



Peak Prep Pleasant Valley

Board Meeting Agenda—Regular Board Meeting
March 6th, 2024
4:00pm

Meeting Location:

PVSD
600 Temple Ave
Camarillo, CA 93010
Rm 24

Remote Meeting Access:

Join Zoom Meeting

Topic: March Board Meeting '24

Time: Mar 6, 2024 04:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://peak-prep-org.zoom.us/j/88032472687?pwd=UnN1dkxacThhQmdzSGZ3bWxpaGtOdz09>

Meeting ID: 880 3247 2687

Passcode: PeakPrep

One tap mobile

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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 an open session will be made available for the public at www.peak-prep.org or 600 Temple Ave, Camarillo, CA 93010

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.

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I. PRELIMINARY MATTERS

A. Call to Order:

Meeting was called to order by Board Director at: _____

B. Roll Call

Board Member	Present	Absent
Patty Lerner		
Bob Rust		

Carol Bjordahl		
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C.. Motion to adopt the agenda was moved by ___ _

Roll Call Vote:

Board Member	Motion to Move	Second	Yes	No	Abstain	Absent
Patty Lerner						
Bob Rust						
Carol Bjordahl						

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 through written comments submitted before the meeting or live at the meeting. 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, or otherwise by lining up at the designated spot for public comment designated by the Board at the time public comment is opened. 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 also be presented live through our Zoom link to the meeting: <https://peak-prep-org.zoom.us/j/88032472687?pwd=UnN1dkxacThhQmdzSGZ3bWxpaGtOdz09>

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

Members of the public wishing to comment via Zoom shall use the “raise hand” function and will be called on to present.

III. Information, Discussion, and Action items

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

1. Approval of Financial Statement. *The Chief Business Official recommends that the Board of Directors approve the revenue and expenditures as listed on the Jan 1st, 2024 through Feb 29th, 2024 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, 2024 through Feb 29th, 2024 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 Jan 1st, 2024 through Feb 29th, 2024, Board Reports.

4. Approve Minutes from 1/31/2024 Board Meetings.

Board Member	Motion to Move	Second	Yes	No	Abstain	Absent
Patty Lerner						
Bob Rust						
Carol Bjordahl						

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

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

C) The Board shall review, discuss and approve the Second Interim Report.

Local educational agencies (LEAs) are required to file two reports during a fiscal year (interim reports) on the status of the LEA's financial health. The first interim report is due December 15 for the period ending October 31. The second interim report is due March 17 for the period ending January 31.

Board Member	Motion to Move	Second	Yes	No	Abstain	Absent
Patty Lerner						
Bob Rust						
Carol Bjordahl						

D) The Board shall review, discuss and consider approving Track A and Track B 2024-2025 School Calendars. These are the proposed school year calendars for the 2024-2025 school year. We will begin with Track A, July 8th, 2024. Both calendars are on one document.

Board Member	Motion to Move	Second	Yes	No	Abstain	Absent
Patty Lerner						
Bob Rust						
Carol Bjordahl						

E) The board shall review, discuss and approve the FlipSwitch Community Engagement Plan. FlipSwitch provided community engagement for the past three school years and the school leadership is recommending renewing the agreement for the 2024-20245 school year.

Board Member	Motion to Move	Second	Yes	No	Abstain	Absent
Patty Lerner						
Bob Rust						
Carol Bjordahl						

F) The Board shall review, discuss, and approve the Records Retention Policy. This retention policy has been approved by legal and guides the timeline of retaining school records and communication.

Board Member	Motion to Move	Second	Yes	No	Abstain	Absent
Patty Lerner						
Bob Rust						
Carol Bjordahl						

G) The Board will review, discuss, and consider the approval of the Scope of Work of CLA Auditors. Peak Prep continues to use the auditors, Clifton Larsen Auditors, who also used to serve the school district. CLA will conduct the audit and Form 990.

Board Member	Motion to Move	Second	Yes	No	Abstain	Absent
Patty Lerner						
Bob Rust						
Carol Bjordahl						

H) The Board will review, discuss and consider approving the Classified Holiday Schedule for the 2024-2025 school year. This holiday calendar is for our 11 & 12-month classified employees.

Board Member	Motion to Move	Second	Yes	No	Abstain	Absent
Patty Lerner						
Bob Rust						
Carol Bjordahl						

I) The board will review, discuss and consider approving the 2024-2025 Pleasant Valley School District (PVSD) & Peak Prep agreements/quotes for Technology Services. Peak staff recommends continuing to use PVSD for their technology & I.T. Support. This quote is for staffing, shipping, google management, new computers, repairs, google licensing, and I.T and cybersecurity support and web filtering. This would help streamline best practices with PVSD.

Board Member	Motion to Move	Second	Yes	No	Abstain	Absent
Patty Lerner						
Bob Rust						
Carol Bjordahl						

J) The board will review, discuss and consider approving the job description of the Instructional Assistant position. This is the job description for the instructional assistant position within our Learning Center. The salary schedule has already been board-approved.

Board Member	Motion to Move	Second	Yes	No	Abstain	Absent
Patty Lerner						
Bob Rust						
Carol Bjordahl						

K) The board will discuss back-office services regarding continued services with the Business Service Authority (BSA) and/or do it in-house. There will be a discussion on both options and the impact on the budget. In addition, there will be proposed questions to consider when deciding and potential follow-up requests. This is a discussion and not an action item.

L) The board will review, discuss and consider approving moving forward with CalSTRS/PERS. This discussion is about joining CalSTRS/PERS for our school and better our benefit options.

Board Member	Motion to Move	Second	Yes	No	Abstain	Absent
Patty Lerner						
Bob Rust						
Carol Bjordahl						

IV. Board Members Remarks and Announcements

V. ADJOURNMENT

MOTION FOR ADJOURNMENT Motion to Adjourn

Roll Call Vote:

Board Member	Motion to Move	Second	Yes	No	Abstain	Absent
Patty Lerner						
Bob Rust						
Carol Bjordahl						

Adjourned at ____

Fund 620 - Peak Prep **Fiscal Year 2023/24 Through January 2024**

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
Revenue Detail						
LCFF Revenue Sources						
8011	Revenue Limit State Aid Curr	2,254,610.00	4,070,951.00	1,460,965.00	2,609,986.00	35.89
8012	Education Protection Act	56,716.00	76,774.00	28,358.00	48,416.00	36.94
8096	Trs In-Lieu from Property Tax	1,145,277.00	1,205,921.00	602,962.00	602,959.00	50.00
	Total LCFF Revenue Sources	3,456,603.00	5,353,646.00	2,092,285.00	3,261,361.00	39.08
Federal Revenue						
8181	Special Education Entitlement	41,683.00	41,683.00		41,683.00	
8290	All Other Federal Revenue	509,993.00	451,281.00	223,120.42	228,160.58	49.44
	Total Federal Revenue	551,676.00	492,964.00	223,120.42	269,843.58	45.26
Other State Revenues						
8550	Mandated Cost Reimbursements	9,307.00	10,072.00	10,025.00	47.00	99.53
8560	State Lottery Grant	69,805.00	119,383.00	36,285.18	83,097.82	30.39
8590	Other State		57,079.00	52,290.66-	109,369.66	-91.61
	Total Other State Revenues	79,112.00	186,534.00	5,980.48-	192,514.48	-3.21
Other Local Revenue						
8660	Interest	7,500.00	7,500.00	9,338.73	1,838.73-	124.52
8699	All Other Local Revenue		97.00	147.45	50.45-	152.01
8792	Transfers of Apportionments Fr	234,270.00	227,099.00		227,099.00	
	Total Other Local Revenue	241,770.00	234,696.00	9,486.18	225,209.82	4.04
	Total Year To Date Revenues	4,329,161.00	6,267,840.00	2,318,911.12	3,948,928.88	37.00

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail							
Certificated Salaries							
1100	Teacher	1,847,792.00	2,422,799.00		1,380,483.01	1,042,315.99	56.98
1130	Certificated Stipends	90,500.00	88,000.00		49,500.00	38,500.00	56.25
1140	Certificated Extra Duty	32,000.00	39,200.00		41,560.00	2,360.00-	106.02
1200	Certificated Pupil Support Sal	329,071.00	290,269.00		172,822.65	117,446.35	59.54
1230	Cert Pupil Support Stipend	23,500.00	18,500.00		7,500.00	11,000.00	40.54
1300	Certificated Administrators	287,534.00	335,293.00		208,288.20	127,004.80	62.12
1330	Administration Stipend	34,500.00	34,500.00		15,000.00	19,500.00	43.48
1940	Other Cert-Extra Duty	7,500.00	3,945.00		3,945.00		100.00
	Total Certificated Salaries	2,652,397.00	3,232,506.00	.00	1,879,098.86	1,353,407.14	58.13
Classified Salaries							

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

Fund 620 - Peak Prep

Fiscal Year 2023/24 Through January 2024

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail (continued)							
Classified Salaries (continued)							
2100	Instructional Aides	26,407.00					NO BDGT
2200	Classified Support Salaries		4,200.00		4,200.00		100.00
2300	Classified Administrators	106,360.00	109,104.00		63,049.61	46,054.39	57.79
2330	Class Admin Stipends		10,000.00		10,000.00		100.00
2400	Clerical & Office Salaries	188,955.00	265,281.00		145,651.20	119,629.80	54.90
2450	Clerical & Office Overtime				2,356.64	2,356.64-	NO BDGT
	Total Classified Salaries	321,722.00	388,585.00	.00	225,257.45	163,327.55	57.97
Employee Benefits							
3301	OASDI/Medicare Certificated	199,211.00	237,808.00		136,421.36	101,386.64	57.37
3302	OASDI/Medicare Classified	24,460.00	29,036.00		16,913.49	12,122.51	58.25
3401	Health/Dental/Vision Cert	413,485.00	365,670.00		183,594.92	182,075.08	50.21
3402	Health/Dental/Vission Class	55,585.00	56,271.00		25,322.13	30,948.87	45.00
3501	SUI Certificated	1,307.00	1,588.00		924.51	663.49	58.22
3502	SUI Classified	160.00	190.00		110.52	79.48	58.17
3601	Workers' Comp Certificated	46,207.00	56,311.00		32,733.85	23,577.15	58.13
3602	Workers' Comp Classified	5,605.00	6,769.00		3,924.03	2,844.97	57.97
3901	403B and OtherBenCert	4,176.00	5,391.00		2,741.31	2,649.69	50.85
3902	403B and OtherBen Class	526.00	568.00		255.87	312.13	45.05
3951	UI Out of State Cert		8,284.00		5,352.79	2,931.21	64.62
3952	UI Out of State Class				514.50	514.50-	NO BDGT
	Total Employee Benefits	750,722.00	767,886.00	.00	408,809.28	359,076.72	53.24
Books and Supplies							
4100	Textbooks	247,947.00	300,102.00	39,230.63	261,861.25	989.88-	87.26
4300	Materials and Supplies	71,239.00	226,879.00	5,874.49	57,475.47	163,529.04	25.33
4400	Non-Capitalized Equipment	206,405.00	299,057.00	1,311.85	301,514.54	3,769.39-	100.82
	Total Books and Supplies	525,591.00	826,038.00	46,416.97	620,851.26	158,769.77	75.16
Services and Other Operating Expenditures							
5200	Travel and Conference	5,358.00	5,358.00		3,323.74	2,034.26	62.03
5220	Staff Development	46,733.00	59,714.00	600.00	53,579.66	5,534.34	89.73
5300	Dues and Memberships	2,436.00	3,000.00		1,575.00	1,425.00	52.50
5450	Other Insurance	32,848.00	35,401.00		35,401.00		100.00
5600	Repair, Maintenance Building	31,396.00	29,370.00		29,511.46	141.46-	100.48
5800	Professional/Consultion Servic	278,616.00	522,549.00	206,027.65	215,907.24	100,614.11	41.32
5801	Audit Services	12,390.00	19,005.00	16,128.00	2,877.00		15.14
5803	Business Services Authority	291,712.00	422,566.00	200,190.00	100,095.00	122,281.00	23.69

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

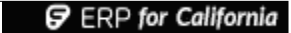
Fund 620 - Peak Prep		Fiscal Year 2023/24 Through January 2024					
Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail (continued)							
Services and Other Operating Expenditures (continued)							
5804	Employment Fees	1,000.00	1,000.00		1,089.63	89.63-	108.96
5810	Field Trips		426.00		897.00	471.00-	210.56
5820	Software Licenses		402.00		401.96	.04	99.99
5899	Legal Services Box 14	30,000.00	44,000.00	32,292.00	11,708.00		26.61
5901	Communication Services-Phone	9,270.00	10,500.00		6,676.14	3,823.86	63.58
5902	Internet Services	12,360.00	15,000.00	4,689.33	11,078.67	768.00-	73.86
5903	Postage	4,635.00	5,000.00	3,317.77	10,390.81	8,708.58-	207.82
	Total Services and Other Operating Expenditures	758,754.00	1,173,291.00	463,244.75	484,512.31	225,533.94	41.30
6600 - 6999							
6900	Depreciation		5,427.00		5,711.53	284.53-	105.24
	Total 6600 - 6999	.00	5,427.00	.00	5,711.53	284.53-	105.24
	Total Year To Date Expenditures	5,009,186.00	6,393,733.00	509,661.72	3,624,240.69	2,259,830.59	56.68

Fund 620 - Peak Prep		Fiscal Year 2023/24 Through January 2024		
Object	Description	Beginning Balance	Year to Date Activity	Ending Balance
Fund Reconciliation				
Assets				
9110	Cash in County Treasury	2,210,765.12	1,024,226.51-	1,186,538.61
9200	Accounts Receivable	231,529.26	231,529.28-	.02-
9201	Accounts Receivable-Payroll	2,751.85		2,751.85
9290	Due From Other Governments	234,218.01	148,867.20-	85,350.81
9330	Prepaid Rent	87,266.84	34,352.26-	52,914.58
	Total Assets	2,766,531.08	1,438,975.25-	1,327,555.83
Liabilities				
9510	Accounts Payable	167,236.97	167,236.97-	
9520	Out of State Tax AZ		342.42	342.42
9521	Out of State Tax CO		192.47	192.47
9522	Out of State Tax MI		1,240.12	1,240.12
9523	Out of State Tax PA		92.98-	92.98-
9530	Summer Pay Liability		51,332.93	51,332.93
9534	Health & Welfare Ins Payable		30,636.13-	30,636.13-
9535	State Unemployment Insurance	14.84-	123.71	108.87
9536	Workers' Comp Ins Payable	1,170.58-		1,170.58-
9539	Miscellaneous Deductions	969.60	4,602.64	5,572.24
9541	UI CO		167.70	167.70
9542	UI NM		3,869.59	3,869.59
9543	UI PA		63.89	63.89
9563	Local Tax PA		2,332.93	2,332.93
9573	Municipal Tax PA		52.00	52.00
9590	Due to Other Governments	70,881.00		70,881.00
9650	Deferred Revenue	68,974.00		68,974.00
	Total Liabilities	306,876.15	133,645.68-	173,230.47
	Calculated Fund Balance	2,459,654.93	1,305,329.57-	1,154,325.36
Beginning Fund Balance				
9791	Beginning Fund Balance	2,459,654.93		2,459,654.93
	Beginning Fund Balance Proof	.00	1,305,329.57-	1,305,329.57-
Change in Fund Balance - Excess Revenues (Expenditures)			(1,305,329.57)	

Memo Only - Ending Fund Balance Accounts

	Adopted	Revised
Reserves		
9720 Reserve for Encumbrances		509,661.72

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



Memo Only - Ending Fund Balance Accounts (continued)

		Adopted	Revised
Other Designations			
9790	Undesignated/Unappropriated	780,156.00	1,534,527.00
9796 - 9799			
9796	Capital Assets Net of Debt	250,459.00	319,415.00
9797	Restricted Net Assets	474,168.00	479,820.00
	Total 9796 - 9799	<u> </u> .00	<u> </u> .00

Fund 620 - Peak Prep

Fiscal Year 2023/24 Through January 2024

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
Revenues, Expenditures, and Changes in Fund Balance						
A. Revenues	4,329,161.00	6,267,840.00		2,318,911.12	3,948,928.88	37.00
B. Expenditures	5,009,186.00	6,393,733.00	509,661.72	3,624,240.69	2,259,830.59	56.68
C. Subtotal (Revenue LESS Expense)	680,025.00-	125,893.00-		1,305,329.57-	1,689,098.29	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	680,025.00-	125,893.00-		1,305,329.57-	1,689,098.29	
F. Fund Balance:						
Beginning Balance (9791)	2,184,808.00	2,459,655.00		2,459,654.93		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	2,184,808.00	2,459,655.00		2,459,654.93		
G. Calculated Ending Balance	1,504,783.00	2,333,762.00		1,154,325.36		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)	780,156.00	1,534,527.00				
Other	724,627.00	799,235.00		509,661.72		

Fund 620 - Peak Prep

Fiscal Year 2023/24 Through February 2024

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
Revenue Detail						
LCFF Revenue Sources						
8011	Revenue Limit State Aid Curr	2,254,610.00	3,597,486.00	1,460,965.00	2,136,521.00	40.61
8012	Education Protection Act	56,716.00	77,168.00	28,358.00	48,810.00	36.75
8096	Trs In-Lieu from Property Tax	1,145,277.00	1,741,261.00	699,436.00	1,041,825.00	40.17
Total LCFF Revenue Sources		3,456,603.00	5,415,915.00	2,188,759.00	3,227,156.00	40.41
Federal Revenue						
8181	Special Education Entitlement	41,683.00	96,769.00		96,769.00	
8290	All Other Federal Revenue	509,993.00	453,595.00	254,980.42	198,614.58	56.21
Total Federal Revenue		551,676.00	550,364.00	254,980.42	295,383.58	46.33
Other State Revenues						
8550	Mandated Cost Reimbursements	9,307.00	10,072.00	10,025.00	47.00	99.53
8560	State Lottery Grant	69,805.00	119,895.00	31,275.09	88,619.91	26.09
8590	Other State		87,837.00	52,290.66-	140,127.66	-59.53
Total Other State Revenues		79,112.00	217,804.00	10,990.57-	228,794.57	-5.05
Other Local Revenue						
8660	Interest	7,500.00	38,000.00	18,677.46	19,322.54	49.15
8699	All Other Local Revenue		147.00	172.29	25.29-	117.20
8792	Transfers of Apportionments Fr	234,270.00	336,194.00	135,778.00	200,416.00	40.39
Total Other Local Revenue		241,770.00	374,341.00	154,627.75	219,713.25	41.31
Total Year To Date Revenues		4,329,161.00	6,558,424.00	2,587,376.60	3,971,047.40	39.45

