for the following year.
- 2) We have already had two successful Parent Education Nights along with family events like two pep rallies that parents have attended and student/teacher conferences.
- 3) We launched a new website that has held our notifications, compliance documents and enrollment for new families.

At this time, we have already made strides in each action item for goal 1.

Goal 2: We will Improve student achievement for all students, especially student groups performing below grade level with the expectation that we will achieve 80% growth of all students.

- 1) All students have been given access to curriculum and technology
- 2) We have provided a number of resources for intervention along with hiring an intervention specialist.
- 3) We have provided staff with specific professional development that aligns with standard-based curriculum and supplemental resources/technology.
- 4) Increased our Elective offering.

At this time, we have already made strides in each action item for goal 2.

Goal 3: We will expand the College & Career Readiness (CCR) and Social Emotional Learning (SEL) Programs through increased counselor time, attendance in CCR, SEL, CTE activities and enrollment.

- 1) We have increased our counseling team to provide more access to counseling staff, provide college & career ready events, HS/Post HS plans, and provide supervisor of our CCR and SEL program.
- 2) We made our part-time school psychologist to 100%.

At this time, we have made strides in all but one action time for goal 3. The remaining action item is in progress.

Goal 4: We will maintain a 95% attendance rate and achieve our graduation rate to 80%.

- 1) We have provided an administrative assistant full time to support in Attendance.
- 2) Counselor availability increased to support in Graduation Plans and CCR support.

We are increasing many services to help our students, especially our foster youth, English learners, and low-income students.

- 1) School Psychologist to 100%
- 2) Increased counselor availability
- 3) Increased Resources like MyPath, Purposeful Prep (SEL courses), Individual Learning Paths (MAP ILP), EL, Pretesting
- 4) Homeroom Teacher ratios lowered to provide additional support and academic follow up to a smaller group of students
- 5) Intervention Hours
- 6) Social Emotional Learning Courses- Purposeful Prep provides a variety of supplemental social and emotional support for students who may need additional support.

As for Continuity of Services Plan

- 1) Increased our SEL Offering
- 2) Increased Intervention (including hiring an interventionist), MAP Intervention, supplemental resources (i.e. IXL, studies weekly, Raz Kids)
- 3) Continued to provide MyPath (supplemental resource for learning loss)

ESSER III Plans

- 1) We have hired an intervention Specialist
- 2) We provided stipend for additional ELL support.
- 3) We provided stipend for Assessment & Diagnostic Coordinator
- 4) We have purchased supplement resources for learning loss: Generation Genus, classroom novels, manipulatives
- 5) Fund full-time Science and Math Teachers for 3 years including benefits.

*We will be providing summer school stipends in the summer.

Instructions for the Supplement to the Annual Update for the 2021–22 Local Control and Accountability Plan Year

For additional questions or technical assistance related to the completion of the Supplement to the Annual Update to the 2021–22 Local Control and Accountability Plan (LCAP), please contact the local county office of education (COE), or the California Department of Education’s (CDE’s) Local Agency Systems Support Office, by phone at 916-319-0809 or by email at lcff@cde.ca.gov.

Introduction

California’s 2021–22 Budget Act, the federal American Rescue Plan Act of 2021, and other state and federal relief acts have provided local educational agencies (LEAs) with a significant increase in funding to support students, teachers, staff, and their communities in recovering from the COVID-19 pandemic and to address the impacts of distance learning on students. Section 124(e) of Assembly Bill 130 requires LEAs to present an update on the Annual Update to the 2021–22 LCAP and Budget Overview for Parents on or before February 28, 2022, at a regularly scheduled meeting of the governing board or body of the LEA. At this meeting, the LEA must include all of the following:

- The Supplement to the Annual Update for the 2021–22 LCAP (2021–22 Supplement);
- All available mid-year outcome data related to metrics identified in the 2021–22 LCAP; and
- Mid-year expenditure and implementation data on all actions identified in the 2021–22 LCAP.

When reporting available mid-year outcome, expenditure, and implementation data, LEAs have flexibility to provide this information as best suits the local context, provided that it is succinct and contains a level of detail that is meaningful and accessible for the LEA’s educational partners.

The 2021–22 Supplement is considered part of the 2022–23 LCAP for the purposes of adoption, review, and approval, and must be included with the LCAP as follows:

- The 2022–23 Budget Overview for Parents
- The 2021–22 Supplement
- The 2022–23 LCAP
- The Action Tables for the 2022–23 LCAP
- The Instructions for the LCAP Template

As such, the 2021–22 Supplement will be submitted for review and approval as part of the LEA’s 2022–23 LCAP.

Instructions

Respond to the following prompts, as required. In responding to these prompts, LEAs must, to the greatest extent practicable, provide succinct responses that contain a level of detail that will be meaningful and accessible for the LEA’s educational partners and the broader public and must, to the greatest extent practicable, use language that is understandable and accessible to parents.

In responding to these prompts, the LEA has flexibility to reference information provided in other planning documents. An LEA that chooses to

reference information provided in other planning documents must identify the plan(s) being referenced, where the plan(s) are located (such as a link to a web page), and where in the plan the information being referenced may be found.

Prompt 1: *“A description of how and when the LEA engaged, or plans to engage, its educational partners on the use of funds provided through the Budget Act of 2021 that were not included in the 2020–21 Local Control and Accountability Plan (LCAP).”*

In general, LEAs have flexibility in deciding what funds are included in the LCAP and to what extent those funds are included. If the LEA received funding through the Budget Act of 2021 that it would have typically included within its LCAP, identify the funds provided in the Budget Act of 2021 that were not included in the LCAP and provide a description of how the LEA has engaged its educational partners on the use of funds. If an LEA included the applicable funds in its adopted 2021–22 LCAP, provide this explanation.

Prompt 2: *“A description of how LEA used, or plans to use, the concentration grant add-on funding it received to increase the number of staff who provide direct services to students on school campuses with an enrollment of students who are low-income, English learners, and/or foster youth that is greater than 55 percent.”*

If LEA does not receive a concentration grant or the concentration grant add-on, provide this explanation.

Describe how the LEA is using, or plans to use, the concentration grant add-on funds received consistent with California *Education Code* Section 42238.02, as amended, to increase the number of certificated staff, classified staff, or both, including custodial staff, who provide direct services to students on school campuses with greater than 55 percent unduplicated pupil enrollment, as compared to schools with an enrollment of unduplicated students that is equal to or less than 55 percent.

In the event that the additional concentration grant add-on is not sufficient to increase the number of staff providing direct services to students at a school with an enrollment of unduplicated students that is greater than 55 percent, describe how the LEA is using the funds to retain staff providing direct services to students at a school with an enrollment of unduplicated students that is greater than 55 percent.

Prompt 3: *“A description of how and when the LEA engaged its educational partners on the use of one-time federal funds received that are intended to support recovery from the COVID-19 pandemic and the impacts of distance learning on pupils.”*

If the LEA did not receive one-time federal funding to support recovery from the COVID-19 pandemic and the impacts of distance learning on students, provide this explanation.

Describe how and when the LEA engaged its educational partners on the use of one-time federal funds it received that are intended to support recovery from the COVID-19 pandemic and the impacts of distance learning on students. See the COVID-19 Relief Funding Summary Sheet web page (<https://www.cde.ca.gov/fg/cr/relieffunds.asp>) for a listing of COVID-19 relief funding and the Federal Stimulus Funding web page (<https://www.cde.ca.gov/fg/cr/>) for additional information on these funds. The LEA is not required to describe engagement that has taken place related to state funds.

Prompt 4: *“A description of how the LEA is implementing the federal American Rescue Plan Act and federal Elementary and Secondary School Emergency Relief expenditure plan, and the successes and challenges experienced during implementation.”*

If an LEA does not receive ESSER III funding, provide this explanation.

Describe the LEA's implementation of its efforts to maintain the health and safety of students, educators, and other staff and ensure the continuity of services, as required by the federal American Rescue Plan Act of 2021, and its implementation of the federal Elementary and Secondary School Emergency Relief (ESSER) expenditure plan to date, including successes and challenges.

Prompt 5: "A description of how the LEA is using its fiscal resources received for the 2021–22 school year in a manner that is consistent with the applicable plans and is aligned with the LEA's 2021–22 LCAP and Annual Update."

Summarize how the LEA is using its fiscal resources received for the 2021–22 school year to implement the requirements of applicable plans in a manner that is aligned with the LEA's 2021–22 LCAP. For purposes of responding to this prompt, "applicable plans" include the Safe Return to In-Person Instruction and Continuity of Services Plan and the ESSER III Expenditure Plan.

California Department of Education
November 2021

Peak Prep Pleasant Valley

2150 Pickwick Drive, #304

Camarillo, CA 93010

Phone (855) 900-PEAK

www.peak-prep.org



2021-22 Second Interim

Budget Detail

Prepared By:

Rudy Calasin

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Peak Prep Pleasant Valley
2021-22 Second Interim
Budget Detail
Table of Contents

	PAGE
Enrollment & ADA	3-4
Revenue Detail	5-6
Expenditure Detail	7-10
Budget Summary	11
Components of Ending Balance	12
Actual Expenditures & Encumbrances to Date.	13
SB 740 Funding Determination	14-15
Cash Flow Report	16

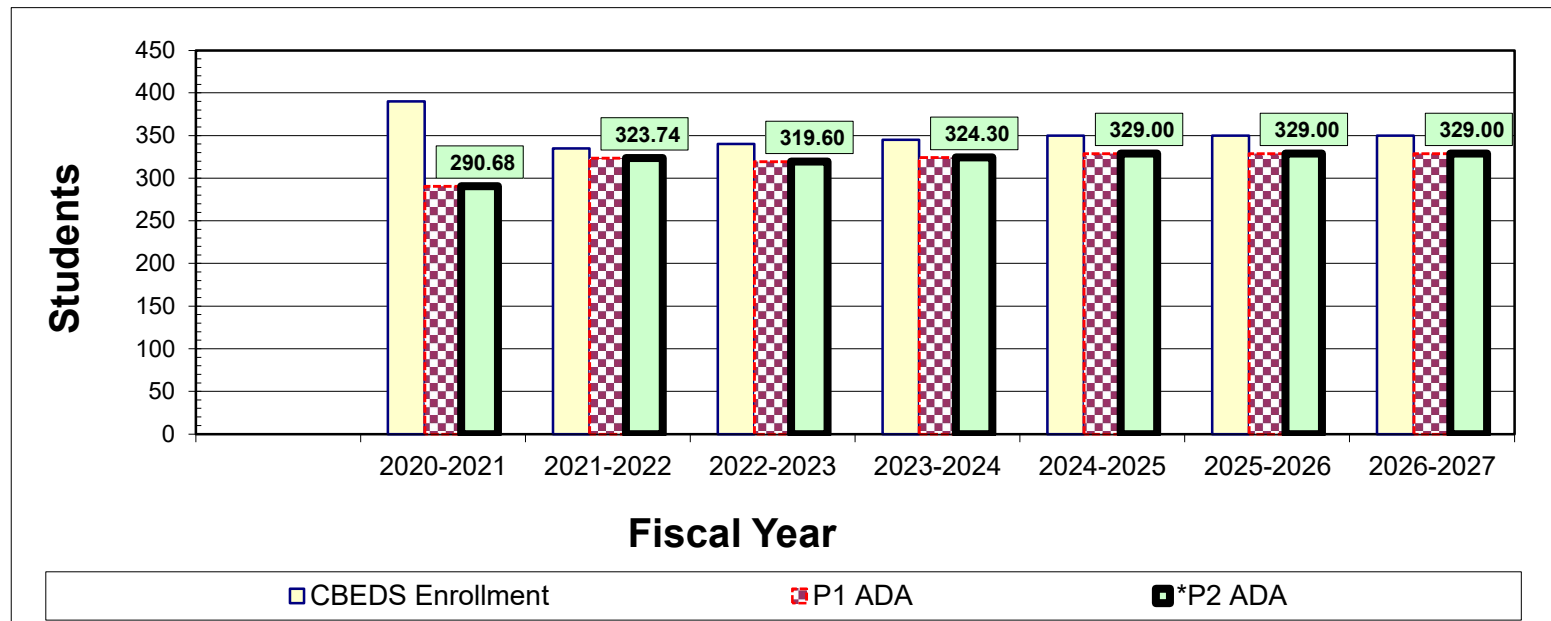


Peak Prep Pleasant Valley																				
Fiscal Year	K	1st	2nd	3rd	K-3	4th	5th	6th	4-6	7th	8th	7-8	9th	10th	11th	12th	9-12	Total	Incr/ (Decr) from PY	% Change
2020-21 CBEDS Enroll	15	16	16	22	69	19	14	17	50	25	43	68	36	57	48	62	203	390	-7	-1.76%
2021-22 CBEDS Enroll	17	14	19	17	67	21	16	18	55	25	30	55	34	31	52	41	158	335	-55	-14.10%
2021-22 Current. Enroll	27	18	17	19	81	24	21	19	64	33	31	64	41	38	53	33	165	374	-16	-4.10%
2022-23 Est. Enroll	15	11	11	15	52	50	50	17	117	15	30	45	15	26	47	38	126	340	-34	-9.09%
2023-24 Est. Enroll	15	11	11	15	52	50	50	22	122	15	30	45	15	26	47	38	126	345	5	1.47%
2024-25 Est. Enroll	15	11	11	15	52	50	50	27	127	15	30	45	15	26	47	38	126	350	5	1.45%
2025-26 Est. Enroll	15	11	11	15	52	50	50	27	127	15	30	45	15	26	47	38	126	350	0	0.00%
2026-27 Est. Enroll	15	11	11	15	52	50	50	27	127	15	30	45	15	26	47	38	126	350	0	0.00%