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail							
Certificated Salaries							
1100	Teacher	1,847,792.00	2,440,956.00	852,266.03	1,588,931.33	241.36-	65.09
1130	Certificated Stipends	90,500.00	90,500.00	37,000.00	49,500.00	4,000.00	54.70
1140	Certificated Extra Duty	32,000.00	41,800.00		41,835.00	35.00-	100.08
1200	Certificated Pupil Support Sal	329,071.00	290,269.00	93,957.88	196,312.12	1.00-	67.63
1230	Cert Pupil Support Stipend	23,500.00	18,500.00	2,500.00	7,500.00	8,500.00	40.54
1300	Certificated Administrators	287,534.00	335,293.00	101,604.00	233,689.20	.20-	69.70
1330	Administration Stipend	34,500.00	34,500.00	5,000.00	15,000.00	14,500.00	43.48
1940	Other Cert-Extra Duty	7,500.00	3,945.00		3,945.00		100.00
Total Certificated Salaries		2,652,397.00	3,255,763.00	1,092,327.91	2,136,712.65	26,722.44	65.63
Classified Salaries							

Selection Grouped by Account Type - Sorted by Org, Fund, Object, Filtered by (Org = 638, Starting Period = 1, Ending Account Period = 8, Stmt Option? = , Zero Amounts? = N, SACS? = N, Restricted? = Y)

Fund 620 - Peak Prep

Fiscal Year 2023/24 Through February 2024

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail (continued)							
Classified Salaries (continued)							
2100	Instructional Aides	26,407.00					NO BDGT
2200	Classified Support Salaries		7,700.00	2,800.00	4,900.00		63.64
2300	Classified Administrators	106,360.00	109,104.00	37,865.81	71,237.87	.32	65.29
2330	Class Admin Stipends		10,000.00		10,000.00		100.00
2400	Clerical & Office Salaries	188,955.00	274,425.00	85,417.92	166,737.65	22,269.43	60.76
2450	Clerical & Office Overtime				2,356.64	2,356.64-	NO BDGT
	Total Classified Salaries	321,722.00	401,229.00	126,083.73	255,232.16	19,913.11	63.61
Employee Benefits							
3301	OASDI/Medicare Certificated	199,211.00	237,397.00	80,090.53	155,260.68	2,045.79	65.40
3302	OASDI/Medicare Classified	24,460.00	29,908.00	9,262.87	19,121.55	1,523.58	63.93
3401	Health/Dental/Vision Cert	413,485.00	379,396.00	157,283.16	222,112.21	.63	58.54
3402	Health/Dental/Vission Class	55,585.00	56,271.00	25,322.13	30,949.27	.40-	55.00
3501	SUI Certificated	1,307.00	1,596.00	532.63	1,049.92	13.45	65.78
3502	SUI Classified	160.00	195.00	60.58	124.96	9.46	64.08
3601	Workers' Comp Certificated	46,207.00	56,715.00	19,028.28	37,221.46	465.26	65.63
3602	Workers' Comp Classified	5,605.00	6,990.00	2,196.36	4,446.19	347.45	63.61
3901	403B and OtherBenCert	4,176.00	5,625.00	2,323.40	3,322.16	20.56-	59.06
3902	403B and OtherBen Class	526.00	568.00	255.87	312.73	.60-	55.06
3951	UI Out of State Cert		9,150.00	3,293.15	6,140.64	283.79-	67.11
3952	UI Out of State Class		1,073.00	390.50	682.20	.30	63.58
	Total Employee Benefits	750,722.00	784,884.00	300,039.46	480,743.97	4,100.57	61.25
Books and Supplies							
4100	Textbooks	247,947.00	300,102.00	39,230.63	263,589.59	2,718.22-	87.83
4300	Materials and Supplies	71,239.00	229,096.00	2,638.35	70,291.67	156,165.98	30.68
4400	Non-Capitalized Equipment	206,405.00	290,656.00	21,065.09	301,514.54	31,923.63-	103.74
4700	Food Supply		174.00		200.25	26.25-	115.09
	Total Books and Supplies	525,591.00	820,028.00	62,934.07	635,596.05	121,497.88	77.51
Services and Other Operating Expenditures							
5200	Travel and Conference	5,358.00	5,794.00		3,373.99	2,420.01	58.23
5220	Staff Development	46,733.00	60,279.00	600.00	60,737.40	1,058.40-	100.76
5300	Dues and Memberships	2,436.00	3,000.00		1,575.00	1,425.00	52.50
5450	Other Insurance	32,848.00	35,401.00		35,401.00		100.00
5600	Repair, Maintenance Building	31,396.00	29,511.00		29,511.46	.46-	100.00
5800	Professional/Consultion Servic	278,616.00	527,916.00	163,302.67	265,469.55	99,143.78	50.29
5801	Audit Services	12,390.00	19,005.00	16,128.00	2,877.00		15.14

Selection Grouped by Account Type - Sorted by Org, Fund, Object, Filtered by (Org = 638, Starting Period = 1, Ending Account Period = 8, Stmt Option? = , Zero Amounts? = N, SACS? = N, Restricted? = Y)

Fund 620 - Peak Prep		Fiscal Year 2023/24 Through February 2024					
Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail (continued)							
Services and Other Operating Expenditures (continued)							
5803	Business Services Authority	291,712.00	440,119.00	200,190.00	100,095.00	139,834.00	22.74
5804	Employment Fees	1,000.00	1,000.00		1,089.63	89.63-	108.96
5810	Field Trips		897.00		897.00		100.00
5820	Software Licenses		402.00		401.96	.04	99.99
5899	Legal Services Box 14	30,000.00	44,000.00	28,517.00	15,483.00		35.19
5901	Communication Services-Phone	9,270.00	10,500.00		7,714.92	2,785.08	73.48
5902	Internet Services	12,360.00	15,000.00	2,349.33	13,418.67	768.00-	89.46
5903	Postage	4,635.00	15,000.00	3,317.77	10,809.57	872.66	72.06
Total Services and Other Operating Expenditures		758,754.00	1,207,824.00	414,404.77	548,855.15	244,564.08	45.44
6600 - 6999							
6900	Depreciation		5,712.00		5,711.53	.47	99.99
Total 6600 - 6999		.00	5,712.00	.00	5,711.53	.47	99.99
Total Year To Date Expenditures		5,009,186.00	6,475,440.00	1,995,789.94	4,062,851.51	416,798.55	62.74

Fund 620 - Peak Prep		Fiscal Year 2023/24 Through February 2024		
Object	Description	Beginning Balance	Year to Date Activity	Ending Balance
Fund Reconciliation				
Assets				
9110	Cash in County Treasury	2,210,765.12	1,174,029.43-	1,036,735.69
9200	Accounts Receivable	231,529.26	231,529.28-	.02-
9201	Accounts Receivable-Payroll	2,751.85		2,751.85
9290	Due From Other Governments	234,218.01	148,867.20-	85,350.81
9330	Prepaid Rent	87,266.84	34,352.26-	52,914.58
	Total Assets	2,766,531.08	1,588,778.17-	1,177,752.91
Liabilities				
9510	Accounts Payable	167,236.97	167,236.97-	
9520	Out of State Tax AZ		684.84	684.84
9521	Out of State Tax CO		192.47	192.47
9522	Out of State Tax MI		2,480.27	2,480.27
9523	Out of State Tax PA		371.85	371.85
9530	Summer Pay Liability		60,799.37	60,799.37
9534	Health & Welfare Ins Payable		25,161.85-	25,161.85-
9535	State Unemployment Insurance	14.84-	254.79	239.95
9536	Workers' Comp Ins Payable	1,170.58-		1,170.58-
9539	Miscellaneous Deductions	969.60	3,931.72	4,901.32
9541	UI CO		335.40	335.40
9542	UI NM		4,657.44	4,657.44
9543	UI PA		74.49	74.49
9563	Local Tax PA		302.83	302.83
9590	Due to Other Governments	70,881.00	5,010.09	75,891.09
9650	Deferred Revenue	68,974.00		68,974.00
	Total Liabilities	306,876.15	113,303.26-	193,572.89
	Calculated Fund Balance	2,459,654.93	1,475,474.91-	984,180.02
Beginning Fund Balance				
9791	Beginning Fund Balance	2,459,654.93		2,459,654.93
	Beginning Fund Balance Proof	.00	1,475,474.91-	1,475,474.91-
Change in Fund Balance - Excess Revenues (Expenditures)			(1,475,474.91)	

Memo Only - Ending Fund Balance Accounts

	Adopted	Revised
Reserves		
9720	Reserve for Encumbrances	1,995,789.94
Other Designations		

Selection Grouped by Account Type - Sorted by Org, Fund, Object, Filtered by (Org = 638, Starting Period = 1, Ending Account Period = 8, Stmt Option? = , Zero Amounts? = N, SACS? = N, Restricted? = Y)

Fund 620 - Peak Prep

Fiscal Year 2023/24 Through February 2024

Memo Only - Ending Fund Balance Accounts (continued)

		Adopted	Revised
Other Designations (continued)			
9790	Undesignated/Unappropriated	780,156.00	1,702,298.00
9796 - 9799			
9796	Capital Assets Net of Debt	250,459.00	323,404.00
9797	Restricted Net Assets	474,168.00	516,937.00
Total 9796 - 9799		<u> </u>	<u> </u>
		.00	.00

Fund 620 - Peak Prep

Fiscal Year 2023/24 Through February 2024

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
Revenues, Expenditures, and Changes in Fund Balance						
A. Revenues	4,329,161.00	6,558,424.00		2,587,376.60	3,971,047.40	39.45
B. Expenditures	5,009,186.00	6,475,440.00	1,995,789.94	4,062,851.51	416,798.55	62.74
C. Subtotal (Revenue LESS Expense)	680,025.00-	82,984.00		1,475,474.91-	3,554,248.85	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	680,025.00-	82,984.00		1,475,474.91-	3,554,248.85	
F. Fund Balance:						
Beginning Balance (9791)	2,184,808.00	2,459,655.00		2,459,654.93		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	2,184,808.00	2,459,655.00		2,459,654.93		
G. Calculated Ending Balance	1,504,783.00	2,542,639.00		984,180.02		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)	780,156.00	1,702,298.00				
Other	724,627.00	840,341.00		1,995,789.94		

Checks Dated 01/01/2024 through 02/29/2024					
Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
5038801085	01/04/2024	T-Mobil USA Inc	620-5902		2,334.00
5038801086	01/08/2024	CA DEPT OF TAX AND FEE ADMIN	620-5800	295.65	
			620-9552	4,284.35	4,580.00
5038801087	01/09/2024	Cuizon Ballet Centre Lisa Cuizon	620-5800		420.00
5038801088	01/11/2024	Arizona Department of Revenue/ /EIN84-2636686	620-9520		1,486.38
5038801089	01/11/2024	Colorado Department of Revenue Acct #95947689	620-9521		241.92
5038801090	01/11/2024	Department of Revenue ID#70018 187133	620-5800	61.72	
			620-9523	2,057.37	2,119.09
5038801091	01/11/2024	Office Of UC Tax Services Acct #7787981	620-5800		46.91
5038801092	01/11/2024	State of Michigan//Acct#842636 686 12-2023	620-9522		1,463.27
5038801093	01/11/2024	State of Michigan//Acct#842636 686 12-2023	620-9522		.03
5038801094	01/11/2024	State of Michigan//Acct#842636 686 12-2023	620-5800		75.58
5038801095	01/11/2024	State of Michigan//Acct #F8426 36686	620-5800		264.18
5038801096	01/11/2024	Amazon Capital Services Inc ACCOUNT NUMBER A2ANLA6W681S3Q	620-4300		313.49
5038801097	01/11/2024	Behere Inc.	620-5800		330.00
5038801098	01/11/2024	BSN Sports LLC	620-4300		2,460.46
5038801099	01/11/2024	Children's Therapy Net Inc.	620-5800		721.10
5038801100	01/11/2024	Fireplace Inc	620-5800		624.00
5038801101	01/11/2024	Lewis Music Academy	620-5800		810.00
5038801102	01/11/2024	Megan Hook	620-5800		660.00
5038801103	01/11/2024	Mrs. Miller's Reading Nook	620-5800		600.00
5038801104	01/11/2024	Softchoice Corporation	620-5800		2,453.50
5038801105	01/18/2024	Action Academy, LLC	620-5800		820.74
5038801106	01/18/2024	Amazon Capital Services Inc ACCOUNT NUMBER A2ANLA6W681S3Q	620-4300		724.66
5038801107	01/18/2024	Apple Inc.	620-4400		3,200.02
5038801108	01/18/2024	KINCAID INFORMATION TECHN. LLC	620-5800		1,525.00
5038801109	01/18/2024	Lakeshore	620-4300		500.32
5038801110	01/18/2024	Monarchs Athletics	620-5800		768.00
5038801111	01/18/2024	PLEASANT VALLEY SCHOOL DIST	620-5800	28,000.00	
			620-5903	9,182.23	37,182.23
5038801112	01/18/2024	RAINBOW RESOURCE CENTER	620-4300		364.61
5038801113	01/18/2024	School Pathways, LLC	620-5800		11,666.84
5038801114	01/18/2024	Specialized Therapy Services	620-5800		1,303.25
5038801115	01/25/2024	Amazon Capital Services Inc ACCOUNT NUMBER A2ANLA6W681S3Q	620-4300		272.81
5038801116	01/25/2024	American Express	620-4300	232.95	

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Checks Dated 01/01/2024 through 02/29/2024					
Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
5038801116	01/25/2024	American Express	620-5220	1,596.00	
			620-5800	1,363.24	
			620-5901	1,016.30	
			620-5903	14.75	4,223.24
5038801117	01/25/2024	Buena Vista Museum	620-5810		71.00
5038801118	01/25/2024	JAMF Software, LLC	620-5800		37.35
5038801119	01/25/2024	Oxford Consulting Services Inc	620-5800		105.00
5038801120	01/25/2024	VTA CNTY OFFICE OF EDUCATION	620-5800		949.00
5038801121	01/30/2024	T-Mobil USA Inc	620-5902		114.00
5038801122	02/01/2024	Action Academy, LLC	620-5800		1,363.00
5038801123	02/01/2024	Amazon Capital Services Inc ACCOUNT NUMBER A2ANLA6W681S3Q	620-4100	196.34	
			620-4300	2,433.99	
			620-4700	93.65	2,723.98
5038801124	02/01/2024	AMERICAN LANGUAGE SERVICES	620-5800		125.00
5038801125	02/01/2024	The Animation Course, LLC	620-5800		150.00
5038801126	02/01/2024	Athletes Academy, LLC	620-5800		333.00
5038801127	02/01/2024	BSN Sports LLC	620-4300		507.08
5038801128	02/01/2024	The Lincoln National Life Insurance Company	620-9539		697.03
5038801129	02/01/2024	Little Passports, Inc.	620-4300		188.03
5038801130	02/01/2024	RAINBOW RESOURCE CENTER	620-4300		637.92
5038801131	02/01/2024	Starfall Education Foundation	620-5800		35.00
5038801132	02/01/2024	Ventura COE-Internal Business	620-5800		100.00
5038801133	02/01/2024	X-act Technology Solutions Inc	620-5800		5,679.30
5038801134	02/02/2024	Enlightened Learning, LLC	620-5800		840.00
5038801135	02/02/2024	SISC-FINANCE ATTN CARMEN GONZALES	620-9539		104.16
5038801136	02/08/2024	Berkheimer Tax Innovaations	620-9573		52.00
5038801137	02/08/2024	Colorado Department of Revenue Acct #95947689	620-5800		171.00
5038801138	02/08/2024	Colorado Department of Revenue Acct #95947689	620-9521		192.44
5038801139	02/08/2024	Keystone Collections Group FEI N:84-2636686	620-9563		2,181.51
5038801140	02/08/2024	Accelerate Education Inc	620-4100		152.00
5038801141	02/08/2024	Action Academy, LLC	620-5800		1,290.00
5038801142	02/08/2024	Amazon Capital Services Inc ACCOUNT NUMBER A2ANLA6W681S3Q	620-4300		1,628.23
5038801143	02/08/2024	Children's Therapy Net Inc.	620-5800		1,215.20
5038801144	02/08/2024	Conejo Rec. & Park District	620-5800		192.00
5038801145	02/08/2024	Lakeshore	620-4300		611.51
5038801146	02/08/2024	Marc M Majdick	620-5800		480.00
5038801147	02/08/2024	Megan Hook	620-5800		660.00
5038801148	02/08/2024	Young Minney & Corr, LLP	620-5899		3,775.00

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Checks Dated 01/01/2024 through 02/29/2024					
Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
5038801149	02/08/2024	Arizona State University Learning Enterprise	620-5800		10,525.00
5038801150	02/08/2024	T-Mobil USA Inc	620-5902		2,340.00
5038801151	02/15/2024	Action Academy, LLC	620-5800		591.00
5038801152	02/15/2024	Amazon Capital Services Inc ACCOUNT NUMBER A2ANLA6W681S3Q	620-4300	2,383.78	
			620-4700	80.52	2,464.30
5038801153	02/15/2024	Gravity Assist	620-5800		10,115.00
5038801154	02/15/2024	RAINBOW RESOURCE CENTER	620-4300		222.30
5038801155	02/22/2024	Action Academy, LLC	620-5800		370.00
5038801156	02/22/2024	Amazon Capital Services Inc ACCOUNT NUMBER A2ANLA6W681S3Q	620-4300		1,968.47
5038801157	02/22/2024	Bright Thinkier, Inc.	620-5800		280.00
5038801158	02/22/2024	CrunchLabs LLC	620-4300		96.36
5038801159	02/22/2024	Magnitude Cheer	620-5800		69.00
5038801160	02/22/2024	Parsec Education, Inc.	620-5800		6,356.00
5038801161	02/22/2024	RAINBOW RESOURCE CENTER	620-4300		779.42
5038801162	02/22/2024	Solid Gold Dance, Inc.	620-5800		534.00
5038801163	02/22/2024	Specialized Therapy Services	620-5800		3,051.35
5038801164	02/26/2024	The Lincoln National Life Insurance Company	620-9539		719.73
5038801165	02/26/2024	SISC-FINANCE ATTN CARMEN GONZALES	620-9539		104.16
5038801166	02/29/2024	Amazon Capital Services Inc ACCOUNT NUMBER A2ANLA6W681S3Q	620-4300		127.12
5038801167	02/29/2024	American Express	620-4300	960.31	
			620-4700	26.08	
			620-5220	5,057.22	
			620-5800	1,213.85	
			620-5901	1,038.78	
			620-5903	245.91	8,542.15
5038801168	02/29/2024	Bright Thinkier, Inc.	620-5800		178.61
5038801169	02/29/2024	CA Charter Schools Conference Registration	620-5220		750.00
5038801170	02/29/2024	CrunchLabs LLC	620-4300		98.38
5038801171	02/29/2024	Cuizon Ballet Centre	620-5800		210.00
5038801172	02/29/2024	IXL Learning Inc.	620-4100		1,380.00
5038801173	02/29/2024	Lewis Music Academy	620-5800		3,415.00
5038801174	02/29/2024	Little Passports, Inc.	620-4300		191.50
VCH380000052	01/12/2024	Audish, Tanya N	620-5220	59.90	
			620-5800	50.00	109.90
VCH380000053	01/12/2024	Valdivia, Joshua J	620-5220	428.19	
			620-5903	14.58	442.77
VCH380000054	01/12/2024	Filbrun, Leah K	620-5810		161.33
VCH380000055	01/12/2024	White, Jennifer L	620-5220		94.32

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.