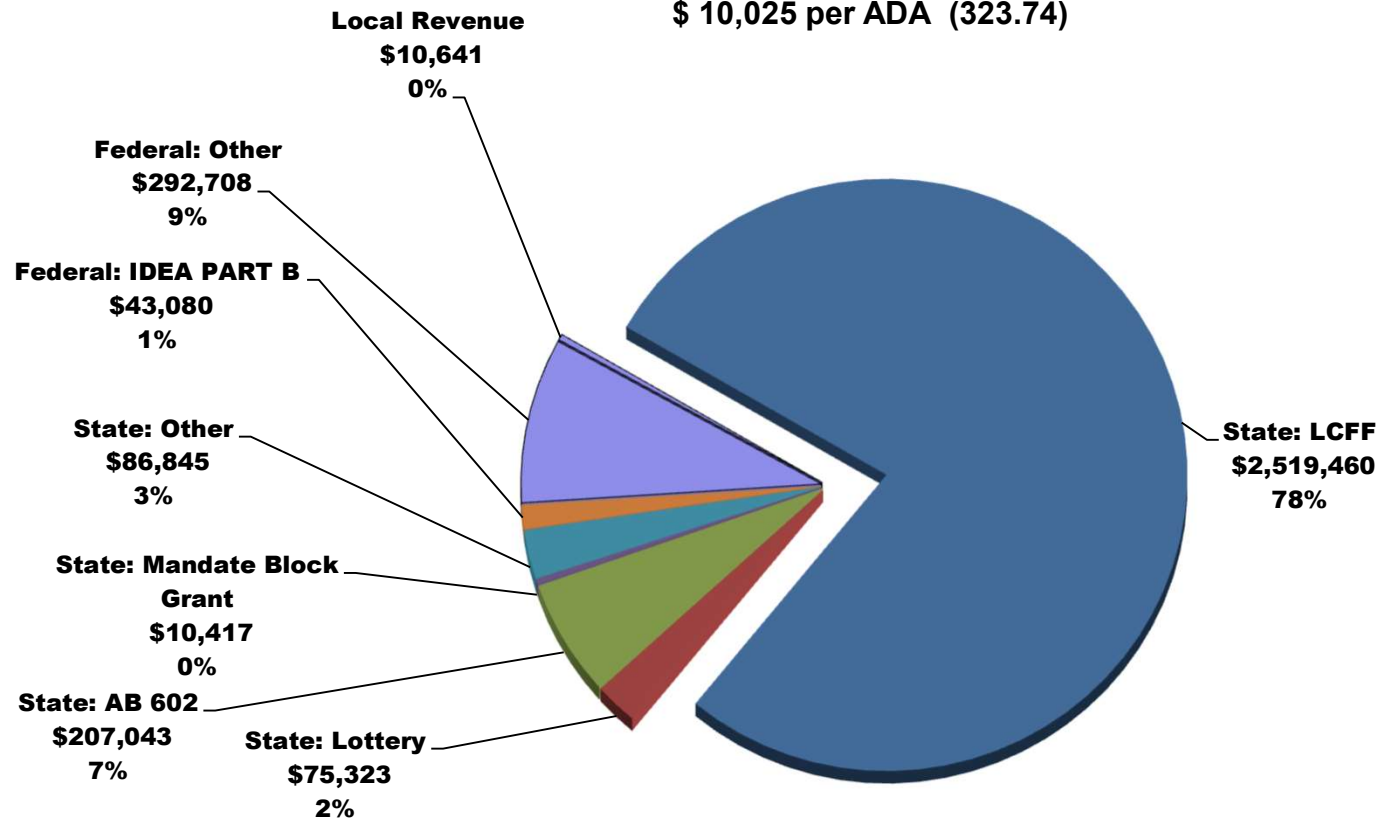
2020-21 P2 ADA	5.71	6.67	10.67	8.44	31.49	6.54	9.28	13.79	29.61	27.95	24.88	52.82	40.41	52.89	46.46	36.99	176.76	290.68
2021-22 CBEDS ADA	15.98	13.16	17.86	15.98	62.98	19.74	15.04	16.92	51.70	23.50	28.20	51.70	31.96	29.14	48.88	38.54	148.52	314.90
2021-22 Current ADA	25.38	16.92	15.98	9.59	67.87	22.56	19.74	11.20	53.50	31.02	22.15	53.17	38.54	35.72	49.82	25.12	149.20	323.74
2022-23 Est. ADA	14.10	10.34	10.34	14.10	48.88	47.00	47.00	15.98	109.98	14.10	28.20	42.30	14.10	24.44	44.18	35.72	118.44	319.60
2023-24 Est. ADA	14.10	10.34	10.34	14.10	48.88	47.00	47.00	20.68	114.68	14.10	28.20	42.30	14.10	24.44	44.18	35.72	118.44	324.30
2024-25 Est. ADA	14.10	10.34	10.34	14.10	48.88	47.00	47.00	25.38	119.38	14.10	28.20	42.30	14.10	24.44	44.18	35.72	118.44	329.00
2025-26 Est. ADA	14.10	10.34	10.34	14.10	48.88	47.00	47.00	25.38	119.38	14.10	28.20	42.30	14.10	24.44	44.18	35.72	118.44	329.00
2026-27 Est. ADA	14.10	10.34	10.34	14.10	48.88	47.00	47.00	25.38	119.38	14.10	28.20	42.30	14.10	24.44	44.18	35.72	118.44	329.00

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)
				#	%	#	%	
2020-2021	390	290.68	290.68	(7.00)	-1.76%	-	0.00%	74.53%
2021-2022	335	323.74	323.74	(55.00)	-14.10%	33.06	11.37%	96.64%
2022-2023	340	319.60	319.60	5.00	1.49%	(4.14)	-1.28%	94.00%
2023-2024	345	324.30	324.30	5.00	1.47%	4.70	1.47%	94.00%
2024-2025	350	329.00	329.00	5.00	1.45%	4.70	1.45%	94.00%
2025-2026	350	329.00	329.00	-	0.00%	-	0.00%	94.00%
2026-2027	350	329.00	329.00	-	0.00%	-	0.00%	94.00%

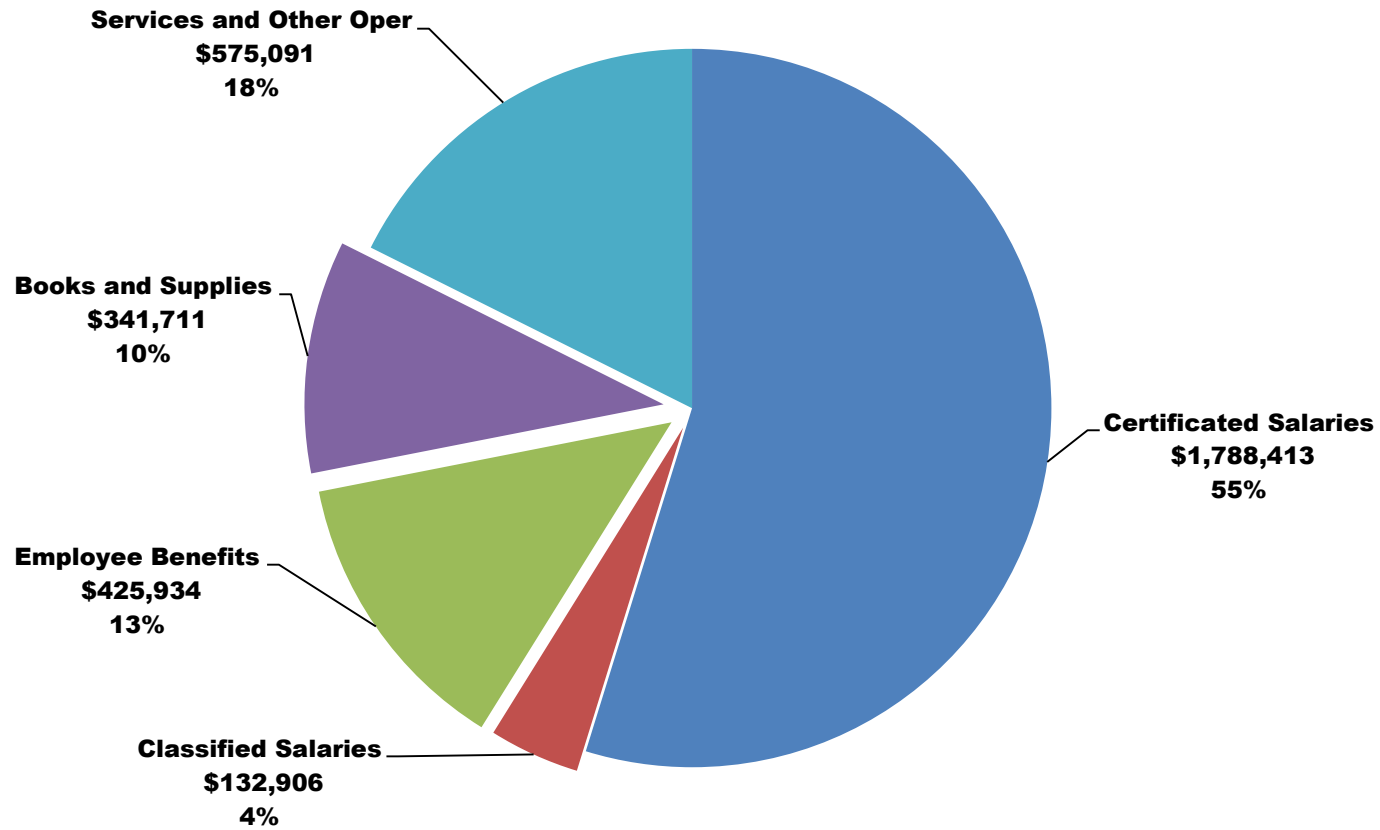


**Peak Prep Pleasant Valley
2021-22 Revenues
\$3,245,517
\$ 10,025 per ADA (323.74)**



	A	B	C	K	L	M	N	O	R
1	Peak Prep Pleasant Valley								
2	Based on Governor's 2021-22 Budget Proposal								
3				2021/22	2021/22	2nd Interim vs	1st		
4				1st Interim	2nd Interim	Interim Change		2022/23	2023/24
5	Object	Description	Comments	Budget	Budget			Budget	Budget
6									
7		LCFF Sources							
8	8011	Local Control Funding Formula		\$ 2,441,440	\$ 2,463,592	\$ 22,152	0.91%	\$ 2,585,568	\$ 2,790,484
9	8011	Local Control Funding Formula	Possible 30% Cut in 21/22 and 22/23	(1,073,123)	(1,079,769)	(6,646)	0.62%	(1,116,362)	-
10	8012	Education Protection Act (Prop 30)		58,136	58,136	-	0.00%	58,136	58,136
13	8096	In Lieu Taxes		1,077,501	1,077,501	-	0.00%	1,077,501	1,077,501
15		Total LCFF Sources		\$ 2,503,954	\$ 2,519,460	\$ 15,506	0.62%	\$ 2,604,843	\$ 3,926,121
16		Federal Sources							
17	8181	Special Ed	IDEA Part B	\$ 43,080	\$ 43,080	\$ -	0.00%	\$ 43,080	\$ 43,080
18	8290	Federal	ESSER II 3212	73,277	73,634	357	0.49%	-	-
20	8290	Federal	ESSER III 3213 (\$422,131)	-	-	-	0.00%	-	-
21	8290	Federal	ESSER III 3214 (Learning Loss)	60,909	60,909	-	0.00%	44,641	-
22	8290	Federal	Title I, Part A 3010 (includes prior year)	129,500	129,500	-	0.00%	85,404	85,404
23	8290	Federal	Title II, Part A 4035 (includes prior year)	18,665	18,665	-	0.00%	11,020	11,020
24	8290	Federal	Title IV, Part A 4127	10,000	10,000	-	0.00%	10,000	10,000
25									
26		Total Federal Sources		\$ 335,431	\$ 335,788	\$ 357	0.11%	\$ 194,145	\$ 149,504
27		Other State Revenue							
28	8550	Mandate Block Grant		\$ 10,417	\$ 10,417	\$ -	0.00%	\$ 10,142	\$ 10,600
29	8560	Unrestricted Lottery	323.74 ADA x 1.04446 @ \$163	54,711	55,116	405	0.74%	54,411	55,211
30	8560	Unrestricted Lottery	Prior Year Adjustment	-	(1,048)	(1,048)	New	-	-
31	8560	Restricted Lottery	323.74 ADA x 1.04446 @ \$65	21,817	21,979	162	0.74%	21,698	22,017
32	8560	Restricted Lottery	Prior Year Adjustment	-	(724)	(724)	New	-	-
34	8590	Other State Revenue	Educator Effectiveness 6266	-	70,058	70,058	New	-	-
35	8590	Other State Revenue	Special Ed ADR 6536	2,534	2,534	-	0.00%	-	-
36	8590	Other State Revenue	Special Ed LRS 6537	14,253	14,253	-	0.00%	-	-
40		Total Other State Revenue		\$ 103,732	\$ 172,585	\$ 68,853	66.38%	\$ 86,251	\$ 87,828
41		Other Local Revenue							
42	8660	Interest		\$ 5,000	\$ 5,000	\$ -	0.00%	\$ 5,000	\$ 5,000
43	8699	Other Local Revenue	Misc. 0000	3,641	3,641	-	0.00%	-	-
44	8699	Other Local Revenue	VCSSFA Ergo Funds 9003	2,000	2,000	-	0.00%	2,000	2,000
45	8792	Apportionment Transfer Sped	AB 602	207,043	207,043	-	0.00%	207,043	207,043
47		Total Other Local Revenue		\$ 217,684	\$ 217,684	\$ -	0.00%	\$ 214,043	\$ 214,043
48		TOTAL REVENUES		\$ 3,160,801	\$ 3,245,517	\$ 84,716	2.68%	\$ 3,099,282	\$ 4,377,496

**Peak Prep Pleasant Valley
2021-22 Expenditures
\$3,264,055
\$10,082 per ADA (323.74)**



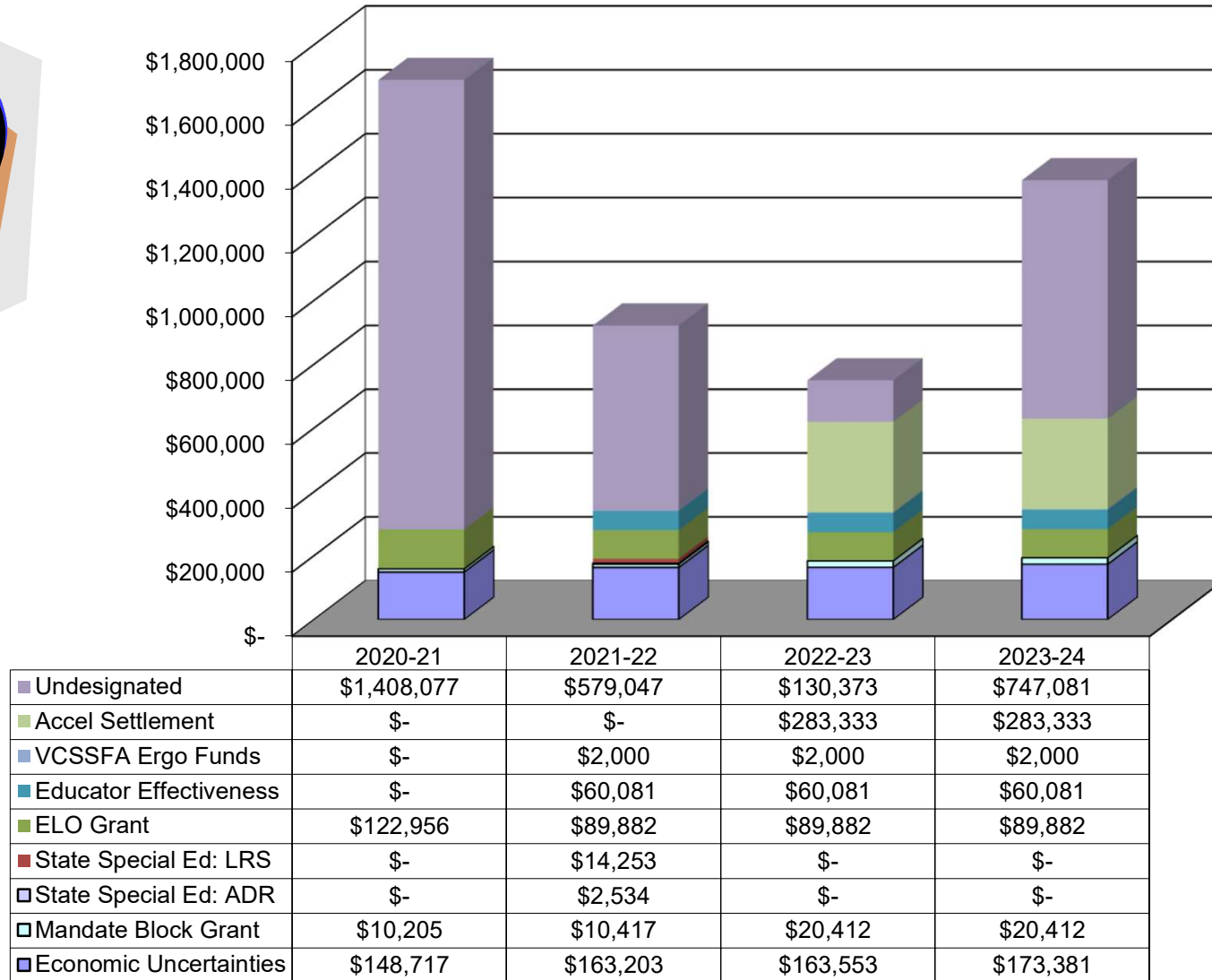
	A	B	C	K	L	M	N	O	R
1	Peak Prep Pleasant Valley								
2	Based on Governor's 2021-22 Budget Proposal								
3				2021/22	2021/22	2nd Interim vs			
4				1st Interim	2nd Interim	1st Interim Change		2022/23	2023/24
5	Object	Description	Comments	Budget	Budget			Budget	Budget
6		Certificated Salaries							
7	1100	Teachers	21.75 FTE Teachers	\$ 1,261,595	\$ 1,248,413	\$ (13,182)	-1.04%	\$ 1,312,922	\$ 1,382,146
8	1130	Teachers - Stipends	Lead Teacher, ELO Summer Stipends, ESSER III Stipends, Educator Effectiveness Stipends	55,000	62,500	7,500	13.64%	25,000	25,000
9									
11	1200	Certificated Pupil Support	2.0 FTE Counselor, 1.0 FTE Psychologist	215,000	215,000	-	0.00%	215,000	215,000
12	1300	Administration	1.0 FTE Superintendent, 1.0 FTE Principal	260,000	260,000	-	0.00%	260,000	260,000
13	1330	Administrative Stipend	Special Education Admin Stipend	2,500	2,500	-	0.00%	2,500	2,500
15									
16		Total Certificated Salaries		\$ 1,794,095	\$ 1,788,413	\$ (5,682)	-0.32%	\$ 1,815,422	\$ 1,884,646
17		Classified Salaries							
18	2100	Instructional Aides	0.75 FTE ELO Paraeducator	\$ 20,062	\$ 20,062	\$ -	0.00%	\$ -	\$ -
19	2400	Clerical and Office	1.0 FTE Office Manager, 1.0 FTE Admin Assistant	112,844	112,844	-	0.00%	116,782	119,559
21									
22		Total Classified Salaries		\$ 132,906	\$ 132,906	\$ -	0.00%	\$ 116,782	\$ 119,559
23		Benefits							
24	3100	STRS (Retirement)	16.920%	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -
25	3200	PERS (Retirement)	22.910%	-	-	-	0.00%	-	-
26	3301	OASDI/Medicare	6.2% OASDI, 1.45% Medicare	130,852	130,307	(545)	-0.42%	138,880	144,175
27	3302	OASDI/Medicare	6.2% OASDI, 1.45% Medicare	10,168	10,168	-	0.00%	8,934	9,146
28	3401	Health and Welfare	\$8,254 Single, \$12,206 2-Party, \$14,663 Family	226,695	220,254	(6,441)	-2.84%	232,971	257,436
29	3402	Health and Welfare	\$8,254 Single, \$12,206 2-Party, \$14,663 Family	19,047	19,047	-	0.00%	26,869	28,212
30	3500	State Unemployment Insurance	0.50%	9,244	9,208	(36)	-0.39%	9,661	10,021
31	3600	Workers' Compensation	1.6500%	31,773	31,679	(94)	-0.30%	31,881	33,069
32	3900	Miscellaneous Benefits	Life/AD&D, Disability Insurance	4,654	5,271	617	13.26%	5,302	5,302
33		Total Benefits		\$ 432,433	\$ 425,934	\$ (6,499)	-1.50%	\$ 454,498	\$ 487,362
34		Books and Supplies							
35	4100	Curriculum	Accelerate, Edgenuity, Supplemental	\$ 273,038	\$ 273,038	\$ -	0.00%	\$ 273,038	\$ 273,038
36	4100	Curriculum	ELO Summer School/Supplemental SpEd	5,555	5,555	-	-	5,555	-
37	4300	Materials and Supplies	Instructional Supplies 1000 (includes R4127) - Chromebooks	45,450	45,450	-	0.00%	45,905	46,364
38									

	A	B	C	K	L	M	N	O	R
1	Peak Prep Pleasant Valley								
2	Based on Governor's 2021-22 Budget Proposal								
3				2021/22	2021/22	2nd Interim vs			
4				1st Interim	2nd Interim	1st Interim Change		2022/23	2023/24
5	Object	Description	Comments	Budget	Budget			Budget	Budget
39	4300	Materials and Supplies	Office Supplies 2700	-	2,500	2,500	New	2,525	2,550
41	4300	Materials and Supplies	ESSER II 3212 (Chromebooks)	13,285	13,285	-	0.00%	-	-
44	4400	Non-capitalized Equipment	ESSER II 3212 (Laptop)	894	894	-	0.00%	-	-
45	4400	Non-capitalized Equipment	Teacher Laptop 1000	-	989	989	New	-	-
48		Total Books and Supplies		\$ 338,222	\$ 341,711	\$ 3,489	1.03%	\$ 327,023	\$ 321,952
49		Other Services and Operating							
52									
53	5200	Travel and Conference	Travel	\$ 5,050	\$ 5,050	\$ -	0.00%	\$ 5,101	\$ 5,152
54	5210	Travel and Conference	Mileage reimbursement	-	-	-	0.00%	-	-
55	5220	Travel and Conference	Staff Development 6266 (Educator Effectiveness)	-	1,741	1,741	New	-	-
56	5220	Travel and Conference	Staff Development 1000 (includes R4035)	18,665	10,000	(8,665)	-46.42%	10,100	10,201
57	5220	Travel and Conference	Staff Development 2700 (includes 4035)	-	10,000	10,000	New	10,100	10,201
58		Total Travel and Conference		\$ 23,715	\$ 26,791	\$ 3,076	12.97%	\$ 25,301	\$ 25,554
59	5300	Dues and Memberships	A Plus, NHS	\$ 3,030	\$ 3,030	\$ -	0.00%	\$ 3,060	\$ 3,091
60		Total Dues and Memberships		\$ 3,030	\$ 3,030	\$ -	0.00%	\$ 3,060	\$ 3,091
61									
62	5450	Insurance	Liability Insurance	\$ 20,413	\$ 20,413	\$ -	0.00%	\$ 25,516	\$ 31,895
63		Total Insurance		\$ 20,413	\$ 20,413	\$ -	0.00%	\$ 25,516	\$ 31,895
73	5600	Facilities	Facility Rent	\$ 18,540	\$ 18,540	\$ -	0.00%	\$ 19,096	\$ 19,669
74		Total Leases, Rentals and Repairs		\$ 18,540	\$ 18,540	\$ -	0.00%	\$ 19,096	\$ 19,669
	5800	Professional Services	Other Administrative Services (includes Escape 2700)	\$ 2,936	\$ 2,936	\$ -	0.00%	\$ 2,965	\$ 2,995
75									
76	5800	Professional Services	Graduation, Transcripts 2700	3,030	3,030	-	0.00%	3,060	3,091
			Student Information System, LMS, Enrollment, Parsec 2700	27,346	46,414	19,068	69.73%	46,878	47,347
78	5800	Professional Services	Oversight Fee 1% 7600	35,771	35,993	222	0.62%	37,212	39,261
80	5800	Professional Services	Student Testing Services 3160	30,300	30,300	-	0.00%	30,603	30,909
82	5800	Professional Services	Google Suite, Doc Hub, Zoom, GoToMeeting 1000	9,373	9,373	-	0.00%	9,467	9,561
83									
84	5800	Professional Services	Special Ed 3310, 6500 - SpEd NPA Consultation	50,000	50,000	-	0.00%	50,000	50,000
85	5800	Professional Services	ESSER II 3212 (Class Technologies)	14,736	14,736	-	0.00%	-	-
87	5800	Professional Services	Marketing 7200	38,000	38,000	-	0.00%	38,000	38,000
90	5801	Professional Services	Audit Cost	13,181	13,181	-	0.00%	13,313	13,446
91	5803	Professional Services	BSA Fees	212,636	218,354	5,718	2.69%	208,729	295,008

	A	B	C	K	L	M	N	O	R
1	Peak Prep Pleasant Valley								
2	Based on Governor's 2021-22 Budget Proposal								
3	Object	Description	Comments	2021/22	2021/22	2nd Interim vs		2022/23	2023/24
4				1st Interim	2nd Interim	1st Interim Change			
5				Budget	Budget				
95	5899	Professional Services	Legal	30,000	30,000	-	0.00%	30,000	30,000
96		Total Professional Services		\$ 467,309	\$ 492,317	\$ 25,008	5.35%	\$ 470,227	\$ 559,618
97	5901	Communication	Phone	\$ 4,040	\$ 5,500	\$ 1,460	36.14%	\$ 5,555	\$ 5,611
98	5902	Communication	Phone/Internet	2,500	3,500	1,000	40.00%	3,535	3,570
99	5903	Communication	Mail Merge	5,000	5,000	-	0.00%	5,050	5,101
100		Total Communication		\$ 11,540	\$ 14,000	\$ 2,460	21.32%	\$ 14,140	\$ 14,281
101		Total Other Services and Operating		\$ 544,547	\$ 575,091	\$ 30,544	5.61%	\$ 557,340	\$ 654,108
109		TOTAL EXPENDITURES		\$ 3,242,203	\$ 3,264,055	\$ 21,852	0.67%	\$ 3,271,064	\$ 3,467,627