Checks Dated 01/01/2024 through 02/29/2024

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
VCH380000056	01/12/2024	Davison, Shannon L	620-5804		94.00
VCH380000057	01/12/2024	SELF-INSURED SCHOOLS OF CALIF	620-9534		43,408.00
VCH380000058	01/19/2024	Weymouth, Kelly M	620-4300		97.25
VCH380000059	01/19/2024	Filbrun, Leah K	620-5200		274.70
VCH380000060	02/02/2024	Cordero, Allison B	620-5903		92.80
VCH380000061	02/02/2024	Hanson, Darla C	620-5903		80.05
VCH380000062	02/02/2024	Bishop, Shalen	620-5220	481.80	
			620-5800	20.00	501.80
VCH380000063	02/02/2024	Valdivia, Joshua J	620-5200	50.25	
			620-5220	868.72	918.97
VCH380000064	02/02/2024	Tax Deferred Services	620-9539		5,335.44
VCH380000065	02/23/2024	SELF-INSURED SCHOOLS OF CALIF	620-9534		45,122.00
VCH380000066	02/23/2024	SELF-INSURED SCHOOLS OF CALIF	620-9535		104.16
Total Number of Checks			105		264,232.71

Fund Recap

Fund	Description	Check Count	Expensed Amount
620	Peak Prep	105	264,232.71
	Total Number of Checks	105	264,232.71
	Less Unpaid Tax Liability		.00
	Net (Check Amount)		264,232.71

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.

Includes Purchase Orders dated 01/01/2024 - 02/29/2024

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
B3824-00063	Mrs. Miller's Reading Nook	PEAK	Homeschool Classes 2023/24	620-5800	600.00
B3824-00064	School Pathways, LLC	PEAK	Subscription 2023/24 & 2024/25	620-5800	3,082.64
B3824-00065	PLEASANT VALLEY SCHOOL DIST	PEAK	Technology Services 2023/24	620-5800	124,500.00
				620-5903	12,500.00
B3824-00066	Monarchs Athletics	PEAK	Homeschool Classes 2023/24	620-5800	868.00
B3824-00067	VTA Brazilian Jiu Jitsu X Inc.	PEAK	Homeschool Classes 2023/24	620-5800	600.00
B3824-00068	VTA CNTY OFFICE OF EDUCATION	PEAK	DHH Services 2023/24	620-5800	3,949.00
B3824-00069	VTA CNTY OFFICE OF EDUCATION	PEAK	PD ADMIN 2023/24	620-5800	100.00
B3824-00070	The Animation Course, LLC	PEAK	Homeschool Classes 2023/24	620-5800	250.00
B3824-00071	X-act Technology Solutions Inc	PEAK	Microsoft for Windows	620-5800	2,100.00
B3824-00072	IXL Learning Inc.	PEAK	Upgrade IXL Site License 2023/24	620-4100	1,380.00
B3824-00073	Procurify Technologies, Inc.	PEAK	Subscription Service 2022/24 2024/25	620-5800	3,602.33
				620-9330	12,840.00
B3824-00074	Marc M Majdick	PEAK	Homeschool Classes 2023/24	620-5800	580.00
B3824-00075	Solid Gold Dance, Inc.	PEAK	Homeschool Classes 2023/24	620-5800	634.00
B3824-00076	Magnitude Cheer	PEAK	Homeschool Classes 2023/24	620-5800	169.00
P3824-00068	X-act Technology Solutions Inc	PEAK	License for Staff Laptops 2023/24	620-5800	3,579.30
P3824-00069	Fireplace Inc	PEAK	Communication Tool 2023/24 - Extened to June 2024	620-5800	624.00
P3824-00070	Buena Vista Museum	PEAK	Field Trip HS	620-5810	71.00
P3824-00071	Amazon Capital Services Inc AC COUNT NUMBER A2ANLA6W681S3Q	PEAK	January 2023/24 1	620-4300	505.16
P3824-00072	JAMF Holdings Inc&Subsidiaries	PEAK	Software License Curriculum 2023/24	620-5800	37.35
P3824-00073	KINCAID INFORMATION TECHN. LLC	PEAK	License Student Staff 2023/24	620-5800	1,525.00
P3824-00074	American Express	PEAK	Credit Card January 2023/24	620-4300	232.95
				620-5220	1,596.00
				620-5800	1,363.24
				620-5901	1,016.30
				620-5903	14.75
P3824-00075	Amazon Capital Services Inc AC COUNT NUMBER A2ANLA6W681S3Q	PEAK	January 2023/24 2	620-4100	196.34
				620-4700	93.65
P3824-00076	Accelerate Education Inc	PEAK	Curriculum Digital HS 2023/24	620-4100	152.00
P3824-00077	Amazon Capital Services Inc AC COUNT NUMBER A2ANLA6W681S3Q	PEAK	February 2023/24 1	620-4300	602.11
				620-4700	80.52
P3824-00078	Monarch Photography, LLC	PEAK	ID Badge	620-4300	53.63
P3824-00079	Lakeshore Learning Materials	PEAK	HS Learning Center Supplies	620-4400	536.68
P3824-00080	California Charter Schools	PEAK	Conference Admin 2023/24	620-5220	750.00

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.

Includes Purchase Orders dated 01/01/2024 - 02/29/2024

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
P3824-00081	Amazon Capital Services Inc AC COUNT NUMBER A2ANLA6W681S3Q	PEAK	February 2023/24 2	620-4300	663.37
P3824-00082	J. SWEIGART INC	PEAK	Curriculum Supplies 2023/24	620-4300	477.26
P3824-00083	J. SWEIGART INC	PEAK	Student Chomebooks 2023-24 HS	620-4400	19,216.56
P3824-00084	American Express	PEAK	Credit Card February 2024	620-4300	960.31
				620-4700	26.08
				620-5220	5,057.22
				620-5800	1,213.85
				620-5901	1,038.78
				620-5903	245.91
Total Number of POs				31	
				Total	209,684.29

Fund Recap

Fund	Description	PO Count	Amount
620	Peak Prep	31	209,684.29

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.

Includes Purchase Orders dated 01/01/2024 - 02/29/2024

PO Changes

	<u>New PO Amount</u>	<u>Fund/ Object</u>	<u>Description</u>	<u>Change Amount</u>
B3824-00043	2,507.00	620-5800	Peak Prep/Professional/Consultion Servic	840.00
B3824-00044	1,224.00	620-5800	Peak Prep/Professional/Consultion Servic	420.00
B3824-00045	11,150.00	620-5800	Peak Prep/Professional/Consultion Servic	.00
B3824-00052	10,395.00	620-5801	Peak Prep/Audit Services	2,415.00-
B3824-00053	4,555.00	620-5800	Peak Prep/Professional/Consultion Servic	2,605.00
B3824-00055	335.00	620-5800	Peak Prep/Professional/Consultion Servic	100.00
B3824-00058	5,536.74	620-5800	Peak Prep/Professional/Consultion Servic	.00
B3824-00059	78.00	620-5800	Peak Prep/Professional/Consultion Servic	.00
P3824-00066	3,723.00	620-5800	Peak Prep/Professional/Consultion Servic	591.00
			Total PO Changes	2,141.00

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.



Peak Prep Pleasant Valley

Board Meeting Agenda—Regular Board Meeting
Jan 31st, 2024
10:00 am

Meeting Location:

PVSD
600 Temple Ave
Camarillo, CA 93010
Rm 24

Remote Meeting Access:

Join Zoom Meeting

Topic: Jan '24 Board Meeting

Time: Jan 31, 2024 10:00 AM Pacific Time (US and Canada)

Join Zoom Meeting

<https://peak-prep-org.zoom.us/j/87012529096?pwd=c0FydUJVME1yejlDd0JpS0dicEtZdz09>

Meeting ID: 870 1252 9096

Passcode: PeakPrep

One tap mobile

+13092053325,,87012529096#,,,,*07624117# US

+13126266799,,87012529096#,,,,*07624117# US (Chicago)

Dial by your location

• +1 309 205 3325 US

• +1 312 626 6799 US (Chicago)

• +1 646 931 3860 US

- +1 929 205 6099 US (New York)
- +1 301 715 8592 US (Washington DC)
- +1 305 224 1968 US
- +1 346 248 7799 US (Houston)
- +1 360 209 5623 US
- +1 386 347 5053 US
- +1 507 473 4847 US
- +1 564 217 2000 US
- +1 669 444 9171 US
- +1 669 900 6833 US (San Jose)
- +1 689 278 1000 US
- +1 719 359 4580 US
- +1 253 205 0468 US
- +1 253 215 8782 US (Tacoma)

Meeting ID: 870 1252 9096

Passcode: 07624117

Find your local number: <https://peak-prep-org.zoom.us/j/keCakR9o9k>

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 an open session will be made available for the public at www.peak-prep.org or 600 Temple Ave, Camarillo, CA 93010

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.

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

MEETING AGENDA & RELATED MATERIALS

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FOR MORE INFORMATION

For more information concerning this agenda or for materials relating to this meeting, please contact the Executive Director'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: ____10:07_____

B. Roll Call

Board Member	Present	Absent
Patty Lerner	x	
Bob Rust	x	
Carol Bjordahl		x

C.. *Motion to adopt the agenda was moved by* __ _ _____

Roll Call Vote:

Board Member	Motion to Move	Second	Yes	No	Abstain	Absent
Patty Lerner		x	x			
Bob Rust	x		x			
Carol Bjordahl						x

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 through written comments submitted before the meeting or live at the meeting. 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, or otherwise by lining up at the designated spot for public comment designated by the Board at the time public comment is opened. 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 also be presented live through our Zoom link to the meeting: <https://peak-prep-org.zoom.us/j/87012529096?pwd=c0FydUJVMl1yejlDd0lpS0dicEtZdz09>

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

Members of the public wishing to comment via Zoom shall use the “raise hand” function and will be called on to present.

III. Information, Discussion, and Action items

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

1. Approval of Financial Statement. *The Chief Business Official recommends that the Board of Directors approve the revenue and expenditures as listed on the Dec 1st, 2023 through Dec 31st, 2023 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 Dec 1st through Dec 31st, 2023 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 Dec 1st, 2023 through Dec 31st, Board Reports.

4. Approve Minutes from 12/6/2023 Board Meetings.

Board Member	Motion to Move	Second	Yes	No	Abstain	Absent
Patty Lerner		x	x			
Bob Rust	x		x			
Carol Bjordahl						x

B) Executive Director 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

Carol arrived 10:24am

C) The Board shall review, discuss, and consider approving the inter-District Service Agreement with Ventura County Office of Education (VCOE).

The agreement between Peak Prep and VCOE is designed to allow VCOE to provide special ed services, as needed, such as Deaf/Hard of Hearing services.

Board Member	Motion to Move	Second	Yes	No	Abstain	Absent
Patty Lerner			x			
Bob Rust		x	x			
Carol Bjordahl	x		x			

D) The Board shall review, discuss, and approve the new Business & Financing Technician position & job description. This classified position is designed to support accounts payable with billing, invoicing, 3rd parties agreements, monitoring & tracking supplies, especially within the homeschool program. This would move the accounts payable clerk to this role along with hiring someone to support additional accounts payable and business tasks.

Board Member	Motion to Move	Second	Yes	No	Abstain	Absent
Patty Lerner			x			
Bob Rust	x		x			
Carol Bjordahl		x	x			

E) The Board shall review, discuss, and approve the updated Salary Schedule. This is an updated salary schedule to include the Business & Finance Technician position.

Board Member	Motion to Move	Second	Yes	No	Abstain	Absent
Patty Lerner			x			
Bob Rust		x	x			
Carol Bjordahl	x		x			

F) The Board shall review, discuss, and approve the Winter Con 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
Patty Lerner			x			
Bob Rust	x		x			
Carol Bjordahl		x	x			

G) The Board shall review, discuss and approve the School Accountability Report Card. By February 1 of each year, every school in California is required by state law to publish a School Accountability Report Card (SARC). The SARC contains information about the condition and performance of each California public school. This is preliminary data with all released information.

Board Member	Motion to Move	Second	Yes	No	Abstain	Absent
Patty Lerner			x			
Bob Rust		x	x			
Carol Bjordahl	x		x			

H) The Board shall review the Local Control & Accountability Plan (LCAP) Mid-Year Review. The mid-year update serves as a checkpoint within the annual cycle. It allows LEAs to monitor and analyze the implementation of strategies and interventions in real-time, making timely adjustments, if needed. The report shall include both 1) all available midyear outcome data related to the metrics and, 2) all available expenditures and implementation data on all action identified in the current year’s LCAP. There is no required template for the mid-year update and the governing board is not required to adopt the mid-year update.

--Not an action item

I) The Board shall review, discuss, and approve the annual 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
Patty Lerner			x			
Bob Rust	x		x			
Carol Bjordahl		x	x			

J) The Board shall review, discuss, and approve the 2022-2023 school audit. Completed by the district-approved auditor the completed 2022-2023 school year audit is a yearly requirement for examining fiscal and state compliances regarding Peak’s independent study and non-classroom state requirements. There were no findings.

Board Member	Motion to Move	Second	Yes	No	Abstain	Absent
Patty Lerner			x			
Bob Rust	x		x			
Carol Bjordahl		x	x			

IV. Closed Session

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

Return: 11:17am

No Action was taken.

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
Patty Lerner			x			
Bob Rust		x	x			
Carol Bjordahl	x		x			

Adjourned at _11:18am___

Peak Prep Pleasant Valley

2150 Pickwick Drive, #304

Camarillo, CA 93010

Phone (855) 900-PEAK

www.peak-prep.org



2023-24 Second Interim

Budget Detail

Prepared By:

Rudy Calasin

Ventura County Schools Business Services Authority

5100 Adolfo Road

Camarillo, CA 93012

Phone: (805) 383-9317 Fax: (805) 383-1973

e-mail: rucalasin@vcoe.org

Peak Prep Pleasant Valley
2023-24 Second Interim
Budget Detail

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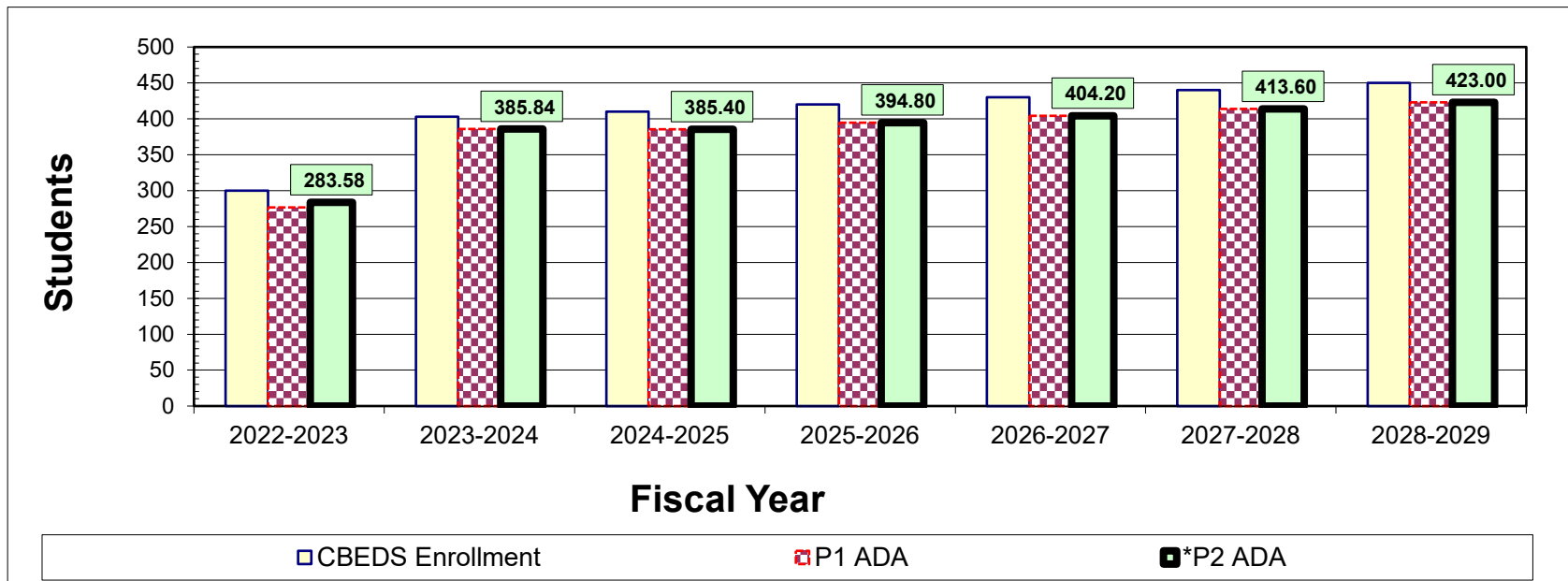
Peak Prep Pleasant Valley																					
Fiscal Year	TK	K	1st	2nd	3rd	TK-3	4th	5th	6th	4-6	7th	8th	7-8	9th	10th	11th	12th	9-12	Total	Incr/ (Decr) from PY	% Change
2022-23 CBEDS Enroll	5	21	17	10	13	66	14	21	14	49	20	30	50	32	33	30	40	135	300	-35	-10.45%
2023-24 CBEDS Enroll	12	29	32	22	19	114	25	16	27	68	34	31	65	34	48	48	26	156	403	103	34.33%
2023-24 Current Enroll	19	34	32	26	22	133	25	19	29	73	46	43	89	40	50	46	18	154	449	149	49.67%
2024-25 Est. Enroll	10	30	30	30	25	125	25	25	25	75	40	25	65	40	35	35	35	145	410	-39	-8.69%
2025-26 Est. Enroll	10	30	30	30	30	130	25	25	25	75	40	40	80	25	40	35	35	135	420	10	2.44%
2026-27 Est. Enroll	10	30	30	30	30	130	25	25	25	75	40	40	80	40	30	40	35	145	430	10	2.38%
2027-28 Est. Enroll	10	30	30	30	30	130	25	25	25	75	40	40	80	40	40	35	40	155	440	10	2.33%
2028-29 Est. Enroll	10	30	30	30	30	130	25	25	25	75	45	45	90	40	40	40	35	155	450	10	2.27%