	A	B	C	K	L	M	N	O	R	V
1	Peak Prep Pleasant Valley									
2	Based on Governor's 2021-22 Budget Proposal									
3	Object	Description	2021/22	2021/22	2nd Interim vs 1st		2022/23	2023/24		
4			1st Interim	2nd Interim	Interim Change					
5			Budget	Budget						
6		REVENUES:	Enrollment 335	Enrollment 335			Enrollment 340	Enrollment 345	Enrollment/ADA - 2021-22: 335/323.74, 2022-23: 340/319.60, 2023-24: 345/324.30, 2024-25: 350/329.00, 2025-26: 350/329.00, 2026-27: 350/329.00	
7	8010-8099	LCFF Sources	\$ 2,503,954	\$2,519,460	\$ 15,506	0.62%	\$ 2,604,843	\$ 3,926,121	Local Control Funding Formula 21/22: COLA 5.07% ADJ 0%, 22/23: COLA 2.48% ADJ 0%, 23/24: COLA 1.5% ADJ 0%, 24/25: COLA 1.5% ADJ 0%, 25/26: COLA 1.5% ADJ 0%, 26/27: COLA 1.5% ADJ 0%	
8	8100-8299	Federal Revenue	335,431	335,788	357	0.11%	194,145	149,504		
9	8300-8599	Other State	103,732	172,585	68,853	66.38%	86,251	87,828		
10	8600-8799	Other Local	217,684	217,684	-	0.00%	214,043	214,043		
11		TOTAL REVENUES	\$ 3,160,801	\$3,245,517	\$ 84,716	2.68%	\$ 3,099,282	\$ 4,377,496		
12		EXPENDITURES								
13	1000-1999	Certificated Salaries	\$ 1,794,095	\$1,788,413	\$ (5,682)	-0.32%	\$ 1,815,422	\$ 1,884,646	Teacher FTE - 2021-22: 21.75, 2022-23: 21.75, 2023-24: 22.75, 2024-25: 22.75, 2025-26: 23.75, 2026-27: 23.75	
14	2000-2999	Classified Salaries	132,906	132,906	-	0.00%	116,782	119,559	Clerical FTE - 2021-22: 2.0, 2022-23: 2.0, 2023-24: 2.0, 2024-25: 2.0, 2025-26: 2.0, 2026-27: 2.0	
15	3000-3999	Employee Benefits	432,433	425,934	(6,499)	-1.50%	454,498	487,362		
16	4000-4999	Books and Supplies	338,222	341,711	3,489	1.03%	327,023	321,952		
17	5000-5999	Services and Other Operating	544,547	575,091	30,544	5.61%	557,340	654,108		
20		TOTAL EXPENDITURES	\$ 3,242,203	\$3,264,055	\$ 21,852	0.67%	\$ 3,271,064	\$ 3,467,627		
21		NET INCREASE/(DECREASE)	\$ (81,402)	\$ (18,538)	\$ 62,864	-77.23%	\$ (171,782)	\$ 909,869		
22	9791	Beginning Balance	\$ 1,689,955	\$ 1,689,955	\$ -	0.00%	\$ 921,417	\$ 749,634		
23	9795	Other Restatements	-	(750,000)	(750,000.00)	New	-	(283,333)	Accel settlement adjustment to beginning balance	
24		ENDING FUND BALANCE	\$ 1,608,553	\$ 921,417	\$ (687,136)	-42.72%	\$ 749,634	\$ 1,376,170		
25		COMPONENTS OF ENDING FUND BALANCE								
28	9797	R6266 Educator Effectivness	\$ -	\$ 60,081	\$ 60,081	New	\$ 60,081	\$ 60,081		
29	9797	R6536 State Special Education ADR	2,534	2,534	-	-	-	-		
30	9797	R6537 State Special Education LRS	14,253	14,253	-	0.00%	-	-		
31	9797	R7425 Expanded Learning Opportunity	89,882	89,882	-	0.00%	89,882	89,882		
34	9797	R9003 VCSSFA Ergo Funds	2,000	2,000	-	0.00%	2,000	2,000		
35	9796	Economic Uncourt. (Greater of 5% or \$65K) 0000	162,110	163,203	1,093	0.67%	163,553	173,381		
36		Economic Uncourt. %	5.00%	5.00%	0.00%	0.00%	5.00%	5.00%		
37	9790	R0060 Mandated Block Grant (includes one-time grant)	20,412	10,417	(9,995)	-48.97%	20,412	20,412		
38	9797	Designated Accel Settlement Payments	750,000	-	(750,000)	-100.00%	283,333	283,333	Payment Plan for Accel Settlement	
39	9790	Undesignated 0000	567,362	579,047	11,685	2.06%	130,373	747,081		
40		ENDING FUND BALANCE	\$ 1,608,553	\$ 921,417	\$ (687,136)	-42.72%	\$ 749,634	\$ 1,376,170		

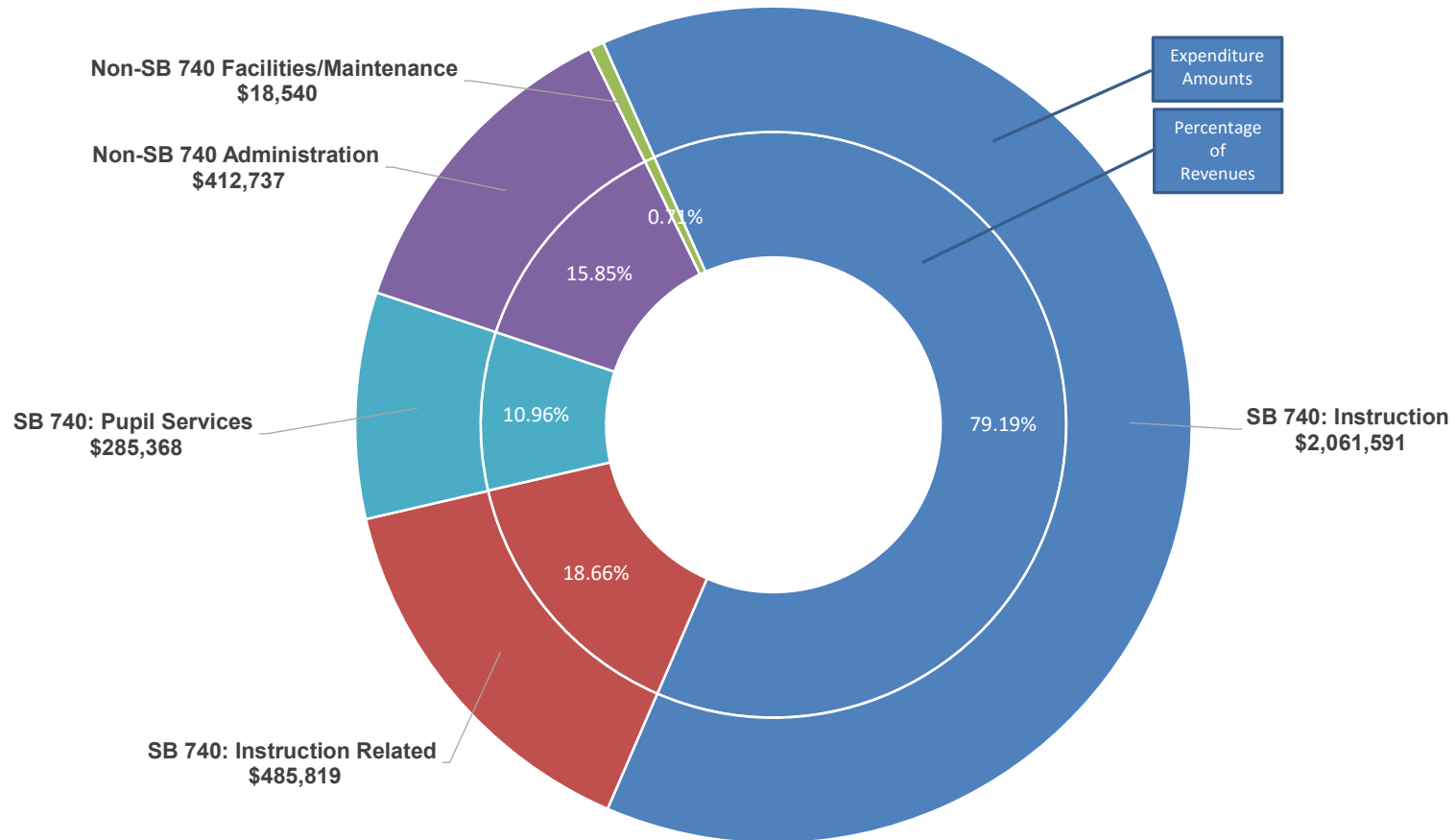
Components of Ending Fund Balance



	A	B	D	E	F	G	H	I	J	K
1	Peak Prep Pleasant Valley									
2	ACTUAL EXPENDITURES TO DATE									
3			2021-22	Actual	Actual	Total	%	%	Balance Remaining	
4			2nd Interim Budget	Encumbrances	Expenditures	Enc/Exp	Enc.	Exp.		
5	Object	Description		as of 2/2/2022	as of 2/2/2022	as of 2/2/2022	To Date	To Date	Amount	%
6		Certificated Salaries								
7	1000	Certificated Salaries	\$ 1,788,413	\$ 859,019	\$ 891,430	\$ 1,750,449	48.03%	49.84%	\$ 37,964	2.12%
8	2000	Classified Salaries	132,906	52,310	60,534	112,844	39.36%	45.55%	20,062	15.09%
9	3000	Employee Benefits	425,934	214,952	200,622	415,574	50.47%	47.10%	10,360	2.43%
10	4100	Textbooks	278,593	11,156	210,338	221,494	4.00%	75.50%	57,099	20.50%
12	4300	Materials and Supplies	61,235	10,672	49,900	60,572	17.43%	81.49%	663	1.08%
13	4400	Non-capitalized Equipment	1,883	894	1,884	2,778	47.48%	100.05%	(895)	-47.53%
16	5200	Travel and Conference	26,791	-	27,060	27,060	0.00%	101.00%	(269)	-1.00%
17	5300	Memberships and Dues	3,030	-	385	385	0.00%	12.71%	2,645	87.29%
18	5400	Insurance	20,413	-	20,413	20,413	0.00%	100.00%	-	0.00%
20	5600	Rentals, Leases, and Repairs	18,540	-	3,094	3,094	0.00%	16.69%	15,446	83.31%
21	5800	Professional Services	492,317	187,070	217,526	404,596	38.00%	44.18%	87,721	17.82%
22	5900	Communication	14,000	-	10,349	10,349	0.00%	73.92%	3,651	26.08%
25		TOTAL EXPENDITURES	\$ 3,264,055	\$ 1,336,073	\$ 1,693,535	\$ 3,029,608	40.93%	51.88%	\$ 234,447	7.18%

	A	B	C	D	E	F	G
1	Peak Prep Pleasant Valley 2021-22						
2	SB 740 Eligible Expenditures						
3							
4		2021/22 Second Interim Budget	Encumbrances as of 2/3/2022	Actual Expenses as of 2/3/2022	2021/22 Actual Enc. And Exp.	Remaining Balance	% Remaining
5							
6	TOTAL REVENUES	\$ 3,245,517			\$ 3,245,517	N/A	N/A
7	Revenue Adjustments	\$ -			\$ -	N/A	N/A
8	REVENUES USED FOR 80% CALCULATION	\$ 3,245,517			\$ 3,245,517	N/A	N/A
9	Less Local (Interest, Fund Raising, Startup)	\$ (10,641)			\$ (10,641)	N/A	N/A
10	Net Revenues (Used for 40% Requirement)	\$ 3,234,876			\$ 3,234,876	N/A	N/A
11	SB 740 ELIGIBLE EXPENDITURES (Functions 1000-4999)						
12	Certificated Salaries	\$ 1,740,413	\$ 837,019	\$ 865,430	\$ 1,702,449	\$ 37,964	2.18%
13	Certificated Employee Benefits	384,784	194,723	181,667	376,390	8,394	2.18%
14	Special Education Contracts	50,000	13,766	32,408	46,174	3,826	7.65%
15	Total SB 740 Cert. Sal\Ben and Spec Ed Contracts	\$ 2,175,197	\$ 1,045,508	\$ 1,079,505	\$ 2,125,013	\$ 50,184	2.31%
16	Total SB 740 Cert. Sal\Ben and Spec Ed as % of Net Revenue (Excludes Interest, Fund Raising, Startup)	67.24%	Budget Meets 40% Minimum Requirement		65.69%	Actuals Meet 40% Minimum Requirement	
17	Classified Salaries	\$ 132,906	\$ 52,310	\$ 60,534	\$ 112,844	\$ 20,062	15.09%
18	Employee Benefits	32,354	15,753	14,636	30,389	1,965	6.07%
19	Books and Supplies	341,711	22,722	262,121	284,843	56,868	16.64%
21	Services, Other Operating	150,610	12,962	94,875	107,837	42,773	28.40%
23	Reserve for Oxnard Facility Lease	-	-	-	-	-	0.00%
24	Total Other SB 740 Expenditures	\$ 657,581	\$ 103,747	\$ 432,166	\$ 535,913	\$ 121,668	18.50%
25	Total SB 740 EXPENDITURES (Functions 1000-4000)	\$ 2,832,778	\$ 1,149,255.00	\$ 1,511,671.00	\$ 2,660,926.00	\$ 171,852.00	6.07%
26	Total SB 740 Expenditures as % of Total Revenue	87.28%	Budget Meets 80% Minimum		81.99%	Actuals Meets 80% Minimum	
27	Percentage Over/(Under)	7.28%			1.99%		
28	Amount Over/(Under)	\$ 236,365			\$ 64,512.51		
29	NON SB 740 EXPENDITURES (Functions 5000-9999)						
30	Certificated Salaries	\$ 48,000	\$ 22,000	\$ 26,000	\$ 48,000	\$ -	0.00%
32	Employee Benefits	8,796	4,476	4,319	8,795	1	0.01%
34	Services, Other Operating	374,481	160,341	151,544	311,885	62,596	16.72%
37	Total NON SB 740 EXPENDITURES (Functions 5000-9999)	\$ 431,277	\$ 186,817	\$ 181,863	\$ 368,680	\$ 62,597	14.51%
38	Total NON SB 740 Expenditures as % of Total Revenue	13.29%			11.36%		
39	TOTAL EXPENDITURES/ENCUMBRANCES	\$ 3,264,055	\$ 1,336,072	\$ 1,693,534	\$ 3,029,606	\$ 234,449	7.18%
40	NET INCREASE/(DECREASE) IN FUND BALANCE	\$ (18,538)			\$ 215,911		
41	Beginning Balance	\$ 939,955			\$ 939,955		
42	ENDING BALANCE	\$ 921,417			\$ 1,155,866		