2022-23 Est. ADA	4.70	19.74	15.98	9.40	17.47	67.29	13.16	19.74	10.86	43.76	18.80	27.93	46.73	30.08	31.02	28.20	36.50	125.80	283.58
2023-24 Est. ADA	17.55	31.96	30.08	24.44	6.25	110.28	23.50	17.86	19.58	60.94	43.24	17.86	61.10	37.60	47.00	10.01	16.92	111.53	343.85
2024-25 Est. ADA	9.40	28.20	28.20	28.20	23.50	117.50	23.50	23.50	23.50	70.50	37.60	23.50	61.10	37.60	32.90	32.90	32.90	136.30	385.40
2025-26 Est. ADA	9.40	28.20	28.20	28.20	28.20	122.20	23.50	23.50	23.50	70.50	37.60	37.60	75.20	23.50	37.60	32.90	32.90	126.90	394.80
2026-27 Est. ADA	9.40	28.20	28.20	28.20	28.20	122.20	23.50	23.50	23.50	70.50	37.60	37.60	75.20	37.60	28.20	37.60	32.90	136.30	404.20
2027-28 Est. ADA	9.40	28.20	28.20	28.20	28.20	122.20	23.50	23.50	23.50	70.50	37.60	37.60	75.20	37.60	37.60	32.90	37.60	145.70	413.60
2028-29 Est. ADA	9.40	28.20	28.20	28.20	28.20	122.20	23.50	23.50	23.50	70.50	42.30	42.30	84.60	37.60	37.60	37.60	32.90	145.70	423.00

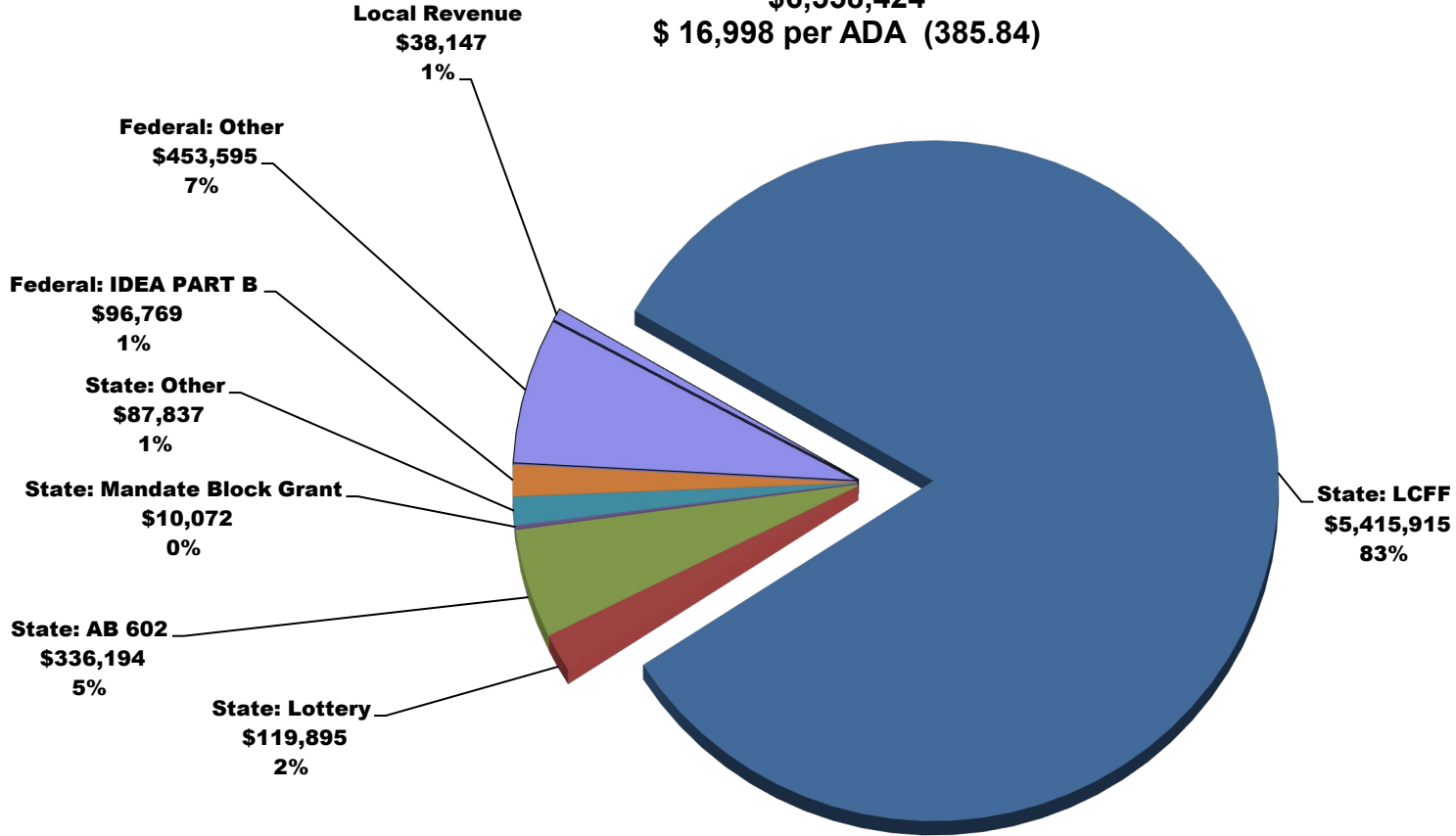
2023-24 Track A ADA	-	-	-	-	-	-	-	-	0.15	0.15	0.20	1.45	1.65	2.29	2.97	2.85	32.07	40.19	41.99
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**Peak Prep Pleasant Valley
CBEDS Enrollment/P1 Attendance/P2 Attendance (Funded ADA) Trends**

Fiscal Year	CBEDS Enrollment	Track A ADA	P1 ADA	*P2 ADA	Incr/(Decr) from Prior Year CBEDS		Incr/(Decr) from Prior Year P2 ADA		Attendance Percentage (P2/CBEDS)
					#	%	#	%	
2022-2023	300	-	276.45	283.58	(35.00)	-10.45%	(41.88)	-12.87%	94.53%
2023-2024	403	41.99	385.84	385.84	103.00	34.33%	102.26	36.06%	95.74%
2024-2025	410	-	385.40	385.40	7.00	1.74%	(0.44)	-0.11%	94.00%
2025-2026	420	-	394.80	394.80	10.00	2.44%	9.40	2.44%	94.00%
2026-2027	430	-	404.20	404.20	10.00	2.38%	9.40	2.38%	94.00%
2027-2028	440	-	413.60	413.60	10.00	2.33%	9.40	2.33%	94.00%
2028-2029	450	-	423.00	423.00	10.00	2.27%	9.40	2.27%	94.00%

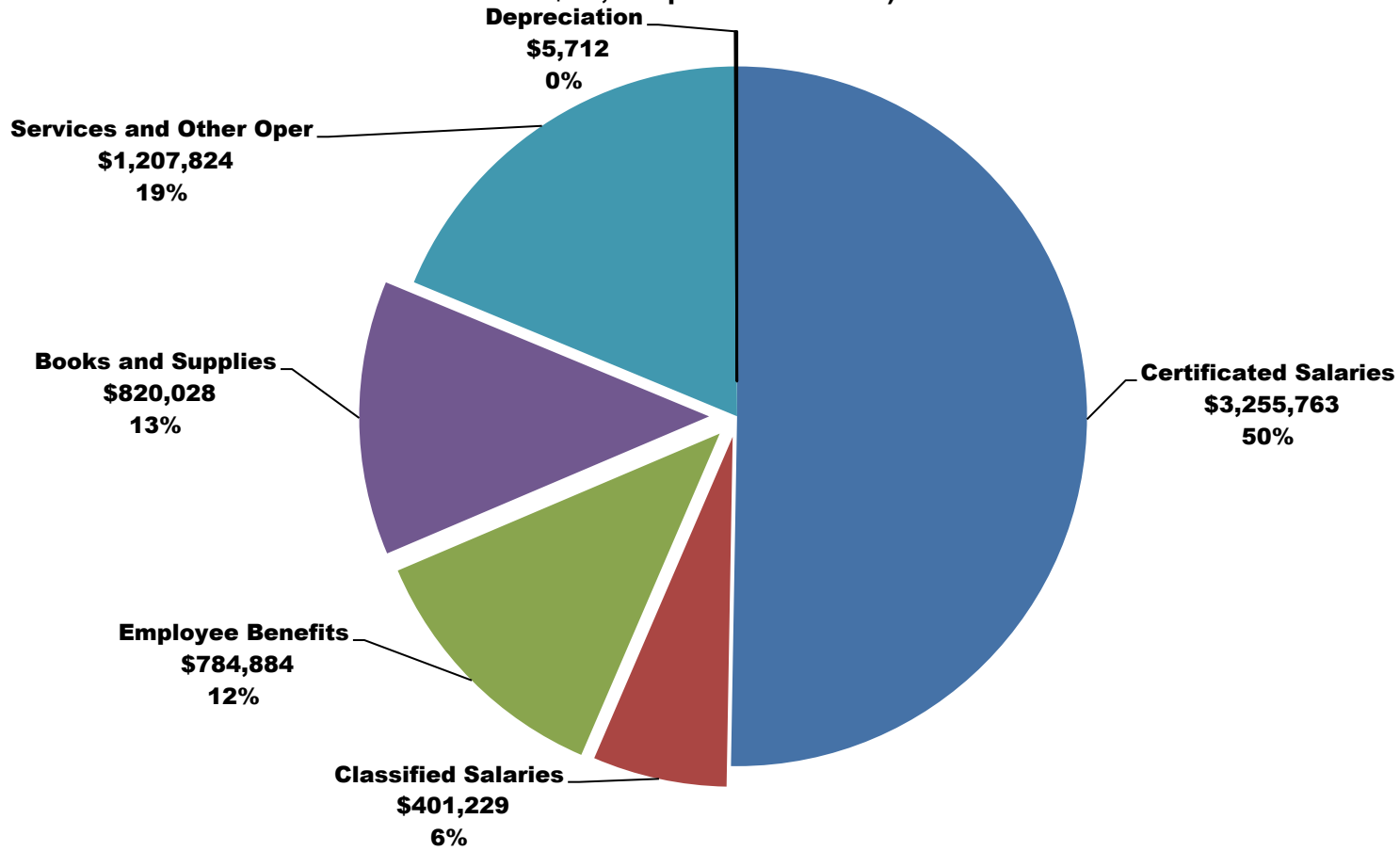


**Peak Prep Pleasant Valley
2023-24 Revenues
\$6,558,424
\$ 16,998 per ADA (385.84)**



	A	B	C	F	G	H	I	J	M
1	Peak Prep Pleasant Valley								
2	Based on Governor's 2023-24 Budget Proposal								
3				2023/24	2023/24	2nd Interim vs 1st			
4				1st Interim	2nd Interim	Interim Budget Change			
5	Object	Description	Comments	Budget	Budget	Amount	%	2024/25	2025/26
6								Budget	Budget
7		LCFF Sources							
8	8011	Local Control Funding Formula	Regular School Year	\$3,925,065	\$3,008,072	\$ (916,993)	-23.36%	\$ 3,591,804	\$ 3,777,327
9	8011	Local Control Funding Formula	Track A	145,886	589,414	443,528	304.02%	-	-
10	8012	Education Protection Act (Prop 30)		76,774	77,168	394	0.51%	77,168	77,168
13	8096	In Lieu Taxes		1,205,921	1,741,261	535,340	44.39%	1,741,261	1,741,261
15		Total LCFF Sources		\$5,353,646	\$5,415,915	\$ 62,269	1.16%	\$ 5,410,233	\$ 5,595,756
16		Federal Sources							
17	8181	Special Ed	IDEA Part B 3310	\$ 41,683	\$ 96,769	\$ 55,086	132.15%	\$ 96,769	\$ 96,769
19	8290	Federal	ESSER III 3213	44,578	44,578	-	0.00%	-	-
20	8290	Federal	ESSER III 3214	25,421	25,421	-	0.00%	-	-
21	8290	Federal	ELO Grant 3216	32,458	32,458	-	0.00%	-	-
22	8290	Federal	ELO Grant 3217	7,449	7,449	-	0.00%	-	-
23	8290	Federal	ELO Grant 3218	21,159	21,159	-	0.00%	-	-
24	8290	Federal	ELO Grant 3219	36,474	36,474	-	0.00%	-	-
25	8290	Federal	Title I, Part A 3010	84,386	86,661	2,275	2.70%	86,661	86,661
26	8290	Federal	Title I, Part A, CSI 3182	178,351	178,351	-	0.00%	-	-
27	8290	Federal	Title II, Part A 4035	11,005	11,044	39	0.35%	11,044	11,044
28	8290	Federal	Title IV, Part A 4127	10,000	10,000	-	0.00%	10,000	10,000
29									
30		Total Federal Sources		\$ 492,964	\$ 550,364	\$ 57,400	11.64%	\$ 204,474	\$ 204,474
31		Other State Revenue							
32	8550	Mandate Block Grant		\$ 10,072	\$ 10,072	\$ -	0.00%	\$ 13,017	\$ 12,465
33	8560	Unrestricted Lottery	385.84 ADA x 1.04446 @ \$177	70,966	71,330	364	0.51%	71,249	72,986
34	8560	Unrestricted Lottery	Prior Year Adjustment	11,201	11,201	-	0.00%	-	-
35	8560	Restricted Lottery	385.84 ADA x 1.04446 @ \$72	28,868	29,016	148	0.51%	28,983	29,689
36	8560	Restricted Lottery	Prior Year Adjustment	8,348	8,348	-	0.00%	-	-
38	8590	Other State Revenue	Special Ed Mental Health 6546	-	30,755	30,755	New	30,755	30,755
39	8590	Other State Revenue	Arts, Music & Instructional Materials Discretionary 6762	4,442	4,442	-	0.00%	-	-
40	8590	Other State Revenue	Arts and Music in Schools (AMS) - Funding Guarantee and Accountability Act (Prop 28) 6770	51,108	51,111	3	0.01%	51,111	51,111
41	8590	Other State Revenue	Learning Recovery Emergency 7435	425	425	-	0.00%	-	-
43	8590	Other State Revenue	Misc 0000	1,104	1,104	-	0.00%	-	-
44		Total Other State Revenue		\$ 186,534	\$ 217,804	\$ 31,270	16.76%	\$ 195,115	\$ 197,006
45		Other Local Revenue							
46	8660	Interest		\$ 7,500	\$ 38,000	\$ 30,500	406.67%	\$ 7,500	\$ 7,500
47	8699	Other Local Revenue	Misc. 0000	97	147	50	51.55%	-	-
49	8792	Apportionment Transfer Sped	AB 602	227,099	336,194	109,095	48.04%	336,194	336,194
50		Total Other Local Revenue		\$ 234,699	\$ 374,341	\$ 139,645	59.50%	\$ 343,694	\$ 343,694
51		TOTAL REVENUES		\$6,267,840	\$6,558,424	\$ 290,584	4.64%	\$ 6,153,516	\$ 6,340,930

**Peak Prep Pleasant Valley
2023-24 Expenditures
\$6,468,076
(\$16,764 per ADA 385.84)**



	A	B	C	F	G	H	I	J	M
1	Peak Prep Pleasant Valley								
2	Based on Governor's 2023-24 Budget Proposal								
3				2023/24	2023/24	2nd Interim vs			
4				1st Interim	2nd Interim	1st Interim Budget			
5	Object	Description	Comments	Budget	Budget	Amount	%	2024/25	2025/26
6		Certificated Salaries							
7	1100	Teachers	19.25 FTE Teachers, 4.00 FTE SpEd Teachers, 5.00 FTE Homeschool Teachers, 2.75 FTE Intervention Teachers	\$ 2,422,799	\$ 2,443,556	\$ 20,757	0.86%	\$ 2,293,317	\$ 2,344,794
8	1130	Teachers - Stipends	Lead Teacher, McKinney-Vento, College/Career Readiness, Assessment & Diagnostics, CALPADS, 504 Coordinator, SEL, SpEd, CTE Coordinator, ELD/EDD, Dual Enrollment, Clubs, Induction, Summer Enrollment	88,000	90,500	2,500	2.84%	85,500	85,500
9	1140	Certificated Extra Duty	Summer School Teachers	39,200	39,200	-	0.00%	-	-
10	1200	Certificated Pupil Support	1.00 FTE Counselor, 1.00 FTE Psychologist, 1.00 FTE Speech Pathologist, Summer Counselor Stipend	308,769	308,769	-	0.00%	276,888	287,039
11	1300	Administration	1.00 FTE Executive Director, 1.00 FTE Principal	335,293	335,293	-	0.00%	318,151	331,974
12	1330	Administrative Stipend	Special Education, Accreditation, ELPAC/CAASPP, Summer School Admin	34,500	34,500	-	0.00%	24,500	24,500
13	1900	Other Certificated	Orientation Specialist Hours	3,945	3,945	-	0.00%	-	-
14									
15		Total Certificated Salaries		\$ 3,232,506	\$ 3,255,763	\$ 23,257	0.72%	\$ 2,998,356	\$ 3,073,807
16		Classified Salaries							
17	2100	Instructional Aides	0.80 FTE Learning Center Instructional Aide	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -
18	2200	Classified Support	Psychology Intern (\$700/month x 11 months)	4,200	7,700	3,500	83.33%	7,700	7,700
19	2300	Classified Administration	1.00 FTE Fiscal Operations Manager, Summer Admin	119,104	119,104	-	0.00%	108,326	108,326
20	2400	Clerical and Office	1.50 FTE Admin Assistant, 1.50 FTE Business & Finance Tech, 1.00 FTE Attendance/Enrollment Specialist, .50 FTE Enrollment Specialist	265,281	274,425	9,144	3.45%	292,261	295,329
21									
22		Total Classified Salaries		\$ 388,585	\$ 401,229	\$ 12,644	3.25%	\$ 408,287	\$ 411,355
23		Benefits							
24	3100	STRS (Retirement)	19.1% in 2024/25	\$ -	\$ -	\$ -	0.00%	\$ 572,686	\$ 587,097
25	3200	PERS (Retirement)	27.8% in 2024/25	-	-	-	0.00%	113,504	117,236
26	3301	OASDI/Medicare	6.2% OASDI, 1.45% Medicare	237,808	237,397	(411)	-0.17%	43,476	44,570
27	3302	OASDI/Medicare	6.2% OASDI, 1.45% Medicare	29,036	29,908	872	3.00%	31,234	31,469
28	3401	Health and Welfare	\$10,511 Single, \$16,128 2-Party, \$20,475 Family for full-time employees	365,670	379,396	13,726	3.75%	426,896	447,224
29	3402	Health and Welfare	\$10,511 Single, \$16,128 2-Party, \$20,475 Family for full-time employees	56,271	56,271	-	0.00%	59,085	61,898

	A	B	C	F	G	H	I	J	M
1	Peak Prep Pleasant Valley								
2	Based on Governor's 2023-24 Budget Proposal								
3				2023/24	2023/24	2nd Interim vs			
4				1st Interim	2nd Interim	1st Interim Budget			
5	Object	Description	Comments	Budget	Budget	Amount	%	2024/25	2025/26
								Budget	Budget
30	3500	State Unemployment Insurance	0.05%	1,778	1,791	13	0.73%	17,033	17,426
31	3600	Workers' Compensation	1.7420%	63,080	63,705	625	0.99%	59,344	60,712
32	3900	Miscellaneous Benefits	Life/AD&D, Disability Insurance	14,243	16,416	2,173	15.26%	6,607	6,607
33		Total Benefits		\$ 767,886	\$ 784,884	\$ 16,998	2.21%	\$ 1,329,864	\$ 1,374,239
34		Books and Supplies							
35	4100	Textbooks Curriculum	Accelerate, Edgenuity R0000/0709/6300	\$ 300,102	\$ 300,102	\$ -	0.00%	\$ 247,748	\$ 255,181
38	4300	Materials and Supplies	Office Supplies F2700	4,000	4,000	-	0.00%	4,120	4,244
39	4300	Materials and Supplies	Instructional Supplies R0000/0709/4127, F1000	35,000	35,000	-	0.00%	36,050	37,132
40	4300	Materials and Supplies	Instructional Supplies (Homeschool Ed Funds)	171,500	171,500	-	0.00%	281,750	294,000
41	4300	Materials and Supplies	Learning Center Instructional Materials R3216	13,145	13,062	(83)	-0.63%	-	-
42	4300	Materials and Supplies	Learning Center Instructional Materials R3218	1,484	2,840	1,356	91.37%	-	-
43	4300	Materials and Supplies	Learning Center Instructional Materials R3219	-	944	944	New	-	-
44	4300	Materials and Supplies	Special Ed R3310/6500	1,750	1,750	-	0.00%	1,750	1,750
47	4400	Non-capitalized Equipment	Student Chromebooks R0000/F1000	73,006	84,460	11,454	15.69%	-	-
48	4400	Non-capitalized Equipment	Student Chromebooks R0000/F1000 (Homeschool)	40,199	54,768	14,569	36.24%	-	-
50	4400	Non-capitalized Equipment	Laptops for Students and Staff R0709	100,000	100,000	-	0.00%	40,000	40,000
52	4400	Non-capitalized Equipment	Laptops for Staff R3213	50,000	38,546	(11,454)	-22.91%	-	-
53	4400	Non-capitalized Equipment	Furniture for Learning Center R3216	11,979	11,777	(202)	-1.69%	-	-
55	4400	Non-capitalized Equipment	Furniture for Learning Center R3218	568	568	-	0.00%	-	-
56	4400	Non-capitalized Equipment	Homeschool Supplies R3219	23,305	537	(22,768)	-97.70%	-	-
59	4700	Food	Food for Homeschool Field Trips R3219	-	174	174	New	-	-
60		Total Books and Supplies		\$ 826,038	\$ 820,028	\$ (6,010)	-0.73%	\$ 611,418	\$ 632,306
64									
65	5200	Travel and Conference	Mileage F2700	\$ 5,358	\$ 5,358	\$ -	0.00%	\$ 5,519	\$ 5,684
66	5200	Travel and Conference	Field Trip Mileage R3218	-	436	436	New	-	-
67	5220	Travel and Conference	Staff Development F1000 (includes R4035)	30,712	30,751	39	0.13%	31,674	32,624
68	5220	Travel and Conference	Staff Development F2700 (includes R4035)	8,755	8,755	-	0.00%	9,018	9,288
69	5220	Travel and Conference	Staff Development R3219	13,169	13,695	526	3.99%	-	-
71	5220	Travel and Conference	Staff Development R6500/F1120	7,078	7,078	-	0.00%	7,291	7,509
72		Total Travel and Conference		\$ 65,072	\$ 66,073	\$ 1,001	1.54%	\$ 53,500	\$ 55,105
73	5300	Dues and Memberships	WASC, NHS	\$ 3,000	\$ 3,000	\$ -	0.00%	\$ 3,090	\$ 3,183
74		Total Dues and Memberships		\$ 3,000	\$ 3,000	\$ -	0.00%	\$ 3,090	\$ 3,183
75									
76	5450	Insurance	Liability Insurance	\$ 35,401	\$ 35,401	\$ -	0.00%	\$ 44,251	\$ 55,314
77		Total Insurance		\$ 35,401	\$ 35,401	\$ -	0.00%	\$ 44,251	\$ 55,314
84	5600	Facilities	Facility Rent (Office) F8700	\$ 3,396	\$ 3,537	\$ 141	4.15%	\$ 3,643	\$ 3,752

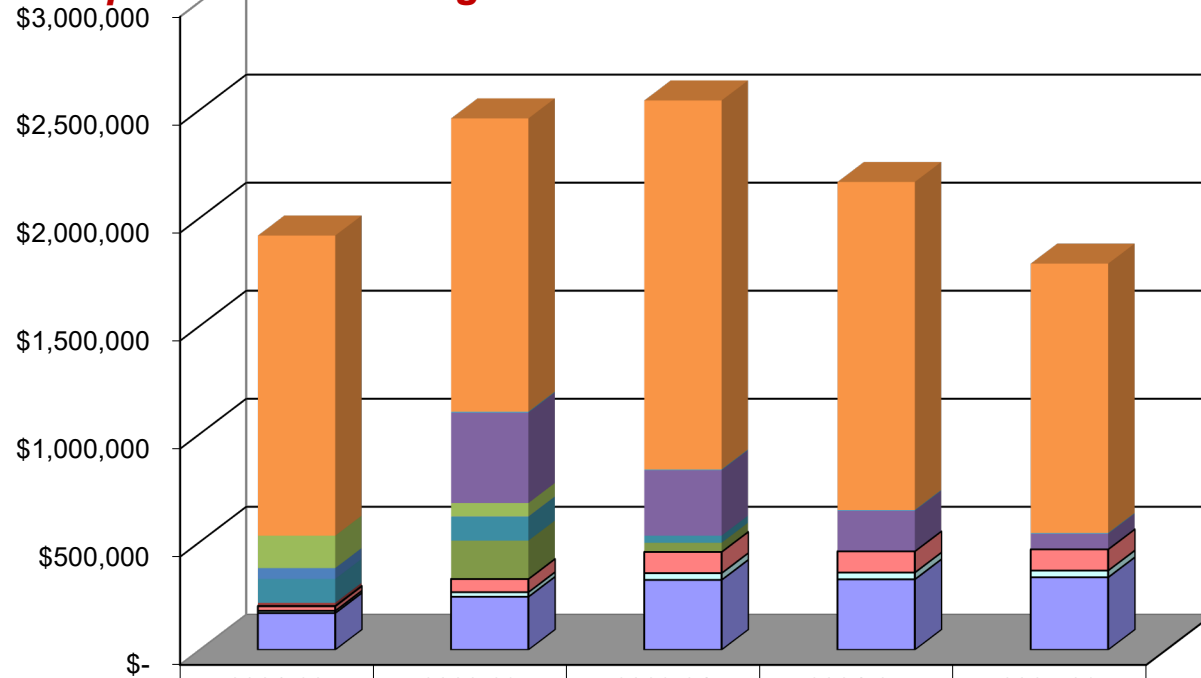
	A	B	C	F	G	H	I	J	M
1	Peak Prep Pleasant Valley								
2	Based on Governor's 2023-24 Budget Proposal								
3				2023/24	2023/24	2nd Interim vs			
4				1st Interim	2nd Interim	1st Interim Budget			
5	Object	Description	Comments	Budget	Budget	Amount	%	2024/25	2025/26
85	5600	Facilities	Facility Rent (Learning Center) R3216-3218, F8700	25,974	25,974	-	-	26,753	27,556
87		Total Leases, Rentals and Repairs		\$ 29,370	\$ 29,511	\$ 141	0.48%	\$ 30,396	\$ 31,308
	5800	Professional Services	Other Administrative Services, Graduation, Student Info. Systems, Enrollment, Parsec, Transcripts R0000, F2700	\$ 172,100	\$ 72,100	\$ (100,000)	-58.11%	\$ 74,263	\$ 76,491
88									
89	5800	Professional Services	PVSD Tech Contract R0000, F2700/7700 OTEC	-	112,000	112,000	New	115,360	118,821
90	5800	Professional Services	General Administration, Marketing R0000, F7200	51,500	51,500	-	0.00%	53,045	54,636
91	5800	Professional Services	Oversight Fee 1% R0000, F7600	53,536	54,159	623	1.16%	54,102	55,958
	5800	Professional Services	ELlevation, ParentSquare, Gravity Assist, Google Suite, Doc Hub, Zoom, GoToMeeting R0000, F1000	50,000	50,000	-	0.00%	51,500	53,045
92									
93	5800	Professional Services	Instructional Services (Homeschool Ed Funds)	73,500	73,500	-	0.00%	120,750	126,000
94	5800	Professional Services	Student Testing Services R0000, F3160	5,000	5,000	-	0.00%	5,150	5,305
96	5800	Professional Services	Title I, Part A R3010 (Liaison Training)	998	998	-	0.00%		
97	5800	Professional Services	ESSER III R3213 (Gravity Assist)	37,990	6,032	(31,958)	-84.12%	-	-
	5800	Professional Services	ELO Grant R3218 (Science Presentation; Field Trips)	2,179	525	(1,654)	-75.91%	-	-
99									
100	5800	Professional Services	Special Ed R3310/R6500 - SpEd NPA Consultant	70,000	70,000	-	0.00%	70,000	70,000
101	5800	Professional Services	Educator Effectiveness R6266	-	2,115	2,115	New	-	-
103	5800	Professional Services	Arts & Music in Education Prop 28 R6770	-	2,888	2,888	New	-	-
	5800	Professional Services	Learning Recovery Emergency R7435 (Bright Thinker, Literary Resources, Gravity Assist)	5,093	26,446	21,353	419.26%	-	-
104									
105	5800	Professional Services	Ethnic Studies R7810 (VC Indian Education Consortium)	653	653	-	0.00%	-	-
107	5801	Professional Services	Audit Cost R0000,F7190	19,005	19,005	-	0.00%	19,575	20,162
108	5803	Professional Services	BSA Fees R0000, F2700/F7200	422,566	440,119	17,553	4.15%	414,856	427,507
109	5804	Professional Services	Fingerprinting	1,000	1,000	-	0.00%	1,000	1,000
110	5810	Professional Services	Field Trips	426	897	471	110.56%	-	-
111	5820	Professional Services	Software for Homeschoolers	402	402	-	0.00%	-	-
112	5899	Professional Services	Legal F7100	44,000	44,000	-	0.00%	30,000	30,000
113		Total Professional Services		\$ 1,009,948	\$ 1,033,339	\$ 23,391	2.32%	\$ 1,009,601	\$ 1,038,925
114	5901	Communication	Phone	\$ 10,500	\$ 10,500	\$ -	0.00%	\$ 10,815	\$ 11,139
115	5902	Communication	Internet	15,000	15,000	-	0.00%	15,450	15,914
116	5903	Communication	Postage	5,000	15,000	10,000	200.00%	15,450	15,914
117		Total Communication		\$ 30,500	\$ 40,500	\$ 10,000	32.79%	\$ 41,715	\$ 42,966
118		Total Other Services and Operating		\$ 1,173,291	\$ 1,207,824	\$ 34,533	2.94%	\$ 1,182,554	\$ 1,226,802

	A	B	C	F	G	H	I	J	M
1	Peak Prep Pleasant Valley								
2	Based on Governor's 2023-24 Budget Proposal								
3				2023/24	2023/24	2nd Interim vs			
4				1st Interim	2nd Interim	1st Interim Budget			
5	Object	Description	Comments	Budget	Budget	Amount	%	2024/25	2025/26
119		Depreciation						Budget	Budget
120	6900	Depreciation	Depreciation Cost for Capital Assets	\$ 5,427	\$ 5,712	\$ 285	5.25%	\$ 286	\$ 286
121		Total Depreciation		\$ 5,427	\$ 5,712	\$ 285	5.25%	\$ 286	\$ 286
126		TOTAL EXPENDITURES		\$ 6,393,733	\$ 6,475,440	\$ 81,707	1.28%	\$ 6,530,766	\$ 6,718,795

	A	B	C	F	G	H	I	J	M	Q
1	Peak Prep Pleasant Valley									
2	Based on Governor's 2023-24 Budget Proposal									
3						2nd Interim vs 1st Interim Budget Change				
4										
5	Object	Description	2023/24 1st Interim Budget	2023/24 2nd Interim Budget	Amount	%	2024/25 Budget	2025/26 Budget		
6		REVENUES:	Enrollment 403	Enrollment 403			Enrollment 410	Enrollment 420	Enrollment/ADA - 2023-24: 403/385.84, 2024-25: 410/385.40, 2025-26: 420/394.80, 2026-27: 430/404.20, 2027-28: 440/413.60, 2028-29: 450/423	
7	8010-8099	LCFF Sources	\$ 5,353,646	\$ 5,415,915	\$ 62,269	1.16%	\$ 5,410,233	\$ 5,595,756	Local Control Funding Formula 23/24: COLA 8.22% ADJ 0%, 24/25: COLA 0.76% ADJ 0%, 25/26: COLA 2.00% ADJ 0%, 26/27: COLA 2.00% ADJ 0%, 27/28: COLA 2.00% ADJ 0%, 28/29: COLA 2.00% ADJ 0%	
8	8100-8299	Federal Revenue	492,964	550,364	57,400	11.64%	204,474	204,474		
9	8300-8599	Other State	186,534	217,804	31,270	16.76%	195,115	197,006		
10	8600-8799	Other Local	234,696	374,341	139,645	59.50%	343,694	343,694		
11		TOTAL REVENUES	\$ 6,267,840	\$ 6,558,424	\$ 290,584	4.64%	\$ 6,153,516	\$ 6,340,930		
12		EXPENDITURES								
13	1000-1999	Certificated Salaries	\$ 3,232,506	\$ 3,255,763	\$ 23,257	0.72%	\$ 2,998,356	\$ 3,073,807	Teacher FTE - 2023-24: 31.00, 2024-25: 29.25, 2025- 26: 29.25, 2026-27: 29.25, 2027-28: 30.25, 2028-29: 30.25	
14	2000-2999	Classified Salaries	388,585	401,229	12,644	3.25%	408,287	411,355	Classified FTE - 2023-24: 5.50, 2024-25: 5.50, 2025- 26: 5.50, 2026-27: 5.50, 2027-28: 5.50, 2028-29: 5.50	
15	3000-3999	Employee Benefits	767,886	784,884	16,998	2.21%	1,329,864	1,374,239		
16	4000-4999	Books and Supplies	826,038	820,028	(6,010)	-0.73%	611,418	632,306		
17	5000-5999	Services and Other Operating	1,173,291	1,207,824	34,533	2.94%	1,182,554	1,226,802		
18	6000-6999	Depreciation	5,427	5,712	285	5.25%	286	286		
20		TOTAL EXPENDITURES	\$ 6,393,733	\$ 6,475,440	\$ 81,707	1.28%	\$ 6,530,766	\$ 6,718,795		
21		NET INCREASE/(DECREASE)	\$ (125,893)	\$ 82,984	\$ 208,877	-165.92%	\$ (377,250)	\$ (377,865)		
22	9791	Beginning Balance	\$ 2,459,655	\$ 2,459,655	\$ -	0.00%	\$ 2,542,639	\$ 2,165,389		
24		ENDING FUND BALANCE	\$ 2,333,762	\$ 2,542,639	\$ 208,877	8.95%	\$ 2,165,389	\$ 1,787,525		
25		COMPONENTS OF ENDING FUND BALANCE								
27	9797	R6300 Lottery Restricted	\$ 98,197	\$ 98,197	\$ -	0.00%	\$ 98,197	\$ 98,197		
28	9797	R6762 Arts, Music & IM Discretionary	42,066	42,066	-	0.00%	-	-		
30	9797	R7425 Expanded Learning Opportunity	12,027	12,027	-	0.00%	-	-		
31	9797	R7426 Expanded Learning Opportunity (Para)	21,144	21,144	-	0.00%	-	-		
32	9797	R7435 Learning Recovery Emergency	303,153	303,153	-	0.00%	187,936	72,208		
33	9797	R7810 Ethnic Studies	3,233	3,233	-	0.00%	3,233	3,233		
35	9796	Economic Uncert. (Greater of 5% or \$65K) 0000	319,687	323,772	4,085	1.28%	326,538	335,940		
36		<i>Economic Uncert. %</i>	5.00%	5.00%	0.00%	0.00%	5.00%	5.00%		
37	9790	R0060 Mandated Block Grant	31,340	31,340	-	0.00%	31,340	31,340		
39	9790	Undesignated 0000	1,502,915	1,707,707	204,792	13.63%	1,518,145	1,246,607		
40		ENDING FUND BALANCE	\$ 2,333,762	\$ 2,542,639	\$ 208,877	8.95%	\$ 2,165,389	\$ 1,787,525		