Peak Prep Pleasant Valley
2021-22 Funding Determination SB 740
Expenditures by Function



	Object	July	August	September	October	November	December	January	February	March	April	May	June	Accruals	TOTAL
ACTUALS THRU MONTH OF	JAN														
A. BEGINNING CASH		\$ 1,577,951.84	\$ 1,625,193.11	\$ 2,462,392.89	\$ 2,225,626.14	\$ 2,139,895.46	\$ 2,059,069.02	\$ 1,470,590.91	\$ 1,375,568.21	\$ 1,331,871.65	\$ 1,665,904.74	\$ 1,667,270.61	\$ 1,754,967.42		\$ 1,577,951.84
B. RECEIPTS															
LCFF															
LCFF State Aid	8011	56,329.00	56,329.00	101,392.00	101,392.00	101,392.00	101,392.00	101,392.00	124,544.07	124,544.07	124,544.07	124,544.07	266,028.72	-	1,383,823.00
Education Protection Account (EPA)	8012	-	-	14,534.00	-	-	14,534.00	-	-	14,534.00	-	-	-	14,534.00	58,136.00
In-Lieu to Charter	8096	-	-	64,650.00	129,300.00	86,200.00	86,200.00	-	86,200.08	150,850.14	75,425.07	75,425.07	161,625.15	161,625.49	1,077,501.00
IDEA Part B 3310	8181	-	-	-	-	-	-	-	-	21,540.00	-	10,770.00	-	10,770.00	43,080.00
Title I, Part A 3010	8290	-	-	-	27,799.00	(11,700.26)	-	7,601.00	-	64,750.00	-	32,375.00	-	8,675.26	129,500.00
ESSER II Fund 3212	8290	-	-	-	-	-	161,481.00	-	-	36,817.00	-	18,408.50	-	(143,072.50)	73,634.00
ESSER III Fund 3213	8290	-	39,058.00	-	-	-	13,803.00	-	-	-	-	-	-	(52,861.00)	-
ESSER III Fund 3214	8290	-	-	-	-	-	-	-	-	30,454.50	-	15,227.25	-	15,227.25	60,909.00
Title II, Part A 4035	8290	-	2,755.00	(2,755.00)	2,755.00	(620.00)	-	5,510.00	-	9,332.50	-	4,666.25	-	(2,978.75)	18,665.00
ESSA Title IV 4127	8290	-	-	-	2,500.00	-	-	-	-	5,000.00	-	2,500.00	-	-	10,000.00
Mandated Block Grant	8550	-	-	-	-	-	10,417.00	-	-	-	-	-	-	-	10,417.00
Lottery Unrestricted 1100	8560	-	-	8,772.36	-	(9,820.23)	-	-	-	-	13,517.00	-	-	41,598.87	54,068.00
Lottery Restricted 6300	8560	-	-	9,580.22	-	(10,304.49)	-	-	-	-	-	-	-	21,979.27	21,255.00
Educator Effectiveness 6264	8590	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Educator Effectiveness 6266	8590	-	-	-	-	-	-	56,046.00	-	-	14,012.00	-	-	-	70,058.00
SpEd ADR 6536	8590	-	-	-	-	16,787.00	-	-	-	-	-	-	-	(14,253.00)	2,534.00
SpEd LRS 6537	8590	-	-	-	-	-	-	-	-	-	-	-	-	14,253.00	14,253.00
ELO 7425	8590	-	-	-	-	-	-	12,067.00	-	-	-	-	-	(12,067.00)	-
Interest	8660	-	-	-	1,321.71	-	-	1,274.51	-	970.00	970.00	-	-	463.78	5,000.00
Other Local Income	8699	2,000.00	-	3,641.21	-	-	-	-	-	-	-	-	-	(0.21)	5,641.00
AB602 6500	8792	-	-	-	-	-	-	-	18,633.87	18,633.87	18,633.87	18,633.87	31,056.45	101,451.07	207,043.00
TOTAL RECEIPTS		58,329.00	98,142.00	199,814.79	265,067.71	171,934.02	387,827.00	183,890.51	229,378.02	477,426.08	247,102.01	302,550.01	458,710.32	165,345.53	3,245,517.00
C. DISBURSEMENTS															
Certificated Salaries	1000-1999	10,833.34	88,424.78	162,292.72	149,743.74	149,743.74	176,972.16	153,419.33	151,478.58	149,153.64	150,226.69	146,113.34	226,234.24	73,776.69	1,788,413.00
Classified Salaries	2000-2999	4,651.02	9,302.04	9,302.04	9,302.04	9,302.04	9,302.04	9,372.84	11,895.09	12,998.21	13,662.74	13,224.15	17,676.50	2,915.26	132,906.00
Employee Benefits	3000-3999	1,517.47	9,564.45	28,413.10	38,646.76	39,967.25	41,947.88	40,565.17	53,710.28	16,526.24	21,296.70	38,334.06	76,668.12	18,776.52	425,934.00
Supplies	4000-4999	6,480.00	53,479.15	54,608.68	71,745.98	63,656.20	4,029.49	8,121.88	54,673.76	1,059.30	2,904.54	4,578.93	14,351.86	2,021.22	341,711.00
Services	5000-5999	15,190.00	32,106.83	39,450.34	86,661.97	33,002.16	2,030.89	68,721.01	13,917.20	11,501.82	17,252.73	3,508.06	28,754.55	222,993.44	575,091.00
Capital Outlays	6000-6599	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Outgo	7000-7399	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Disbursements		-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL DISBURSEMENTS		38,671.83	192,877.25	294,066.88	356,100.49	295,671.39	234,282.46	280,200.23	285,674.91	191,239.21	205,343.40	205,758.53	363,685.27	320,483.14	3,264,055.00
INCOME LESS EXPENDITURES		19,657.17	(94,735.25)	(94,252.09)	(91,032.78)	(123,737.37)	153,544.54	(96,309.72)	(56,296.89)	286,186.87	41,758.61	96,791.48	95,025.05	(155,137.61)	(18,538.00)
D. PRIOR YEAR TRANSACTIONS															
Cash in Bank	9120	-	5,915.79	-	-	-	-	-	-	-	-	-	-	-	5,915.79
Accounts Receivable	92XX	130,450.64	1,004,581.64	45,835.00	-	32,444.98	-	-	-	-	-	-	156,364.13	(32,444.98)	1,337,231.41
Prepaid Expenditures	9330	43,981.93	-	-	-	-	-	-	-	-	-	-	-	-	43,981.93
Accounts Payable	9510-9650	(146,848.47)	(78,562.40)	(188,349.66)	5,302.10	10,465.95	7,977.35	1,287.02	12,600.33	47,846.22	(40,392.74)	(9,094.66)	(1,090,332.07)	192,974.91	(1,275,126.12)
Accounts Payable (Accel Settlement)	9510-9650	-	-	-	-	-	(750,000.00)	-	-	-	-	-	-	-	(750,000.00)
TOTAL PY TRANSACTIONS		27,584.10	931,935.03	(142,514.66)	5,302.10	42,910.93	(742,022.65)	1,287.02	12,600.33	47,846.22	(40,392.74)	(9,094.66)	(933,967.94)	160,529.93	(637,996.99)
E. NET INCREASE/(DECREASE) (B-C+D)		47,241.27	837,199.78	(236,766.75)	(85,730.68)	(80,826.44)	(588,478.11)	(95,022.70)	(43,696.56)	334,033.09	1,365.87	87,696.82	(838,942.89)	5,392.32	(656,534.99)
F. ENDING CASH (A+E)		1,625,193.11	2,462,392.89	2,225,626.14	2,139,895.46	2,059,069.02	1,470,590.91	1,375,568.21	1,331,871.65	1,665,904.74	1,667,270.61	1,754,967.42	916,024.53		
G. ENDING FUND BALANCE															921,416.85
ACTUAL CASH BALANCE		\$ 1,625,193.11	\$ 2,462,392.89	\$ 2,225,626.14	\$ 2,139,895.46	\$ 2,059,069.02	\$ 1,470,590.91	\$ 1,375,568.21							
DIFFERENCE		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,331,871.65	\$ 1,665,904.74	\$ 1,667,270.61	\$ 1,754,967.42	\$ 916,024.53		

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):

2021-22 CHARTER SCHOOL INTERIM REPORT: This report is hereby filed by the charter school pursuant to Education Code Section 47604.33(a).

Signed: _____
Charter School Official
(Original signature required)

Date: _____

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

		Data Supplied For:			
		2021-22 Original Budget	2021-22 Board Approved Operating Budget	2021-22 Actuals to Date	2021-22 Projected Totals
Form	Description				
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	2,558,770.00	2,503,954.00	1,015,036.00	2,519,460.00	15,506.00	0.6%
2) Federal Revenue		8100-8299	417,019.00	335,431.00	248,186.74	335,788.00	357.00	0.1%
3) Other State Revenue		8300-8599	59,050.00	103,732.00	93,544.86	172,585.00	68,853.00	66.4%
4) Other Local Revenue		8600-8799	179,931.00	217,684.00	8,237.43	217,684.00	0.00	0.0%
5) TOTAL, REVENUES			3,214,770.00	3,160,801.00	1,365,005.03	3,245,517.00		
B. EXPENSES								
1) Certificated Salaries		1000-1999	1,723,100.00	1,794,095.00	891,429.81	1,788,413.00	5,682.00	0.3%
2) Classified Salaries		2000-2999	132,906.00	132,906.00	60,534.06	132,906.00	0.00	0.0%
3) Employee Benefits		3000-3999	456,347.00	432,433.00	200,622.08	425,934.00	6,499.00	1.5%
4) Books and Supplies		4000-4999	324,043.00	338,222.00	262,121.38	341,711.00	(3,489.00)	-1.0%
5) Services and Other Operating Expenses		5000-5999	510,133.00	544,547.00	277,163.20	575,091.00	(30,544.00)	-5.6%
6) Depreciation and Amortization		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			3,146,529.00	3,242,203.00	1,691,870.53	3,264,055.00		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			68,241.00	(81,402.00)	(326,865.50)	(18,538.00)		
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)			68,241.00	(81,402.00)	(326,865.50)	(18,538.00)		
F. NET POSITION								
1) Beginning Net Position								
a) As of July 1 - Unaudited		9791	1,290,021.00	1,689,955.00		1,689,955.00	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)			1,290,021.00	1,689,955.00		1,689,955.00		
d) Other Restatements		9795	0.00	0.00		(750,000.00)	(750,000.00)	New
e) Adjusted Beginning Net Position (F1c + F1d)			1,290,021.00	1,689,955.00		939,955.00		
2) Ending Net Position, June 30 (E + F1e)			1,358,262.00	1,608,553.00		921,417.00		
Components of Ending Net Position								
a) Net Investment in Capital Assets		9796	157,326.00	162,110.00		163,203.00		
b) Restricted Net Position		9797	419,323.00	108,669.00		168,750.00		
c) Unrestricted Net Position		9790	781,613.00	1,337,774.00		589,464.00		