Components of Ending Fund Balance

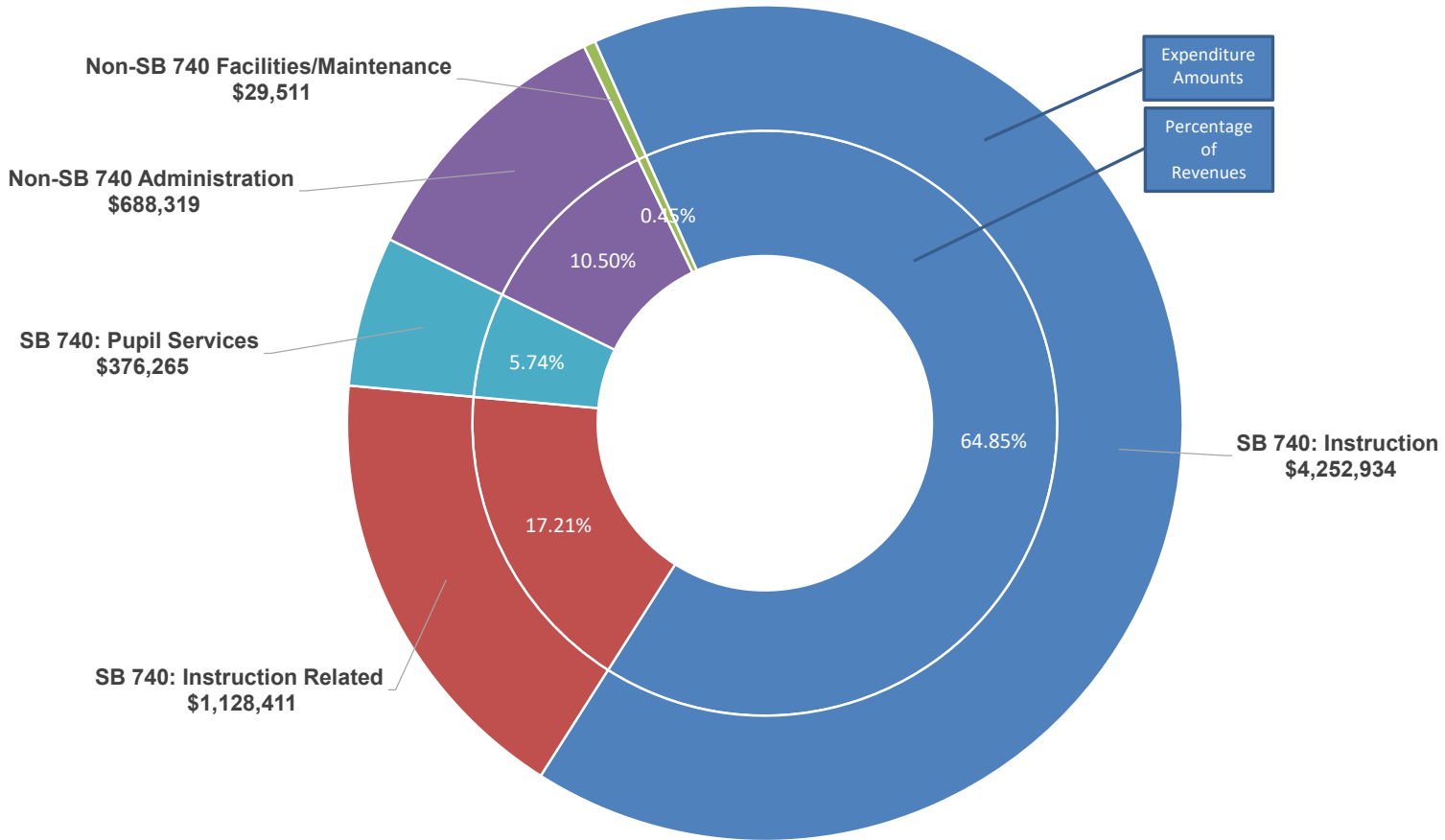


	2021-22	2022-23	2023-24	2024-25	2025-26
Undesignated	\$1,389,088	\$1,357,485	\$1,707,707	\$1,518,145	\$1,246,607
Ethnic Studies	\$-	\$3,886	\$3,233	\$3,233	\$3,233
Learning Recovery Emergency	\$-	\$418,974	\$303,153	\$187,936	\$72,208
A-G Grant	\$150,000	\$62,236	\$-	\$-	\$-
Educator Effectiveness	\$50,231	\$2,115	\$-	\$-	\$-
ELO Grant	\$110,420	\$109,700	\$33,171	\$-	\$-
Arts, Music & IM	\$-	\$177,188	\$42,066	\$-	\$-
State Special Ed: LRS	\$14,253	\$-	\$-	\$-	\$-
State Special Ed: ADR	\$1,557	\$-	\$-	\$-	\$-
Restricted Lottery	\$20,972	\$60,981	\$98,197	\$98,197	\$98,197
Mandate Block Grant	\$10,417	\$21,268	\$31,340	\$31,340	\$31,340
Economic Uncertainties	\$170,398	\$245,822	\$323,772	\$326,538	\$335,940

	A	B	C	D	E	F	G	H	I	J
1	Peak Prep Pleasant Valley									
2	ACTUAL EXPENDITURES TO DATE									
3			2023-24	Actual	Actual	Total	%	%	Balance Remaining	
4			2nd Interim	Encumbrances	Expenditures	Enc/Exp	Enc.	Exp.		
5	Object	Description	Budget	as of 2/26/2024	as of 2/26/2024	as of 2/26/2024	To Date	To Date	Amount	%
6										
7	1000	Certificated Salaries	\$ 3,255,763	\$ 1,092,328	\$ 1,879,099	\$ 2,971,427	33.55%	57.72%	\$ 284,336	8.73%
8	2000	Classified Salaries	401,229	126,084	255,232	381,316	31.42%	63.61%	19,913	4.96%
9	3000	Employee Benefits	784,884	300,039	417,406	717,445	38.23%	53.18%	67,439	8.59%
10	4100	Textbooks	300,102	40,611	262,210	302,821	13.53%	87.37%	(2,719)	-0.91%
12	4300	Materials and Supplies	229,096	2,259	68,914	71,173	0.99%	30.08%	157,923	68.93%
13	4400	Non-capitalized Equipment	290,656	1,849	301,515	303,364	0.64%	103.74%	(12,708)	-4.37%
14	4700	Food	174	-	174	174	0.00%	100.00%	-	0.00%
16	5200	Travel and Conference	66,073	1,350	58,304	59,654	2.04%	88.24%	6,419	9.72%
17	5300	Memberships and Dues	3,000	-	1,575	1,575	0.00%	52.50%	1,425	47.50%
18	5400	Insurance	35,401	-	35,401	35,401	0.00%	100.00%	-	0.00%
20	5600	Rentals, Leases, and Repairs	29,511	-	29,511	29,511	0.00%	100.00%	-	0.00%
21	5800	Professional Services	1,033,339	408,106	381,296	789,402	39.49%	36.90%	243,937	23.61%
22	5900	Communication	40,500	5,667	30,658	36,325	13.99%	75.70%	4,175	10.31%
23	6900	Depreciation	5,712	-	5,712	5,712	0.00%	100.00%	-	0.00%
25		TOTAL EXPENDITURES	\$ 6,475,440	\$ 1,978,293	\$ 3,727,007	\$ 5,705,300	30.55%	57.56%	\$ 770,140	11.89%

	A	B	C	D	E	F	G
1	Peak Prep Pleasant Valley 2023-24						
2	SB 740 Eligible Expenditures						
3							
4		2023/24 2nd Interim Budget	Encumbrances as of 2/26/2024	Actual Expenses as of 2/26/2024	2023/24 Actual Enc. And Exp.	Remaining Balance	% Remaining
5							
6	TOTAL REVENUES	\$ 6,558,424			\$ 6,558,424	N/A	N/A
7	Revenue Adjustments	\$ -			\$ -	N/A	N/A
8	REVENUES USED FOR 80% CALCULATION	\$ 6,558,424			\$ 6,558,424	N/A	N/A
9	Less Local (Interest, Fund Raising, Startup)	\$ (38,147)			\$ (38,147)	N/A	N/A
10	Net Revenues (Used for 40% Requirement)	\$ 6,520,277			\$ 6,520,277	N/A	N/A
11	SB 740 ELIGIBLE EXPENDITURES (Functions 1000-4999)						
12	Certificated Salaries	\$ 3,237,594	\$ 1,086,272	\$ 2,124,600	\$ 3,210,872	\$ 26,722	0.83%
13	Certificated Employee Benefits	686,313	261,173	422,920	684,093	2,220	0.32%
14	Special Education Contracts	70,000	37,792	19,640	57,432	12,568	17.95%
15	Total SB 740 Cert. Sal\Ben and Spec Ed Contracts	\$ 3,993,907	\$ 1,385,237	\$ 2,567,160	\$ 3,952,397	\$ 41,510	1.04%
16	Total SB 740 Cert. Sal\Ben and Spec Ed as % of Net Revenue (Excludes Interest, Fund Raising, Startup)	61.25%	Budget Meets 40% Minimum Requirement		60.62%	Actuals Meet 40% Minimum Requirement	
17	Classified Salaries	\$ 401,229	\$ 126,084	\$ 255,232	\$ 381,316	\$ 19,913	4.96%
18	Employee Benefits	95,005	37,488	55,637	93,125	1,880	1.98%
19	Books and Supplies	820,028	44,719	632,813	677,532	142,496	17.38%
20	Capital Outlay Expenditure Adj	5,712	-	5,712	5,712	-	0.00%
21	Services, Other Operating	441,729	111,676	295,886	407,562	34,167	7.73%
24	Total Other SB 740 Expenditures	\$ 1,763,703	\$ 319,967	\$ 1,245,280	\$ 1,565,247	\$ 198,456	11.25%
25	Total SB 740 EXPENDITURES (Functions 1000-4000)	\$ 5,757,610	\$ 1,705,204.00	\$ 3,812,440.00	\$ 5,517,644.00	\$ 239,966.00	4.17%
26	Total SB 740 Expenditures as % of Total Revenue	87.79%	Budget Meets 80% Minimum		84.13%	Actuals Meets 80% Minimum	
27	Percentage Over/(Under)	7.79%			4.13%		
28	Amount Over/(Under)	\$ 510,871			\$ 270,904.80		
29	NON SB 740 EXPENDITURES (Functions 5000-9999)						
30	Certificated Salaries	\$ 18,169	\$ 6,056	\$ 12,113	\$ 18,169	\$ -	0.00%
32	Employee Benefits	3,566	1,378	2,187	3,565	1	0.03%
34	Services, Other Operating	696,095	265,655	221,219	486,874	209,221	30.06%
37	Total NON SB 740 EXPENDITURES (Functions 5000-9999)	\$ 717,830	\$ 273,089	\$ 235,519	\$ 508,608	\$ 209,222	29.15%
38	Total NON SB 740 Expenditures as % of Total Revenue	10.95%			7.76%		
39	TOTAL EXPENDITURES/ENCUMBRANCES	\$ 6,475,440	\$ 1,978,293	\$ 4,047,959	\$ 6,026,252	\$ 449,188	6.94%
40	NET INCREASE/(DECREASE) IN FUND BALANCE	\$ 82,984			\$ 532,172		
41	Beginning Balance	\$ 2,459,655			\$ 2,459,655		
42	ENDING BALANCE	\$ 2,542,639			\$ 2,991,827		

Peak Prep Pleasant Valley
2022-23 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		\$ 2,210,765.12	\$ 2,084,457.20	\$ 1,793,977.14	\$ 1,790,692.94	\$ 1,814,734.65	\$ 1,256,069.32	\$ 1,210,599.96	\$ 1,186,538.61	\$ 1,311,486.90	\$ 1,405,209.30	\$ 1,487,038.45	\$ 1,547,741.60		\$ 2,210,765.12
B. RECEIPTS															
LCFF															
Property Tax															
LCFF State Aid															
Education Protection Account (EPA)															
In-Lieu to Charter															
IDEA Part B 3310															
Title I, Part A 3010															
Title I, Part A CSI 3182															
ESSER III Fund 3213															
ESSER III Fund 3213 PRY															
ESSER III Fund 3214															
ELOG ESSER II 3216															
ELOG GEER II 3217 PRY															
ELOG ESSER II 3218															
ELOG ESSER II 3219															
Title II, Part A 4035															
ESSA Title IV 4127															
Mandated Block Grant															
Lottery Unrestricted 1100															
Lottery Unrestricted 1100 PRY															
Lottery Restricted 6300															
Lottery Restricted 6300 PRY															
SpEd Mental Health 6546															
Arts, Music & IM Discretionary 6762															
Arts, Music & IM Discretionary 6762 PRY															
Prop 28 Arts & Music 6770															
Learning Recovery Emergency 7435															
Other State Income															
Interest															
Other Local Income															
AB602 6500															
TOTAL RECEIPTS		132,834.00	132,815.00	470,312.00	571,993.00	116,785.14	502,248.98	391,923.00	599,347.88	621,309.77	609,416.54	588,290.52	730,884.92	1,090,263.26	6,558,424.00
C. DISBURSEMENTS															
Certificated Salaries															
Classified Salaries															
Employee Benefits															
Supplies															
Services															
Capital Outlays															
TOTAL DISBURSEMENTS		202,163.96	539,591.57	506,913.64	560,464.69	822,243.81	559,539.94	433,323.08	486,920.13	540,107.92	540,107.92	540,107.92	540,107.92	203,847.64	6,475,440.16
INCOME LESS EXPENDITURES		(69,329.96)	(406,776.57)	(36,601.64)	11,528.31	(705,458.67)	(57,290.96)	(41,400.08)	112,427.75	81,201.84	69,308.61	48,182.59	190,776.99	886,415.62	82,983.84
D. PRIOR YEAR TRANSACTIONS															
Accounts Receivable															
Prepaid Expenditures															
Accounts Payable															
TOTAL PY TRANSACTIONS		(56,977.96)	116,296.51	33,317.44	12,513.40	146,793.34	11,821.60	17,338.73	12,520.55	12,520.55	12,520.55	12,520.55	(82,279.08)	(16.36)	248,889.81
E. NET INCREASE/(DECREASE)															
(B-C+D)		(126,307.92)	(290,480.06)	(3,284.20)	24,041.71	(558,665.33)	(45,469.36)	(24,061.35)	124,948.29	93,722.39	81,829.16	60,703.14	108,497.91	886,399.26	331,873.65
F. ENDING CASH (A+E)		2,084,457.20	1,793,977.14	1,790,692.94	1,814,734.65	1,256,069.32	1,210,599.96	1,186,538.61	1,311,486.90	1,405,209.30	1,487,038.45	1,547,741.60	1,656,239.51		
G. ENDING FUND BALANCE															
ACTUAL CASH BALANCE		\$ 2,084,457.20	\$ 1,793,977.14	\$ 1,790,692.94	\$ 1,814,734.65	\$ 1,256,069.32	\$ 1,210,599.96	\$ 1,186,538.61	\$ -	\$ -	\$ -	\$ -	\$ 1,547,741.60	\$ 1,656,239.51	
DIFFERENCE		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,311,486.90	\$ 1,405,209.30	\$ 1,487,038.45	\$ 1,547,741.60	\$ 1,656,239.51		

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):

2023-24 CHARTER SCHOOL INTERIM REPORT: This report is hereby filed by the charter school pursuant to Education Code Section 47604.33(a).

Signed: _____

Date: _____

Charter School Official
(Original signature required)

Printed Name: Shalen Bishop _____

Title: Executive Director _____

For additional information on the interim report, please contact:

Charter School Contact:

Tami Peterson _____

Name _____

Chief Business Official _____

Title _____

805-383-1972 _____

Telephone _____

tpeterson@vcoe.org _____

E-mail Address _____

Table of Contents

G = General Ledger Data; S = Supplemental Data

Form	Description	Data Supplied For:			
		2023-24 Original Budget	2023-24 Board Approved Operating Budget	2023-24 Actuals to Date	2023-24 Projected Totals
01I	General Fund/County School Service Fund				
08I	Student Activity Special Revenue Fund				
11I	Adult Education Fund				
12I	Child Development Fund				
13I	Cafeteria Special Revenue Fund				
14I	Deferred Maintenance Fund				
15I	Pupil Transportation Equipment Fund				
17I	Special Reserve Fund for Other Than Capital Outlay Projects				
18I	School Bus Emissions Reduction Fund				
19I	Foundation Special Revenue Fund				
20I	Special Reserve Fund for Postemployment Benefits				
21I	Building Fund				
25I	Capital Facilities Fund				
30I	State School Building Lease-Purchase Fund				
35I	County School Facilities Fund				
40I	Special Reserve Fund for Capital Outlay Projects				
49I	Capital Project Fund for Blended Component Units				
51I	Bond Interest and Redemption Fund				
52I	Debt Service Fund for Blended Component Units				
53I	Tax Override Fund				
56I	Debt Service Fund				
57I	Foundation Permanent Fund				
61I	Cafeteria Enterprise Fund				
62I	Charter Schools Enterprise Fund	G	G	G	G
63I	Other Enterprise Fund				
66I	Warehouse Revolving Fund				
67I	Self-Insurance Fund				
71I	Retiree Benefit Fund				
73I	Foundation Private-Purpose Trust Fund				
76I	Warrant/Pass-Through Fund				
95I	Student Body Fund				
AI	Average Daily Attendance	S	S		S
CASH	Cashflow Worksheet				
CI	Interim Certification				S
ESMOE	Every Student Succeeds Act Maintenance of Effort				GS
ICR	Indirect Cost Rate Worksheet				
SIAI	Summary of Interfund Activities - Projected Year Totals				

Fund 620
Charter Schools
Enterprise Fund

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
A. REVENUES								
1) LCFF Sources		8010-8099	3,456,603.00	5,353,646.00	2,092,285.00	5,415,915.00	62,269.00	1.2%
2) Federal Revenue		8100-8299	551,676.00	492,964.00	223,120.42	550,364.00	57,400.00	11.6%
3) Other State Revenue		8300-8599	79,112.00	186,534.00	(5,980.48)	217,804.00	31,270.00	16.8%
4) Other Local Revenue		8600-8799	241,770.00	234,696.00	9,486.18	374,341.00	139,645.00	59.5%
5) TOTAL, REVENUES			4,329,161.00	6,267,840.00	2,318,911.12	6,558,424.00		
B. EXPENSES								
1) Certificated Salaries		1000-1999	2,652,397.00	3,232,506.00	1,879,098.86	3,255,763.00	(23,257.00)	-0.7%
2) Classified Salaries		2000-2999	321,722.00	388,585.00	225,257.45	401,229.00	(12,644.00)	-3.3%
3) Employee Benefits		3000-3999	750,722.00	767,886.00	408,809.28	784,884.00	(16,998.00)	-2.2%
4) Books and Supplies		4000-4999	525,591.00	826,038.00	620,851.26	820,028.00	6,010.00	0.7%
5) Services and Other Operating Expenses		5000-5999	758,754.00	1,173,291.00	484,512.31	1,207,824.00	(34,533.00)	-2.9%
6) Depreciation and Amortization		6000-6999	0.00	5,427.00	5,711.53	5,712.00	(285.00)	-5.3%
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			5,009,186.00	6,393,733.00	3,624,240.69	6,475,440.00		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			(680,025.00)	(125,893.00)	(1,305,329.57)	82,984.00		
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		
E. NET INCREASE (DECREASE) IN NET POSITION (C + D4)			(680,025.00)	(125,893.00)	(1,305,329.57)	82,984.00		
F. NET POSITION								
1) Beginning Net Position								
a) As of July 1 - Unaudited		9791	2,184,808.00	2,459,655.00		2,459,655.00	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)			2,184,808.00	2,459,655.00		2,459,655.00		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Net Position (F1c + F1d)			2,184,808.00	2,459,655.00		2,459,655.00		
2) Ending Net Position, June 30 (E + F1e)			1,504,783.00	2,333,762.00		2,542,639.00		
Components of Ending Net Position								
a) Net Investment in Capital Assets		9796	250,459.00	319,415.00		323,404.00		
b) Restricted Net Position		9797	474,168.00	479,820.00		516,937.00		
c) Unrestricted Net Position		9790	780,156.00	1,534,527.00		1,702,298.00		
LCFF SOURCES								
Principal Apportionment								
State Aid - Current Year		8011	2,254,610.00	4,070,951.00	1,460,965.00	3,597,486.00	(473,465.00)	-11.6%

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)
Education Protection Account State Aid - Current Year		8012	56,716.00	76,774.00	28,358.00	77,168.00	394.00	0.5%
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	1,145,277.00	1,205,921.00	602,962.00	1,741,261.00	535,340.00	44.4%
Property Taxes Transfers		8097	0.00	0.00	0.00	0.00	0.00	0.0%
LCFF/Revenue Limit Transfers - Prior Years		8099	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, LCFF SOURCES			3,456,603.00	5,353,646.00	2,092,285.00	5,415,915.00	62,269.00	1.2%
FEDERAL REVENUE								
Maintenance and Operations		8110	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education Entitlement		8181	41,683.00	41,683.00	0.00	96,769.00	55,086.00	132.2%
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	87,435.00	84,386.00	32,877.00	86,661.00	2,275.00	2.7%
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	11,193.00	11,005.00	2,764.00	11,044.00	39.00	0.4%
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, 3060, 3061, 3150, 3155, 3180, 3182, 4037, 4124, 4126, 4127, 4128, 5630	8290	188,351.00	188,351.00	23,633.00	188,351.00	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	223,014.00	167,539.00	163,846.42	167,539.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			551,676.00	492,964.00	223,120.42	550,364.00	57,400.00	11.6%
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	9,307.00	10,072.00	10,025.00	10,072.00	0.00	0.0%
Lottery - Unrestricted and Instructional Materials		8560	69,805.00	119,383.00	36,285.18	119,895.00	512.00	0.4%
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	57,079.00	(52,290.66)	87,837.00	30,758.00	53.9%
TOTAL, OTHER STATE REVENUE			79,112.00	186,534.00	(5,980.48)	217,804.00	31,270.00	16.8%
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	7,500.00	7,500.00	9,338.73	38,000.00	30,500.00	406.7%
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	97.00	147.45	147.00	50.00	51.5%
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	234,270.00	227,099.00	0.00	336,194.00	109,095.00	48.0%
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			241,770.00	234,696.00	9,486.18	374,341.00	139,645.00	59.5%
TOTAL, REVENUES			4,329,161.00	6,267,840.00	2,318,911.12	6,558,424.00		
CERTIFICATED SALARIES								
Certificated Teachers' Salaries		1100	1,970,292.00	2,549,999.00	1,471,543.01	2,573,256.00	(23,257.00)	-0.9%
Certificated Pupil Support Salaries		1200	352,571.00	308,769.00	180,322.65	308,769.00	0.00	0.0%
Certificated Supervisors' and Administrators' Salaries		1300	322,034.00	369,793.00	223,288.20	369,793.00	0.00	0.0%
Other Certificated Salaries		1900	7,500.00	3,945.00	3,945.00	3,945.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			2,652,397.00	3,232,506.00	1,879,098.86	3,255,763.00	(23,257.00)	-0.7%

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)
CLASSIFIED SALARIES								
Classified Instructional Salaries		2100	26,407.00	0.00	0.00	0.00	0.00	0.0%
Classified Support Salaries		2200	0.00	4,200.00	4,200.00	7,700.00	(3,500.00)	-83.3%
Classified Supervisors' and Administrators' Salaries		2300	106,360.00	119,104.00	73,049.61	119,104.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	188,955.00	265,281.00	148,007.84	274,425.00	(9,144.00)	-3.4%
Other Classified Salaries		2900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			321,722.00	388,585.00	225,257.45	401,229.00	(12,644.00)	-3.3%
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	223,671.00	266,844.00	153,334.85	267,305.00	(461.00)	-0.2%
Health and Welfare Benefits		3401-3402	469,070.00	421,941.00	208,917.05	435,667.00	(13,726.00)	-3.3%
Unemployment Insurance		3501-3502	1,467.00	1,778.00	1,035.03	1,791.00	(13.00)	-0.7%
Workers' Compensation		3601-3602	51,812.00	63,080.00	36,657.88	63,705.00	(625.00)	-1.0%
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	4,702.00	14,243.00	8,864.47	16,416.00	(2,173.00)	-15.3%
TOTAL, EMPLOYEE BENEFITS			750,722.00	767,886.00	408,809.28	784,884.00	(16,998.00)	-2.2%
BOOKS AND SUPPLIES								
Approved Textbooks and Core Curricula Materials		4100	247,947.00	300,102.00	261,861.25	300,102.00	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	71,239.00	226,879.00	57,475.47	229,096.00	(2,217.00)	-1.0%
Noncapitalized Equipment		4400	206,405.00	299,057.00	301,514.54	290,656.00	8,401.00	2.8%
Food		4700	0.00	0.00	0.00	174.00	(174.00)	New
TOTAL, BOOKS AND SUPPLIES			525,591.00	826,038.00	620,851.26	820,028.00	6,010.00	0.7%
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	52,091.00	65,072.00	56,903.40	66,073.00	(1,001.00)	-1.5%
Dues and Memberships		5300	2,436.00	3,000.00	1,575.00	3,000.00	0.00	0.0%
Insurance		5400-5450	32,848.00	35,401.00	35,401.00	35,401.00	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	31,396.00	29,370.00	29,511.46	29,511.00	(141.00)	-0.5%
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	613,718.00	1,009,948.00	332,975.83	1,033,339.00	(23,391.00)	-2.3%
Communications		5900	26,265.00	30,500.00	28,145.62	40,500.00	(10,000.00)	-32.8%
TOTAL, SERVICES AND OTHER OPERATING EXPENSES			758,754.00	1,173,291.00	484,512.31	1,207,824.00	(34,533.00)	-2.9%
DEPRECIATION AND AMORTIZATION								
Depreciation Expense		6900	0.00	5,427.00	5,711.53	5,712.00	(285.00)	-5.3%
Amortization Expense—Lease Assets		6910	0.00	0.00	0.00	0.00	0.00	0.0%
Amortization Expense—Subscription Assets		6920	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, DEPRECIATION AND AMORTIZATION			0.00	5,427.00	5,711.53	5,712.00	(285.00)	-5.3%
OTHER OUTGO (excluding Transfers of Indirect Costs)								

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)
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			5,009,186.00	6,393,733.00	3,624,240.69	6,475,440.00		
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	2023-24 Projected Totals
6300	Lottery : Instructional Materials	98,345.00
6762	Arts, Music, and Instructional Materials Discretionary Block Grant	42,163.00
7425	Expanded Learning Opportunities (ELO) Grant	24,438.00
7426	Expanded Learning Opportunities (ELO) Grant: Paraprofessional Staff	21,144.00
7435	Learning Recovery Emergency Block Grant	327,614.00
7810	Other Restricted State	3,233.00
Total, Restricted Net Position		516,937.00

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	
2. Charter School County Program Alternative Education ADA						
a. County Group Home and Institution Pupils					0.00	
b. Juvenile Halls, Homes, and Camps					0.00	
c. Probation Referred, On Probation or Parole, Expelled per EC 48915(a) or (c) [EC 2574(c)(4)(A)]					0.00	
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	0.0%
3. Charter School Funded County Program ADA						
a. County Community Schools					0.00	
b. Special Education-Special Day Class					0.00	
c. Special Education-NPS/LCI					0.00	
d. Special Education Extended Year					0.00	
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools					0.00	
f. Total, Charter School Funded County Program ADA (Sum of Lines C3a through C3e)	0.00	0.00	0.00	0.00	0.00	0.0%
4. TOTAL CHARTER SCHOOL ADA (Sum of Lines C1, C2d, and C3f)	0.00	0.00	0.00	0.00	0.00	0.0%
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	256.27	383.87	385.84	385.84	1.97	1.0%
6. Charter School County Program Alternative Education ADA						
a. County Group Home and Institution Pupils					0.00	
b. Juvenile Halls, Homes, and Camps					0.00	
c. Probation Referred, On Probation or Parole, Expelled per EC 48915(a) or (c) [EC 2574(c)(4)(A)]					0.00	
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	0.0%
7. Charter School Funded County Program ADA						
a. County Community Schools					0.00	
b. Special Education-Special Day Class					0.00	
c. Special Education-NPS/LCI					0.00	
d. Special Education Extended Year					0.00	
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools					0.00	
f. Total, Charter School Funded County Program ADA						

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)
Program ADA (Sum of Lines C7a through C7e)	0.00	0.00	0.00	0.00	0.00	0.0%
8. TOTAL CHARTER SCHOOL ADA (Sum of Lines C5, C6d, and C7f)	256.27	383.87	385.84	385.84	1.97	1.0%
9. TOTAL CHARTER SCHOOL ADA Reported in Fund 01, 09, or 62 (Sum of Lines C4 and C8)	256.27	383.87	385.84	385.84	1.97	1.0%

Form ESMOE

Section I - Expenditures	Funds 01, 09, and 62			2023-24 Expenditures
	Goals	Functions	Objects	
A. Total state, federal, and local expenditures (all resources)	All	All	1000-7999	6,475,440.00
B. Less all federal expenditures not allowed for MOE (Resources 3000-5999, except 3385)	All	All	1000-7999	550,364.00
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 except 6600, 6910	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

<p>9. Supplemental expenditures made as a result of a Presidentially declared disaster</p>	<p>Manually entered. Must not include expenditures in lines B, C1-C8, D1, or D2.</p>		
<p>10. Total state and local expenditures not allowed for MOE calculation (Sum lines C1 through C9)</p>			0.00
<p>D. Plus additional MOE expenditures:</p>	<p>1. Expenditures to cover deficits for food services (Funds 13 and 61) (If negative, then zero)</p> <p>All</p>	<p>All</p>	<p>1000-7143, 7300-7439 minus 8000-8699 0.00</p>
<p>2. Expenditures to cover deficits for student body activities</p>	<p>Manually entered. Must not include expenditures in lines A or D1.</p>		
<p>E. Total expenditures subject to MOE (Line A minus lines B and C10, plus lines D1 and D2)</p>			5,925,076.00
<p>Section II - Expenditures Per ADA</p>			<p>2023-24 Annual ADA/Exps. Per ADA</p>
<p>A. Average Daily Attendance (Form AI, Column C, Line C9)*</p>			385.84
<p>B. Expenditures per ADA (Line I.E divided by Line II.A)</p>			15,356.30
<p>Section III - MOE Calculation (For data collection only. Final determination will be done by CDE)</p>	<p style="text-align: center;">Total</p>		<p style="text-align: center;">Per ADA</p>

<p>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.)</p>		
<p>1. Adjustment to base expenditure and expenditure per ADA amounts for LEAs failing prior year MOE calculation (From Section IV)</p>		
<p>2. Total adjusted base expenditure amounts (Line A plus Line A.1)</p>		
<p>B. Required effort (Line A.2 times 90%)</p>		
<p>C. Current year expenditures (Line I.E and Line II.B)</p>		
<p>D. MOE deficiency amount, if any (Line B minus Line C) (If negative, then zero)</p>		

<p>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.)</p>	MOE Met	
<p>F. MOE deficiency percentage, if MOE not met; otherwise, zero (Line D divided by Line B) (Funding under ESSA covered programs in FY 2025-26 may be reduced by the lower of the two percentages)</p>	0.00%	0.00%
<p>*Interim Periods - Annual ADA not available from Form AI. For your convenience, Projected Year Totals Estimated Funded ADA has been preloaded. Manual adjustment may be required to reflect estimated Annual ADA.</p>		

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

Second Interim
Projected Totals 2023-24
Technical Review Checks
Phase - All
Display - Exceptions Only

Peak Prep 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)

GENERAL LEDGER CHECKS

EXP-POSITIVE - (Warning) - The following expenditure functions have a negative balance by resource, by fund. (NOTE: Functions, including CDE-defined optional functions, are checked individually, except functions 7200-7600 are combined.)

Exception

FUND	RESOURCE	FUNCTION	VALUE
62	7413	1000	(\$22,140.00)

Explanation: In the 2023-24 budget, resource 7413 is balanced using object 5710. However, when the books are closed, expenses will be correctly allocated by function, which will eliminate this error.

Second Interim
Actuals to Date 2023-24
Technical Review Checks
Phase - All
Display - Exceptions Only

Peak Prep 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)

Second Interim
Board Approved Operating Budget 2023-24
Technical Review Checks
Phase - All
Display - Exceptions Only

Peak Prep 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)

GENERAL LEDGER CHECKS

EXP-POSITIVE - (Warning) - The following expenditure functions have a negative balance by resource, by fund. (NOTE: Functions, including CDE-defined optional functions, are checked individually, except functions 7200-7600 are combined.)

Exception

FUND	RESOURCE	FUNCTION	VALUE
62	7413	1000	(\$13,323.00)

Explanation: In the 2023-24 budget, resource 7413 is balanced using object 5710. However, when the books are closed, expenses will be correctly allocated by function, which will eliminate this error.

Second Interim
Original Budget 2023-24
Technical Review Checks
Phase - All
Display - Exceptions Only

Peak Prep 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)

GENERAL LEDGER CHECKS

EXP-POSITIVE - (Warning) - The following expenditure functions have a negative balance by resource, by fund. (NOTE: Functions, including CDE-defined optional functions, are checked individually, except functions 7200-7600 are combined.)

Exception

FUND	RESOURCE	FUNCTION	VALUE
62	3010	1000	(\$22,804.00)
Explanation: In the 2023-24 budget, resource 3010 is balanced using object 5710. However, when the books are closed, expenses will be correctly allocated by function, which will eliminate this error.			
62	6762	1000	(\$13,458.00)
Explanation: In the 2023-24 budget, resource 6762 is balanced using object 5710. However, when the books are closed, expenses will be correctly allocated by function, which will eliminate this error.			
62	7413	1000	(\$4,271.00)
Explanation: In the 2023-24 budget, resource 7413 is balanced using object 5710. However, when the books are closed, expenses will be correctly allocated by function, which will eliminate this error.			

PEAK PREP PLEASANT VALLEY | 2024-2025 CALENDAR

JULY '24						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

4 Independence Day-NS
8 Track A- 1st day of school for credit recovery students

Track A-LP1
 (7/8-8/2)

JANUARY '25						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1-3 Winter Break
20 M.L. King Day

Track A-LP7, Track B-LP6
 (12/23-1/17)

AUGUST '24						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

5-6 Teacher PD
7 First Day of School for Track B

Track A-LP2, Track B-LP1
 (8/5-8/30)

FEBRUARY '25						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

17-21 Mid-Winter Break

Track A-LP8, Track B-LP7
 (1/20-2/14)

SEPTEMBER '24						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

2 Labor Day-NS
2 Track A-LP3, Track B-LP2
30 Track A-LP4, Track B-LP3

Track A-LP3, Track B-LP2
 (9/2-9/27)

MARCH '25						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Track A-LP9, Track B-LP8
 (2/17-3/14)

OCTOBER '24						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

14 Teacher PD-No Students
28 Track A-LP5, Track B-LP4

Track A-LP4, Track B-LP3
 (9/30-10/25)

APRIL '25						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

18 Last Day of School for Track A
21-25 Spring Break-No School

Track A-LP10, Track B-LP9
 (3/17-4/11)

NOVEMBER '24						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

11 Teacher PD-No Students
28 Thanksgiving Day

Track A-LP5, Track B-LP4
 (10/28-11/22)

MAY '25						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

12 Mother's Day
23 Last Day of School
26 Memorial's Day
27 End of the Year PD-No Students

Track A-LP11, Track B-LP10
 4/14-5/9
 Track B-LP11—5/12-5/23)

DECEMBER '24						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

20 Teacher PD-No Students
23-31 Winter Break-NS

Track A-LP6, Track B-LP5
 (11/25-12/20)

JUNE '25						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

19 Juneteenth

2024-25 Attendance Calendar

Peak Prep Pleasant Valley

Track B

Month	From	To	# of Days
1	8/5/24	8/30/24	18
2	9/2/24	9/27/24	19
3	9/30/24	10/25/24	19
4	10/28/24	11/22/24	19
5	11/25/24	12/20/24	14
P-1			89
6	12/23/24	1/17/25	10
7	1/20/25	2/14/25	19
8	2/17/25	3/14/25	15
9	3/17/25	4/11/25	20
P-2			153
10	4/14/25	5/9/25	14
11	5/12/25	5/23/25	10

Total Instructional Days 177

2024-25 Attendance Calendar

Peak Prep Pleasant Valley

Track A

Month	From	To	# of Days
1	7/8/24	8/2/24	20
2	8/5/24	8/30/24	18
3	9/2/24	9/27/24	19
4	9/30/24	10/25/24	19
5	10/28/24	11/22/24	19
6	11/25/24	12/20/24	14
P-1			109
7	12/23/24	1/17/25	10
8	1/20/25	2/14/25	19
9	2/17/25	3/14/25	15
10	3/17/25	4/11/25	20
P-2			173
11	4/14/25	4/18/25	4

Total Instructional Days 177

FLIPSWITCH
COMMUNITY ENGAGEMENT AGREEMENT

The Community Engagement Agreement (“Agreement”) between FlipSwitch Marketing LLC, a division of StrongMind, Inc. (“Agency”) and Peak Prep Pleasant Valley (the “Client”), is made this X day of March, 2024.