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	1,446,268.00	1,368,317.00	619,618.00	1,383,823.00	15,506.00	1.1%
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	1,054,366.00	1,077,501.00	366,350.00	1,077,501.00	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			2,558,770.00	2,503,954.00	1,015,036.00	2,519,460.00	15,506.00	0.6%
FEDERAL REVENUE								
Maintenance and Operations		8110	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education Entitlement		8181	48,407.00	43,080.00	0.00	43,080.00	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	109,622.00	129,500.00	23,699.74	129,500.00	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	18,079.00	18,665.00	7,645.00	18,665.00	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	3040, 3045, 3060, 3061, 3150, 3155, 3180, 3182, 4037, 4124, 4126, 4127, 4128, 5630	8290	10,000.00	10,000.00	2,500.00	10,000.00	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	230,911.00	134,186.00	214,342.00	134,543.00	357.00	0.3%
TOTAL, FEDERAL REVENUE			417,019.00	335,431.00	248,186.74	335,788.00	357.00	0.1%
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	10,417.00	10,417.00	10,417.00	0.00	0.0%
Lottery - Unrestricted and Instructional Materials		8560	48,844.00	76,528.00	(1,772.14)	75,323.00	(1,205.00)	-1.6%
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	16,787.00	84,900.00	86,845.00	70,058.00	417.3%
TOTAL, OTHER STATE REVENUE			59,050.00	103,732.00	93,544.86	172,585.00	68,853.00	66.4%
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	5,000.00	5,000.00	2,596.22	5,000.00	0.00	0.0%
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	5,641.00	5,641.21	5,641.00	0.00	0.0%
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	174,931.00	207,043.00	0.00	207,043.00	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			179,931.00	217,684.00	8,237.43	217,684.00	0.00	0.0%
TOTAL, REVENUES			3,214,770.00	3,160,801.00	1,365,005.03	3,245,517.00		

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	1,278,100.00	1,316,595.00	637,591.44	1,310,913.00	5,682.00	0.4%
Certificated Pupil Support Salaries		1200	182,500.00	215,000.00	104,999.95	215,000.00	0.00	0.0%
Certificated Supervisors' and Administrators' Salaries		1300	262,500.00	262,500.00	140,833.42	262,500.00	0.00	0.0%
Other Certificated Salaries		1900	0.00	0.00	8,005.00	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			1,723,100.00	1,794,095.00	891,429.81	1,788,413.00	5,682.00	0.3%
CLASSIFIED SALARIES								
Classified Instructional Salaries		2100	20,062.00	20,062.00	0.00	20,062.00	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	112,844.00	112,844.00	60,534.06	112,844.00	0.00	0.0%
Other Classified Salaries		2900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			132,906.00	132,906.00	60,534.06	132,906.00	0.00	0.0%
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	134,823.00	141,020.00	69,598.45	140,475.00	545.00	0.4%
Health and Welfare Benefits		3401-3402	264,631.00	245,742.00	108,212.88	239,301.00	6,441.00	2.6%
Unemployment Insurance		3501-3502	21,722.00	9,244.00	4,576.66	9,208.00	36.00	0.4%
Workers' Compensation		3601-3602	30,626.00	31,773.00	15,707.74	31,679.00	94.00	0.3%
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	4,545.00	4,654.00	2,526.35	5,271.00	(617.00)	-13.3%
TOTAL, EMPLOYEE BENEFITS			456,347.00	432,433.00	200,622.08	425,934.00	6,499.00	1.5%
BOOKS AND SUPPLIES								
Approved Textbooks and Core Curricula Materials		4100	278,593.00	278,593.00	210,337.85	278,593.00	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	45,450.00	58,735.00	49,396.80	61,235.00	(2,500.00)	-4.3%
Noncapitalized Equipment		4400	0.00	894.00	2,386.73	1,883.00	(989.00)	-110.6%
Food		4700	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			324,043.00	338,222.00	262,121.38	341,711.00	(3,489.00)	-1.0%
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	23,129.00	23,715.00	26,036.42	26,791.00	(3,076.00)	-13.0%
Dues and Memberships		5300	3,030.00	3,030.00	385.00	3,030.00	0.00	0.0%
Insurance		5400-5450	13,668.00	20,413.00	20,413.00	20,413.00	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	18,540.00	18,540.00	3,093.96	18,540.00	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	446,413.00	467,309.00	217,525.75	492,317.00	(25,008.00)	-5.4%
Communications		5900	5,353.00	11,540.00	9,709.07	14,000.00	(2,460.00)	-21.3%
TOTAL, SERVICES AND OTHER OPERATING EXPENSES			510,133.00	544,547.00	277,163.20	575,091.00	(30,544.00)	-5.6%

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 AND AMORTIZATION								
Depreciation Expense		6900	0.00	0.00	0.00	0.00	0.00	0.0%
Amortization Expense-Lease Assets		6910	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, DEPRECIATION AND AMORTIZATION			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			3,146,529.00	3,242,203.00	1,691,870.53	3,264,055.00		

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	2021/22
		Projected Year Totals
6266		60,081.00
6536		2,534.00
6537		14,253.00
7425		89,882.00
9010		2,000.00
Total, Restricted Net Position		168,750.00

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	235.00	321.36	323.74	323.74	2.38	1%
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)	235.00	321.36	323.74	323.74	2.38	1%
9. TOTAL CHARTER SCHOOL ADA Reported in Fund 01, 09, or 62 (Sum of Lines C4 and C8)	235.00	321.36	323.74	323.74	2.38	1%

Form ESMOE

Section I - Expenditures	Funds 01, 09, and 62			2021-22 Expenditures
	Goals	Functions	Objects	
A. Total state, federal, and local expenditures (all resources)	All	All	1000-7999	3,264,055.00
B. Less all federal expenditures not allowed for MOE (Resources 3000-5999, except 3385)	All	All	1000-7999	335,788.00
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	7699	0.00
		9200	7651	
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)				2,928,267.00

Section II - Expenditures Per ADA		2021-22 Annual ADA/ Exps. Per ADA
A. Average Daily Attendance (Form AI, Column C, Line C9)*		323.74
B. Expenditures per ADA (Line I.E divided by Line II.A)		9,045.12
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.)	2,728,238.62	9,385.71
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)	2,728,238.62	9,385.71
B. Required effort (Line A.2 times 90%)	2,455,414.76	8,447.14
C. Current year expenditures (Line I.E and Line II.B)	2,928,267.00	9,045.12
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 2023-24 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

SACS2021ALL Financial Reporting Software - 2021.2.0
2/3/2022 3:29:06 PM

56-72553-0139592

Second Interim
2021-22 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:

- 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

GENERAL LEDGER CHECKS

SUPPLEMENTAL CHECKS

EXPORT CHECKS

Checks Completed.

SACS2021ALL Financial Reporting Software - 2021.2.0
2/3/2022 3:29:57 PM

56-72553-0139592

Second Interim
2021-22 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:

- 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

CHK-RESOURCExOBJECTA - (W) - The following combinations for RESOURCE and OBJECT (objects 8000 through 9999, except for 9791, 9793, and 9795) are invalid. Data should be corrected or narrative must be provided explaining why the exception(s) should be considered appropriate. EXCEPTION

ACCOUNT						RESOURCE	OBJECT	VALUE
FD	RS	PY	GO	FN	OB			
62	3212	0	0000	0000	9797	3212	9797	230,911.00

Explanation: When the 2021-22 budget was originally adopted, it was thought that resource 3212 would allow for an ending fund balance. Afterwards, it was clarified that this resource did not allow for an ending balance. For the 1st interim budget, this issue has been rectified with resource 3212 no longer showing an ending balance.

GENERAL LEDGER CHECKS

SUPPLEMENTAL CHECKS

EXPORT CHECKS

Checks Completed.

SACS2021ALL Financial Reporting Software - 2021.2.0
2/3/2022 3:30:25 PM

56-72553-0139592

Second Interim
2021-22 Board Approved Operating 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:

- 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

GENERAL LEDGER CHECKS

SUPPLEMENTAL CHECKS

EXPORT CHECKS

Checks Completed.

SACS2021ALL Financial Reporting Software - 2021.2.0
2/8/2022 3:31:35 PM

56-72553-0139592

Second Interim
2021-22 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

GENERAL LEDGER CHECKS

SUPPLEMENTAL CHECKS

EXPORT CHECKS

Checks Completed.

Peak Prep Pleasant Valley
Summary of Compensation and Benefits Survey Data for
Executive Director Classification

January 2022

Prior to any Board action to approve any decisions regarding executive compensation (including approval of base salary increases, incentive compensation, bonuses, etc.), the Board must first exercise due diligence (review of comparable compensation practices) to ensure compliance with IRS restrictions on excess compensation for nonprofit executives, including a charter school Executive Director. The Board's review and approval of the executive compensation must occur: initially upon hiring the executive; whenever the term of employment, if any, is renewed or extended; and whenever the officer's compensation is modified. However, separate review and approval is not required if the modification of compensation extends to substantially all employees.

In reviewing the reasonableness of compensation for nonprofit executives, the IRS considers "compensation" broadly and will look at the value of salary, as well as non-fixed compensation (incentive compensation/bonuses), and benefits. If the IRS determines compensation is not reasonable, severe consequences may result.

The following is a summary of findings subsequent to a review and comparison of a sampling of total compensation levels received by charter school and public school district leaders in the Southern California region. Compensation figures are from the State Controller's Office for the 2019 and 2020 calendar years. Student enrollment figures are from the California Department of Education for the 2020-2021 school year. The Executive Director of Peak Prep Pleasant Valley oversees a school in Ventura County with a total population of 389 students. Based on these facts, this study compared salary packages of similarly situated public school leaders. The six charter schools and two public school districts surveyed in this summary have an average population of approximately 386 students.

Of the schools sampled, the average total compensation package (base salary plus other compensation) is approximately \$192,198. The average base salary is approximately \$151,031. The base salary ranges from \$117,969 to \$211,600. Salaries can range based on many factors such as experience, tenure at the school, student populations, staff size, and location of the charter school.

Briggs Elementary (Ventura County)	526 Students
Superintendent	
Total Compensation Package	\$195,839
Base Salary	\$158,262
Other compensation (benefits and retirement)	\$37,577
Ventura Charter School of the Arts and Global Education (Ventura County)	433 Students
Director of Operations	
Total Compensation Package	\$152,844
Base Salary	\$117,969
Other compensation (benefits and retirement)	\$34,875
River Oaks Academy (Ventura County)	285 Students
Director	
Total Compensation Package	\$189,513
Base Salary	\$146,912
Other compensation (benefits and retirement)	\$42,601
Meadows Arts and Technology Elementary (Ventura County)	396 Students
Executive Director	
Total Compensation Package	\$162,219
Base Salary	\$125,211
Other compensation (benefits and retirement)	\$37,008
Somis Union (Ventura County)	238 Students
Principal/Superintendent	
Total Compensation Package	\$181,412
Base Salary	\$145,521
Other compensation (benefits and retirement)	\$35,891
Camarillo Academy of Progressive Education (Ventura County)	577 Students
Principal/Superintendent	
Total Compensation Package	\$188,326
Base Salary	\$147,475
Other compensation (benefits and retirement)	\$40,851
San Diego Virtual (San Diego County)	366 Students
Executive Director	
Total Compensation Package	\$271,914
Base Salary	\$211,600
Other Compensation	\$60,314
Julian Charter School (San Diego County)	270 Students
Executive Director	
Total Compensation Package	\$195,513
Base Salary	\$155,295
Other Compensation	\$40,218

2021-22 Certification of Assurances

Submission of Certification of Assurances is required every fiscal year. A complete list of legal and program assurances for the fiscal year can be found at <https://www.cde.ca.gov/fg/aa/co/ca21assurancestoc.asp>.

CDE Program Contact:

Consolidated Application Support Desk, Education Data Office, ConAppSupport@cde.ca.gov, 916-319-0297

Consolidated Application Certification Statement

I hereby certify that all of the applicable state and federal rules and regulations will be observed by this applicant; that to the best of my knowledge the information contained in this application is correct and complete; and I agree to participate in the monitoring process regarding the use of these funds according to the standards and criteria set forth by the California Department of Education Federal Program Monitoring (FPM) Office. Legal assurances for all programs are accepted as the basic legal condition for the operation of selected projects and programs and copies of assurances are retained on site. I certify that we accept all assurances except for those for which a waiver has been obtained or requested. A copy of all waivers or requests is on file. I certify that actual ink signatures for this form are on file.

Authorized Representative's Full Name	Shalen Bishop
Authorized Representative's Signature	
Authorized Representative's Title	Superintendent
Authorized Representative's Signature Date	07/13/2021

*****Warning*****

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2021-22 Protected Prayer Certification

Every Student Succeeds Act (ESSA) Section 8524 specifies federal requirements regarding constitutionally protected prayer in public elementary and secondary schools. This form meets the annual requirement and provides written certification.

CDE Program Contact:

Carrie Lopes, Title I Policy, Program, and Support Office, CLopes@cde.ca.gov, 916-319-0126

Protected Prayer Certification Statement

The local educational agency (LEA) hereby assures and certifies to the California State Board of Education that the LEA has no policy that prevents, or otherwise denies participation in, constitutionally protected prayer in public schools as set forth in the "Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools."

The LEA hereby assures that this page has been printed and contains an ink signature. The ink signature copy shall be made available to the California Department of Education upon request or as part of an audit, a compliance review, or a complaint investigation.

The authorized representative agrees to the above statement	Yes
Authorized Representative's Full Name	Shalen Bishop
Authorized Representative's Title	Superintendent
Authorized Representative's Signature Date	06/16/2021
Comment If the LEA is not able to certify at this time, then an explanation must be provided in the comment field. (Maximum 500 characters)	

*****Warning*****

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2021-22 LCAP Federal Addendum Certification**CDE Program Contact:**Local Agency Systems Support Office, LCAPAddendum@cde.ca.gov, 916-323-5233**Initial Application**

To receive initial funding under the Every Student Succeeds Act (ESSA), a local educational agency (LEA) must have a plan approved by the State Educational Agency on file with the State. Within California, LEAs that apply for ESSA funds for the first time are required to complete the Local Control and Accountability Plan (LCAP), the LCAP Federal Addendum Template (Addendum), and the Consolidated Application (ConApp). The LCAP, in conjunction with the Addendum and the ConApp, serve to meet the requirements of the ESSA LEA Plan.

In order to initially apply for funds, the LEA must certify that the current LCAP has been approved by the local governing board or governing body of the LEA. As part of this certification, the LEA agrees to submit the LCAP Federal Addendum, that has been approved by the local governing board or governing body of the LEA, to the California Department of Education (CDE) and acknowledges that the LEA agrees to work with the CDE to ensure that the Addendum addresses all required provisions of the ESSA programs for which they are applying for federal education funds.

Returning Application

If the LEA certified a prior year LCAP Federal Addendum Certification data collection form in the Consolidated Application and Reporting System, then the LEA may use in this form the same original approval or adoption date used in the prior year form.

County Office of Education (COE) or District For a COE, enter the original approval date as the day the CDE approved the current LCAP. For a district, enter the original approval date as the day the COE approved the current LCAP	
Direct Funded Charter Enter the adoption date of the current LCAP	06/09/2021
Authorized Representative's Full Name	Shalen Bishop
Authorized Representative's Title	Superintendent

*****Warning*****

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2021-22 Application for Funding**CDE Program Contact:**Consolidated Application Support Desk, Education Data Office, ConAppSupport@cde.ca.gov, 916-319-0297**Local Governing Board Approval**

The local educational agency (LEA) is required to review and receive approval of their Application for Funding selections with their local governing board.

Date of approval by local governing board	08/11/2021
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District English Learner Advisory Committee Review

Per Title 5 of the California Code of Regulations Section 11308, if your LEA has more than 50 English learners, then the LEA must establish a District English Learner Advisory Committee (DELAC) which shall review and advise on the development of the application for funding programs that serve English learners.

DELAC representative's full name (non-LEA employee)	
DELAC review date	
Meeting minutes web address Please enter the web address of DELAC review meeting minutes (format http://SomeWebsiteName.xxx). If a web address is not available, then the LEA must keep the minutes on file which indicate that the application was reviewed by the committee.	
DELAC comment If an advisory committee refused to review the application, or if DELAC review is not applicable, enter a comment. (Maximum 500 characters)	N/A--We have less than 50 English learners

Application for Categorical Programs

To receive specific categorical funds for a school year, the LEA must apply for the funds by selecting Yes below. Only the categorical funds that the LEA is eligible to receive are displayed.

Title I, Part A (Basic Grant) ESSA Sec. 1111et seq. SACS 3010	Yes
Title II, Part A (Supporting Effective Instruction) ESEA Sec. 2104 SACS 4035	Yes
Title III English Learner ESEA Sec. 3102 SACS 4203	No
Title III Immigrant ESEA Sec. 3102 SACS 4201	No

*****Warning*****

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2021-22 Application for Funding**CDE Program Contact:**Consolidated Application Support Desk, Education Data Office, ConAppSupport@cde.ca.gov, 916-319-0297

Title IV, Part A (Student and School Support) ESSA Sec. 4101 SACS 4127	Yes
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2021-22 Federal Transferability

Federal transferability of funds is governed by Title V in ESSA Section 5102. An LEA may transfer Title II, Part A and or Title IV, Part A program funds to other allowable programs. This transferability is not the same as Title V, Part B Alternative Uses of Funds Authority governed by ESEA Section 5211.

Note: Funds utilized under Title V, Part B Alternative Uses of Funds Authority are not to be included on this form.

CDE Program Contact:

Lisa Fassett, Professional Learning Support & Monitoring Office, LFassett@cde.ca.gov, 916-323-4963
Kevin Donnelly, Rural Education and Student Support Office, TitleIV@cde.ca.gov, 916-319-0942

Title II, Part A Transfers

2021-22 Title II, Part A allocation	\$13,192
Transferred to Title I, Part A	\$0
Transferred to Title I, Part C	\$0
Transferred to Title I, Part D	\$0
Transferred to Title III English Learner	\$0
Transferred to Title III Immigrant	\$0
Transferred to Title IV, Part A	\$0
Transferred to Title V, Part B, Subpart 1 Small, Rural School Achievement Grant	\$0
Transferred to Title V, Part B, Subpart 2 Rural and Low-Income Grant	\$0
Total amount of Title II, Part A funds transferred out	\$0
2021-22 Title II, Part A allocation after transfers out	\$13,192

Title IV, Part A Transfers

2021-22 Title IV, Part A allocation	\$10,000
Transferred to Title I, Part A	\$0
Transferred to Title I, Part C	\$0
Transferred to Title I, Part D	\$0
Transferred to Title II, Part A	\$0
Transferred to Title III English Learner	\$0
Transferred to Title III Immigrant	\$0
Transferred to Title V, Part B Subpart 1 Small, Rural School Achievement Grant	\$0
Transferred to Title V, Part B Subpart 2 Rural and Low-Income Grant	\$0
Total amount of Title IV, Part A funds transferred out	\$0
2021-22 Title IV, Part A allocation after transfers out	\$10,000

*****Warning*****

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2021-22 Title I, Part A LEA Allocation and Reservations

To report LEA required and authorized reservations before distributing funds to schools.

CDE Program Contact:Sylvia Hanna, Title I Policy, Program, and Support Office, SHanna@cde.ca.gov, 916-319-0948Rina DeRose, Title I Policy, Program, and Support Office, RDeros@cde.ca.gov, 916-323-0472

2021-22 Title I, Part A LEA allocation (+)	\$85,642
Transferred-in amount (+)	\$0
Nonprofit private school equitable services proportional share amount (-)	\$0
2021-22 Title I, Part A LEA available allocation	\$85,642

Required Reservations

Parent and family engagement (If the allocation is greater than \$500,000, then parent and family engagement equals 1% of the allocation minus the nonprofit private school equitable services proportional share amount.)	\$0
School parent and family engagement	\$0
LEA parent and family engagement	\$0
Local neglected institutions Does the LEA have local institutions for neglected children?	
Local neglected institutions reservation	
Local delinquent institutions Does the LEA have local institutions for delinquent children?	
Local delinquent institutions reservation	
Direct or indirect services to homeless children, regardless of their school of attendance	\$500

Authorized Reservations

Public school Choice transportation	
Other authorized activities	
2021-22 Approved indirect cost rate	5.48%
Indirect cost reservation	\$4,693
Administrative reservation	\$0

Reservation Summary

Total LEA required and authorized reservations	\$5,193
School parent and family engagement reservation	\$0
Amount available for Title I, Part A school allocations	\$80,449

*****Warning*****

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2021-22 Title II, Part A LEA Allocations

The purpose of this data collection is to calculate the total allocation amount available to the local educational agency (LEA) for Title II, Part A Supporting Effective Instruction.

CDE Program Contact:

Alice Ng (Fiscal), Division Support Office, ANg@cde.ca.gov, 916-323-4636

Lisa Fassett (Program), Professional Learning Support & Monitoring Office, LFassett@cde.ca.gov, 916-323-4963

2021-22 Title II, Part A allocation	\$13,192
Transferred-in amount	\$0
Total funds transferred out of Title II, Part A	\$0
Allocation after transfers	\$13,192
Repayment of funds	\$0
2021-22 Total allocation	\$13,192
Administrative and indirect costs	\$723
Equitable services for nonprofit private schools	\$0
2021-22 Title II, Part A adjusted allocation	\$12,469

*****Warning*****

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2021-22 Title IV, Part A LEA Allocations

The purpose of this data collection is to calculate the total allocation amount available to the local educational agency (LEA) for Title IV, Part A and to report reservations.

CDE Program Contact:

Kevin Donnelly, Rural Education and Student Support Office , TitleIV@cde.ca.gov, 916-319-0942

2021-22 Title IV, Part A LEA allocation	\$10,000
Funds transferred-in amount	\$0
Funds transferred-out amount	\$0
2021-22 Title IV, Part A LEA available allocation	\$10,000
Indirect cost reservation	\$548
Administrative reservation	\$0
Equitable services for nonprofit private schools	\$0
2021-22 Title IV, Part A LEA adjusted allocation	\$9,452

*****Warning*****

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2021-22 Substitute System for Time Accounting

This certification may be used by auditors and by California Department of Education oversight personnel when conducting audits and sub-recipient monitoring of the substitute time-and-effort system. Approval is automatically granted when the local educational agency (LEA) submits and certifies this data collection.

CDE Program Contact:

Hilary Thomson, Fiscal Oversight and Support Office, HThomson@cde.ca.gov, 916-323-0765

The LEA certifies that only eligible employees will participate in the substitute system and that the system used to document employee work schedules includes sufficient controls to ensure that the schedules are accurate.

Detailed information on documenting salaries and wages, including both substitute systems of time accounting, are described in Procedure 905 of the California School Accounting Manual posted on the web at <https://www.cde.ca.gov/fg/ac/sa/>.

2021-22 Request for authorization	Yes
LEA certifies that the following is a full disclosure of any known deficiencies with the substitute system or known challenges with implementing the system (Maximum 500 characters)	Peak Prep has not identified any deficiencies with the substitute system.

*****Warning*****

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2021-22 Consolidation of Administrative Funds

A request by the local educational agency (LEA) to consolidate administrative funds for specific programs.

CDE Program Contact:

Hilary Thomson, Fiscal Oversight and Support Office, HThomson@cde.ca.gov, 916-323-0765

Title I, Part A Basic SACS Code 3010	No
Title I, Part C Migrant Education SACS Code 3060	No
Title I, Part D Delinquent SACS Code 3025	No
Title II, Part A Supporting Effective Instruction SACS Code 4035	No
Title III English Learner Students - 2% maximum SACS Code 4203	No
Title III Immigrant Students SACS Code 4201	No
Title IV, Part A Student Support - 2% maximum SACS Code 4127	No
Title IV, Part B 21st Century Community Learning Centers SACS Code 4124	No

*****Warning*****

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2021-22 Title I, Part A School Student Counts

This data collection contains school-level student data. The information in this data collection will be used by the local educational agency (LEA) to calculate eligibility and ranking for Title I, Part A school allocations.

CDE Program Contact:

Rina DeRose, Title I Policy, Program, and Support Office, RDeros@cd.ca.gov, 916-323-0472

School ranking options Within the LEA

Select the highest to lowest school ranking method

Select a low income measure FRPM

Explanation of Pre-populated Student Counts

The data fields in this form, containing total student enrollment counts and eligible low income students ages 5-17 counts, were pre-populated with PRIOR year (Fiscal Year 2020–21) certified data from CALPADS Fall 1 data submission.

Note: The LEA may use prior year data or current year data to calculate eligibility and ranking for Title I, Part A school allocations. The LEA may choose to manually enter current year data in place of prior year data.

School Name	School Code	Low Grade Offered	High Grade Offered	Grade Span Group	Student Enrollment	Eligible Low Income Students Ages 5-17
Peak Prep Pleasant Valley	0139592	P	12	3	389	220

Warning

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2021-22 Title I, Part A School Allocations

This report identifies the amount of Title I, Part A funds to be allocated to eligible schools.

CDE Program Contact:

Title I Policy, Program, and Support Office ,TitleI@cde.ca.gov, -
Rina DeRose, Title I Policy, Program, and Support Office, RDeros@cd.ca.gov, 916-323-0472

LEA meets small LEA criteria.

A local educational agency (LEA) is defined as a small LEA if, based on the school list and the data entered in Title I, Part A School Student Counts, the LEA meets one or both of the following:
Is a single school LEA
Has enrollment total for all schools less than 1,000
If applicable, enter a Discretion Code. Use lower case only.

Allowable Discretion Codes

- a - Below LEA average and at or above 35% student low income
- d - Waiver for a desegregation plan on file
- e - Grandfather provision
- f - Feeder pattern

Low income measure	FRPM
Ranking Schools Highest to Lowest	Within the LEA
LEA-wide low income %	56.56%
Available Title I, Part A school allocations	\$80,449
Available parent and family engagement reservation	\$0

School Name	School Code	Grade Span Group	Student Enrollment	Eligible Low Income Students Ages 5-17	Low Income Student %	Eligible to be Served	Required to be Served	Ranking	\$ Per Low Income Student	TIA School Allocation	2020-21 Carryover	Parent and Family Engagement	Total School Allocation	Discretion Code
Peak Prep Pleasant Valley	0139592	3	389	220	56.56	*	*	1	365.67	80447.40	\$11,159	\$0	91606.40	

Warning
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2021-22 Title I, Part A Notification of Authorization of Schoolwide Program

This report provides notification to the California Department of Education of a school's eligibility and local board approval to operate under and report as Schoolwide Program.

CDE Program Contact:

Title I Policy, Program, and Support Office ,TitleI@cde.ca.gov, -
Rina DeRose, Title I Policy, Program, and Support Office, RDeRose@cde.ca.gov, 916-323-0472

School Name	School Code	Authorized SWP	Low Income %	Local Board Approval Date SWP Plan (MM/DD/YYYY)	Local Board Approval Date SWP Waiver (MM/DD/YYYY)	SIG Approval Date (MM/DD/YYYY)
Peak Prep Pleasant Valley	0139592	Y	50%	03/17/2021		

Warning

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FLIPSWITCH
COMMUNITY ENGAGEMENT AGREEMENT

The Community Engagement Agreement (“Agreement”) between FlipSwitch Marketing LLC (“Agency”) and Peak Prep Pleasant Valley (the “Client”), is made this 11th day of February, 2022.

1. **Statement of Services**

Agency shall perform the “Community Engagement” specified in the attached Schedule A as agreed upon with Client. These Community Engagement Services may include but need not be limited to website hosting, social media content management, and digital advertising including ad-creative design. Agency shall perform these Community Engagement Services with generally accepted professional standards. All deliverables required under Schedule A shall be approved by Client in writing before they are published or made live on the internet.

2. **Term**

The term of this Agreement should be for seven (7) months. This Agreement may be terminated, without cause, by either party by giving no less than thirty (30) days’ written notice to the other. In this event, Agency shall be paid for its services through the 30th day after written notice and Client shall not be responsible for any fees after the 30th day after written notice. Written notice may be made by electronic mail or by any other method reasonably designed to effect notice to the other party, and such notice shall become effective upon receipt of such notice by the party to whom it is addressed.

3. **Fees and Expenses**

- (a) Client shall pay Agency, as compensation for its Community Engagement Services, fees as set forth on Schedule A & Schedule B attached hereto and as follows:

Digital Advertising

Monthly payments consisting of (1) \$600 for social media content management and (2) \$150 for website hosting and maintenance; for a term of 5 months (May-September) and (3) 20% of monthly digital advertising budget as a fee for digital advertising campaign management, not to exceed the monthly schedule* totals below for full term of agreement and (4) re-imbursement for variable monthly digital media purchasing. Media spend shall not exceed \$23,200 for full term of agreement, without prior written authorization; for a term of 5 months.

(b) The Client shall pay Agency the professional fees and expenses shown on each invoice or notify Agency in writing of any questions or disputes regarding the invoice, within thirty (30) days of receiving the invoice. Client agrees that all additional work performed outside of the Marketing Services will be negotiated between Agency and Client. Insofar as Agency seeks reimbursement for digital media/advertising purchases, Agency will provide Client with a copy

of the original invoice for such purchases, reflecting any applicable agency discounts/rebates within thirty (30) days of written request by Client.

(c) Each monthly invoice will include a summary of work completed during the previous month.

4. **Independent Contractor Relationship**

The relationship of Agency to the Client is that of an independent contractor, and nothing in this Agreement shall be construed as creating an agency, master-servant, or any other relationship between Agency or any of its employees and the Client. Agency is required to perform the services identified on Schedule A in a workmanlike manner, however, agency may perform the community engagement services in the particular manner as it deems appropriate provided that such details, hours, and places are consistent with the proper accomplishment of such services.

5. **Confidentiality**

The Client may from time to time communicate to Agency proprietary, confidential and other information to enable Agency to effectively perform community engagement services covered by this Agreement. Agency shall treat all such information as confidential, whether requested to do so or not, and shall take all reasonable precautions to not disclose any part of such information to any person outside the Agency organization without the consent of the Client, including without limitation taking all those precautions which Agency uses to safeguard its own confidential information. Agency shall also limit the use and circulation of such information within the Agency organization to the extent necessary to perform the community engagement services covered by this Agreement.

This obligation of confidentiality shall not, however, apply to information that: (i) is or becomes available in the public domain through no wrongful act of Agency; (ii) is already in Agency's possession prior to the performance of the services hereunder without an obligation of confidentiality; (iii) is rightfully disclosed to Agency by a third party without an obligation of confidentiality; (iv) is independently developed by Agency; or (v) is required to be disclosed pursuant to any court or regulatory order served on Agency, provided that Agency gives the Client prompt notice of such order.

Agency specifically agrees and acknowledges that pupil records are protected by the Family Educational Rights and Privacy Act ("FERPA") (20 U.S.C. Section 1232g; 34 CFR Part 99) and those records protected by FERPA shall be kept confidential in perpetuity.

6. **Work Product**

The Client shall forever have the perpetual and unrestricted right to use, copy and incorporate into other works all reports, materials, presentations and other work product prepared

by Agency and delivered to the Client, both during and after the term of this Agreement. Agency will retain all intellectual property rights in such work product as described below.

Agency is authorized to act as the Client's agent in purchasing the materials and services required to produce community engagement services on the Client's behalf, as directed by the Client. To the extent any rights to such materials and services are acquired, they will vest in the Client upon purchase.

Agency's intellectual property rights are as follows: Agency retains a royalty free, non-exclusive, perpetual, transferable, and world-wide right to display, reproduce and distribute the Work Product for use in the Agency's portfolio, on the Agency's website, and in third party trade publications and exhibits, as exemplifying the Agency's work.

7. **Limitation of Liability**

CLIENT AND AGENCY EXPRESSLY UNDERSTAND AND AGREES THAT THE PARTIES SHALL NOT BE LIABLE TO ONE ANOTHER FOR ANY SPECIAL, EXEMPLARY, PUNITIVE, INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES OF ANY KIND (INCLUDING WITHOUT LIMITATION LOST PROFITS OR LOST SAVINGS), WHETHER BASED IN CONTRACT, TORT, STRICT LIABILITY OR OTHERWISE.

8. **Indemnification**

(a) **Agency Indemnification.** Agency shall, except to the extent caused by Client's negligence, reckless or willful misconduct, indemnify and hold harmless Client, its affiliates, and all their officers, directors, employees and agents, for any losses, claims, damages, judgments, assessments, costs and other liabilities, including reasonable attorney's fees, in connection with any demands, law suits and other legal actions by third parties against Client arising out of or alleged to arise out of (i) any negligence, reckless or willful misconduct by or of Agency or its agents, or (ii) any material breach by Agency of any term of provision of this Agreement. This provision shall survive any termination of this Agreement.

(b) **Client Indemnification.** Client shall, except to the extent caused by Agency's negligence, reckless or willful misconduct, indemnify and hold harmless Agency, its affiliates, and all their officers, directors, employees and agents, for any losses, claims, damages, judgments, assessments, costs and other liabilities, including reasonable attorney's fees in connection with any demands, law suits and other legal actions by third parties against Agency arising out of or alleged to arise out of (i) any negligence, reckless or willful misconduct by or of Client or its agents, or (ii) any material breach by Client of any term or provision of this Agreement. This provision shall survive any termination of this Agreement.

9. **General**

This Agreement constitutes the entire agreement between the parties with respect to Marketing Services to be provided by Agency to the Client and supersedes all prior agreements,

understandings, and representations between the Client and Agency. This Agreement shall be construed in accordance with the laws of California, without regard to the legislative or judicial conflicts of law rules of any state.

IN WITNESS WHEREOF, the Client and Agency have caused this Agreement to be executed by duly authorized individuals on the day first written above.

Agreed and accepted this 11th day of February, 2022.

PEAK PREP PLEASANT VALLEY

Signature: _____

Printed Name: Shalen Bishop _____

Title: Superintendent _____

FLIPSWITCH MARKETING LLC

Signature: _____

Printed Name: _____

Title: _____

Schedule A
Marketing Services

A. Community Engagement Services

1. Website Hosting & Maintenance

Agency will provide a robust hosting solution including:

- Hosting on virtual servers with redundant backups
- Ongoing SEO of page content
- Weekly updates of security and platform plugins
- Pre-approved minor content changes as requested to existing changes

2. Social Media Content Management

Agency will establish and maintain Client's online social media presence, including:

- The creation/refresh of Client's specific Facebook and Twitter pages
- Three (3) engaging new posts per week, per platform
 - Post categories will be educational, inspirational, and fun
 - Posts will not include day-to-day calendar updates or minor school events
- Two live webinar sessions for social media management training hosted by the Agency

3. Digital Advertising

Agency will design and place unique, highly geo-targeted digital advertisements on Facebook and Google. Facebook lookalike audiences, advertisements and post boosts will be used as a strategy to engage parents/students and drive them to the landing page for their enrollment at Client. Agency will also use targeted digital advertising for desktop and mobile devices and create/deploy ads throughout the Google Ad Network. Agency will ensure that targeted display ads are presented to visitors who view the Client's site or landing page throughout the Google Ad Network. Agency services will also include:

- Placement of multiple versions of ad copy
- Placement of multiple versions of visual ads
- Including Google Search, Display/Remarketing, Video/YouTube, and Facebook/Instagram
- Adjustments and additional versioning based on analysis of advertisement performance metrics
- Creation of advertising accounts
- Analytics dashboards
- Strategic overview
- Competitive analysis
- Building audiences
- Design of creative assets

Schedule B
Pricing and Fees

Budget and Fees

Digital Advertising: \$32,750

Monthly installments to include:

Monthly payments consisting of (1) \$600 for social media content management and (2) \$150 for website hosting and maintenance; for a term of 5 months (May-September) and (3) 20% of monthly digital advertising budget as a fee for digital advertising campaign management, not to exceed the monthly schedule* totals below for full term of agreement and (4) re-imbursement for variable monthly digital media purchasing. Media spend shall not exceed \$23,200 for full term of agreement, without prior written authorization; for a term of 5 months.

***Monthly Schedule:**

May: \$4950

June: \$4950

July: \$8950

August: \$8950

September: \$4950

Charter School Safety Plan

2022 – 2023

Peak Prep Pleasant Valley Charter School

www.Peak-Prep.org

Plan approved by Peak Prep Pleasant Valley Charter School's Board of Directors: 2/16/2022

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

Peak Prep Pleasant Valley Charter School
Comprehensive School Safety Plan - Signature Page
2022-23 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

Contents

Mission Statement and School Description	4
I. Child Abuse Reporting Procedures	5
II. Disaster Response Procedures	7
III. Suspension and Expulsion Policies	14
IV. Procedures for Notifying Teachers of Dangerous Pupils	15
V. Discrimination and Harassment Policy	16
VI. Safe and Orderly Environment	172
VII. Specific Emergency Actions	13

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 (“PPPV”) 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

PPPV offers comprehensive sexual health education to its students in grades 7-12. Parents and guardians have the right to opt-out, inspect, or be provided information about aspects of the program, as detailed in PPPV’s Family Handbook and in PPPV’s Comprehensive Sexual Health Education Board Policy. Subject

to these rights, PPPV conducts anonymous, voluntary, confidential research and evaluation of students' health behaviors and risks for 7-12 students.

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. In addition, while meeting with the school safety committee it has been assessed that there has been zero reports or suspicion of crime at the school/school-related functions.

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 (knives, 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. Injuries: 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 your 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. Law Enforcement: 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 (First 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	Background Sounds:	Threat Language:
<input type="checkbox"/> Accent	<input type="checkbox"/> Animal Noises	<input type="checkbox"/> Incoherent
<input type="checkbox"/> Angry	<input type="checkbox"/> House Noises	<input type="checkbox"/> Message read
<input type="checkbox"/> Calm	<input type="checkbox"/> Kitchen Noises	<input type="checkbox"/> Taped
<input type="checkbox"/> Clearing throat	<input type="checkbox"/> Street Noises	<input type="checkbox"/> Irrational
<input type="checkbox"/> Coughing	<input type="checkbox"/> Booth	<input type="checkbox"/> Profane
<input type="checkbox"/> Cracking voice	<input type="checkbox"/> PA system	<input type="checkbox"/> Well-spoken
<input type="checkbox"/> Crying	<input type="checkbox"/> Conversation	
<input type="checkbox"/> Deep	<input type="checkbox"/> Music	
<input type="checkbox"/> Deep breathing	<input type="checkbox"/> Motor	
<input type="checkbox"/> Disguised	<input type="checkbox"/> Clear	
<input type="checkbox"/> Distinct	<input type="checkbox"/> Static	
<input type="checkbox"/> Excited	<input type="checkbox"/> Office machinery	
<input type="checkbox"/> Female	<input type="checkbox"/> Factory machinery	
<input type="checkbox"/> Laughter	<input type="checkbox"/> Local	
<input type="checkbox"/> Lisp	<input type="checkbox"/> Long distance	
<input type="checkbox"/> Loud		
<input type="checkbox"/> Male		
<input type="checkbox"/> Nasal		
<input type="checkbox"/> Normal		
<input type="checkbox"/> Ragged		
<input type="checkbox"/> Rapid		
<input type="checkbox"/> Raspy		
<input type="checkbox"/> Slow		
<input type="checkbox"/> Slurred		
<input type="checkbox"/> Soft		
<input type="checkbox"/> Stutter		

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 to 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 the 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 numberDo not hang up until advised to do so by dispatcher.
- ☐ 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.

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.

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”.
- ☐ 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.

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

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 | • No return address |
| ▪ Restrictive markings, e.g., "Personal" | • Excessive postage |
| ▪ Handwritten or poorly-typed addresses | • Excessive masking tape, string |
| ▪ Titles but no names | • Oily stains or discoloration |
| ▪ Misspelling of common names | • Protruding wires or tin foil |
| ▪ Excessive weight, unevenly distributed | • 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 be 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.