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 2nd day of March, 2023.

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

Agency will design and build teacher resource section of the website per client's direction.

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 and Special Project: \$44,000

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 7 months (March-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 the Monthly Schedule for full term of agreement, without prior written authorization; for a term of 7 months.

***Monthly Schedule:**

March: \$5000

April: \$5000

May: \$5000

June: \$5000

July: \$9000

August: \$9000

September: \$5000

Special Project:

Teacher Resource Website Design and Build: \$1000

PEAK PREP PLEASANT VALLEY

DOCUMENT RETENTION POLICY

Peak Prep Pleasant Valley’s (“Charter School”) Governing Board adopts this policy to ensure that all relevant documents (hardcopy, online or other media) are retained, protected, or if and when these records are eligible, destroyed in accordance with the law. This policy also ensures that documents are promptly provided to authorities in the course of legal investigations or lawsuits.

Specifically, this policy addresses retention for the following types of documents:

- Corporate Records
- Contracts
- Donations/Funder Records
- Financial Records
- Insurance Records
- Management Plans and Procedures
- Personnel Records
- Student Records
- Tax Records

Document Protection

Documents (hardcopy, online or other media) directly tied to a student record will be securely stored at individual school campuses during the duration of the student’s attendance at the school and can be transferred to off-site storage upon the student’s graduation or disenrollment.

Document Destruction

Hardcopy of documents will be destroyed by shredding after they have been retained until the end of the Document Retention Schedule as noted herein. Electronic copies will be destroyed by proven means to destroy such media after they have been retained at least until the end of the Document Retention Schedule as noted herein, unless the Charter School elects to maintain them or causes them to be maintained for a longer time period.

Provision of Documentation for Investigations or Litigation

Documents requested and subpoenaed by legally authorized personnel will be provided in the timeframes outlined in law. The Chair and Executive Director will authorize provision of records in consultation with legal counsel. No documents will be concealed, altered or destroyed with the intent to obstruct the investigation or litigation.

Document Retention Schedule

The following types of documents will be retained for the following periods of time. At least one copy of each document will be retained according to the following schedule:

CORPORATE RECORDS

Document	Time Period
Articles of Incorporation	Permanent
Corporate Bylaws	Permanent
IRS Form 1023 to file for tax-exempt and/or charitable status	Permanent
IRS Letter of Determination granting tax exempt status	Permanent
State Application for Tax Exempt Status (Form 3500)	Permanent
State Determination Letter granting tax exempt status	Permanent
Board Policies/Resolutions	Permanent
Board and Committee Meeting agendas and minutes	Permanent
Sales Tax Exemption Documents	Permanent
Tax ID Number Designations	Permanent
Annual Corporate Filings	Permanent

FINANCIAL RECORDS

Document	Time Period
Chart of Accounts	Permanent
Fiscal Policies and Procedures	Permanent
Audits	Permanent
Financial Statements	Permanent
General Ledger	Permanent
Check Registers/Books	7 years
Business Expenses Documents	7 years
Bank Deposit Slips	7 years
Cancelled Checks	7 years
Invoices	7 years
Investment Records (deposit, earning, withdrawals)	7 years
Property and Asset inventories	7 years
Petty cash receipts /documents	7 years
Credit card receipts	7 years

TAX RECORDS

Document	Time Period
IRS Annual Tax Filing Form 990	Permanent
FTB Annual Form 199	Permanent
Payroll Registers	Permanent
IRS Form 1099 Filings	7 years
Payroll tax returns and withholding returns	7 years
Earnings records	7 years
W-2 statements	7 years

PERSONNEL RECORDS

Document	Time Period
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<p>Recruitment, Hiring and Job Placement Records</p> <ul style="list-style-type: none"> • Job applications • Resumes • Letters of recommendation • Other job inquiries sent to the Charter School • Job advertisements/postings • Results of non-medical pre-employment tests • Offers of employment • Employment agreements • Signed pre-employment disclosures (employee handbook acknowledgment, complaint procedures, etc.) • Employee training (harassment prevention, mandated reporting, etc.) • Employee certificates, credentials, licenses, and other evidence of qualifications • Certificate of criminal background check clearance (or failure) 	<p>4 years after separation, or for the duration of any claim or litigation regarding hiring practices</p>
<p>Employee Performance and Other Personnel Records</p> <ul style="list-style-type: none"> • Job descriptions • Training and testing • Performance goals • Performance evaluations • Written feedback and commendations • Promotions and demotions • Letters of reprimand and discipline • Performance Improvement Plans • Termination, resignation, lay-offs, etc. • Notices and letters 	<p>4 years after separation</p>
<p>Employee Medical Leave Records (PDL, FMLA, CFRA, etc.) *</p> <ul style="list-style-type: none"> • Requests for leave • Health care provider notes • Leave calculations • Records of disputes regarding leave • Employee benefits related to leave • Leave policies 	<p>4 years after separation</p> <p>* Records that contain employee confidential medical information should be retained in a separate, secure file.</p>
<p>Employee Wage Records</p> <ul style="list-style-type: none"> • Employment agreements • Wage rates and calculations 	<p>4 years after separation</p>

<ul style="list-style-type: none"> • Shift schedules (hours and days) • Time cards • Individual calculations for absences, sick days, vacation days, etc. • Itemized wage statements/pay stubs 	Note: If a record is both a <i>wage record</i> and a <i>payroll record</i> , follow the longer retention period.
<p>Employee Payroll Records</p> <ul style="list-style-type: none"> • Employee name, address, age, and occupation • Individual wage records • Regularly hourly rate • Hours worked (daily/weekly) • Weekly overtime earnings • Daily and weekly straight time earnings • Deductions from or additions to wages • Wages paid each pay period • Pay dates and pay periods • Unemployment Insurance Records 	4 years, generally
Employment Eligibility (I-9 Forms)	The later of (a) 1 year after separation, or (b) 3 years from date of hire.
<p>Employee Health Records*</p> <ul style="list-style-type: none"> • First-aid records • Job injuries (causing loss of work time) • Drug and alcohol test records 	<p>5 years after separation</p> <p>* Records that contain employee confidential medical information should be retained in a separate, secure file.</p>
<p>Employee Workers' Compensation Records</p> <ul style="list-style-type: none"> • Copies of claim forms • Reports of occupational injury or illness • Letters of denial of benefits • Reports to the Division of Workers' Compensation • Benefits paid • Estimates of future benefits • Applications to the Workers' Compensation Appeals Board • Orders and Awards of the Workers' Compensation Appeals Board 	<p>5 years after date of injury and 2 years after claim has been closed.</p> <p>* Records that contain employee confidential medical information should be retained in a separate, secure file.</p>
<p>Employee Benefit Records</p> <ul style="list-style-type: none"> • Benefits elections • Beneficiary designations • Eligibility determinations • COBRA notices 	6 years after separation, but not less than 1 year following a plan termination.

<ul style="list-style-type: none"> • Summary plan descriptions • Other welfare benefit plan information (life, health, disability, long-term care, post-retirement medical) 	* Records required to determine retirement benefits, including 401(k) and similar plans, must be kept indefinitely.
Chemical Safety and Toxic Exposure Records	30 years after separation (medical records of employees who have worked for less than (1) year for the employer need not be retained beyond the term of employment if they are provided to the employee upon the termination of employment)
<p>Note: For simplicity, the Charter School may choose to keep the majority of an employee's personnel file and other records <i>for the duration of employment plus four (4) years</i>. This time period covers nearly every law, with the exception of three (3) types of records, as outlined above, that must be removed from a file before it is disposed of and retained for a longer duration:</p> <ul style="list-style-type: none"> • Pension and welfare plan information (6 years) • First aid records of job injuries causing loss of work time (5 years) • Safety and toxic or chemical exposure records, including safety data sheets (30 years) 	

INSURANCE RECORDS

Document	Time Period
Property Insurance Policy	Permanent
Directors and Officers Insurance Policy	Permanent
Workers' Compensation Insurance Policy	Permanent
General Liability Insurance Policy	Permanent
Insurance Claims Applications	Permanent
Insurance Disbursements/Denials	Permanent

CONTRACTS

Document	Time Period
All insurance Contracts	Permanent
Employment Contracts	7 years after termination
Construction Contracts	Permanent
Legal Correspondence	Permanent
Loan/Mortgage and Real Estate Documents	Permanent
Leases/Deeds	Permanent
Vendor Contracts	7 years
General and all other Contracts	7 years

DONATIONS/FUNDRAISING RECORDS

Document	Time Period
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Grant Dispersal Contract	Permanent
Donor Lists	7 years
Grant Applications	7 years
Donor Acknowledgments	7 years

MANAGEMENT PLANS AND PROCEDURES

Document	Time Period
Strategic Plan	7 years
Staffing, programs, marketing, finance, fundraising and evaluation plans	7 years
Vendor Contracts	7 years
Disaster Recovery Plan	7 years

STUDENT RECORDS

Document	Time Period
Mandatory Permanent (Original or copy)	Permanent (even after student leaves the charter school)
(A) Legal name of student	
(B) Date of Birth	
(C) Method of verification of birth date	
(D) Sex of student	
(E) Place of birth	
(F) Name and address of parent of minor student	
- Address of minor student if different than above.	
- An annual verification of the name and address of the parent and the residence of the student.	
(G) Entering and leaving date of each school year and for any summer session or other extra session.	
(H) Subjects taken during each year, half-year, summer session, or quarter.	
(I) If marks or credit are given, the mark or number of credits toward graduation allows for work taken.	
(J) Verification of or exemption from required immunizations.	
(K) Related Master Plan student documents.	
(L) Date of high school graduation or equivalent.	
Mandatory Interim (Original or copy)	At least 3 school years after the student leaves the charter school or usefulness ceases. Records that are part of any legally required audit cannot be destroyed
(A) A log or record identifying those persons (except authorized school personnel) or organizations requesting or receiving information from the record. The log or record shall be accessible only to the legal parent or guardian or the eligible pupil, or a dependent adult pupil, or an adult pupil, or the custodian of records.	
(B) Health information, including Child Health Developmental Disabilities Prevention Program verification or waiver.	

(C) Participation in special education programs including required tests, case studies, authorizations, and actions necessary to establish eligibility for admission or discharge.	until after the third July 1 succeeding completion of the audit. (4 CCR §16020.)
(D) Language training records.	
(E) Progress slips and/or notices as required by Education Code Sections 49066 and 49067.	
(F) Parental restrictions regarding access to directory information or related stipulations.	
(G) Parent or adult pupil rejoinders to challenged records and to disciplinary action.	
(H) Parental authorizations or prohibitions of pupil participation in specific programs.	
(I) Results of standardized tests administered within the preceding three years.	
Permitted Records (Original or copy)	At least 6 months after the student's completion of or withdrawal from the charter school or usefulness ceases.
(A) Objective counselor and/or teacher ratings.	
(B) Standardized test results older than three years.	
(C) Routine discipline data.	
(D) Verified reports of relevant behavioral patterns.	
(E) All disciplinary notices.	
(F) Attendance records not used for apportionment or compulsory education (not covered in Administrative Code Section 400).	
Miscellaneous	
Individual student injury record for which a claim was filed	1 year after the claim has been settled or after the statute of limitations has run out.
Emails	If an email falls into one of the above categories for mandatory permanent, mandatory interim, or permitted records, it shall be printed, placed in the student's file, and maintained consistent with the time periods above.



Statement of Work - Audit Services

January 31, 2024

This document constitutes a statement of work ("SOW") under the master service agreement ("MSA") dated March 23, 2023, or superseding MSA, made by and between CliftonLarsonAllen LLP ("CLA," "we," "us," and "our") and Peak Prep Pleasant Valley Charter School ("you," "your," or "the entity"). We are pleased to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services CLA will provide for the entity as of and for the year ended June 30, 2024.

Taylor Ulrich is responsible for the performance of the audit engagement.

Scope of audit services

We will audit the financial statements of the , which collectively comprise the basic financial statements of Peak Prep Pleasant Valley Charter School, and the related notes to the financial statements as of and for the year ended June 30, 2024.

Statement of financial position

Statement of activities

Statement of functional expenses

Statement of cash flow

We will also evaluate and report on the presentation of the following supplementary information accompanying the financial statements in relation to the financial statements as a whole:

Management has elected to omit the presentation of RSI.

Schedule of average daily attendance

Schedule of instructional time

Reconciliation of the annual financial and budget report with the audited financial statements

The following supplementary information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements and our auditors' report will not provide an opinion or any assurance on that information:

LEA organization structure

Nonaudit services

We will also provide the following nonaudit services:

- Preparation of your financial statements and the related notes.
- Preparation of the supplementary information.
- Preparation of the informational tax returns.

Audit objectives

The objectives of our audit of the financial statements are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America (U.S. GAAP). Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS) will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

Our audit will be conducted in accordance with U.S. GAAS and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require us to be independent of the entity and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. Our audit will include tests of your accounting records and other procedures we consider necessary to enable us to express such an opinion.

We will also perform procedures to enable us to express an opinion on whether the supplementary information (as identified above) accompanying the financial statements is fairly stated, in all material respects, in relation to the financial statements as a whole.

We will issue a written report upon completion of our audit of your financial statements.

Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph to our auditors' report, or if necessary, withdraw from the engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming opinions on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express opinions or issue a report, or withdrawing from the engagement.

We will also provide a report (which does not include an opinion) on internal control over financial reporting and on compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements, as required by *Government Auditing Standards*. The report on internal control over financial reporting and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the entity is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit conducted in accordance with U.S. GAAS and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

We will provide an opinion (or disclaimer of opinion) on compliance with requirements described in the 2023-24 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting, published by the Education Audit Appeals Panel. The State Compliance report will include a paragraph that states that the purpose of the report over compliance is to express an opinion on compliance with the types of requirements described in the 2023-24 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting; however, that the audit does not provide a legal determination of the entity's compliance. The paragraph will also state that the report is not suitable for any other purpose.

Auditor responsibilities, procedures, and limitations

We will conduct our audit in accordance with U.S. GAAS and the standards for financial audits contained in *Government Auditing Standards*.

Those standards require that we exercise professional judgment and maintain professional skepticism throughout the planning and performance of the audit. As part of our audit, we will:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and evaluate whether audit evidence obtained is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements,

including the amounts and disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

- Conclude, based on our evaluation of audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the entity's ability to continue as a going concern for a reasonable period of time.

Although our audit planning has not been concluded and modifications may be made, we have identified the following significant risk(s) of material misstatement as part of our audit planning:

- Management Override of Controls - Management override refers to the ability of management and/or those charged with governance to manipulate accounting records and prepare fraudulent financial statements by overriding these controls, even where the controls might otherwise appear to be operating effectively. Although the level of risk of management override of controls will vary from entity to entity the risk is nevertheless present in all entities. Due to the unpredictable way in which such override could occur, it is a risk of material misstatement due to fraud and thus a significant risk.
- Revenue Recognition - Revenue recognition is dependent on the particular facts and circumstances of revenue streams within an organization. Because of the potential for manipulation of revenue recognition, audit standards require the presumption the risk of fraud exists in revenue recognition.

There is an unavoidable risk, because of the inherent limitations of an audit, together with the inherent limitations of internal control, that some material misstatements may not be detected, even though the audit is properly planned and performed in accordance with U.S. GAAS and *Government Auditing Standards*. Because we will not perform a detailed examination of all transactions, material misstatements, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity, may not be detected. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not require auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management and those charged with governance of any material errors, fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management and those charged with governance of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential.

Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting fraud or errors that are material to the financial statements and to preventing and detecting misstatements resulting from noncompliance with provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*. An

audit is not designed to provide assurance on internal control or to identify deficiencies, significant deficiencies, or material weaknesses in internal control. However, we will communicate to you in writing significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we identify during the audit that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the entity's compliance with the provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

We will include in our report on internal control over financial reporting and on compliance relevant information about any identified or suspected instances of fraud and any identified or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements that may have occurred that are required to be communicated under *Government Auditing Standards*.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Management responsibilities

Our audit will be conducted on the basis that you (management and, when appropriate, those charged with governance) acknowledge and understand that you have certain responsibilities that are fundamental to the conduct of an audit.

You are responsible for the preparation and fair presentation of the financial statements and RSI in accordance with U.S. GAAP.

Management's responsibilities include the selection and application of accounting principles; recording and reflecting all transactions in the financial statements; determining the reasonableness of significant accounting estimates included in the financial statements; adjusting the financial statements to correct material misstatements; and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the entity's ability to continue as a going concern for 12 months beyond the financial statement date.

You are responsible for the design, implementation, and maintenance of effective internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including evaluating and monitoring ongoing activities and safeguarding assets to help ensure that appropriate goals and objectives are met. You are responsible for the design, implementation, and maintenance of internal controls to prevent and detect fraud; assessing the risk that the financial statements may be materially misstated as a result of fraud; and for informing us about all

known or suspected fraud affecting the entity involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for implementing systems designed to achieve compliance with applicable laws and regulations and the provisions of contracts and grant agreements; identifying and ensuring that the entity complies with applicable laws, regulations, contracts, and grant agreements; and informing us of all instances of identified or suspected noncompliance whose effects on the financial statements should be considered. You are responsible for taking timely and appropriate steps to remedy any fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we may report.

You are responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, including amounts and disclosures, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters, and for the accuracy and completeness of that information (including information from within and outside of the general and subsidiary ledgers); (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.

You agree to inform us of events occurring or facts discovered subsequent to the date of the financial statements that may affect the financial statements.

Management is responsible for the preparation of the supplementary information in accordance with U.S. GAAP. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. You agree to provide us written representations related to the presentation of the supplementary information.

Management is responsible for providing us with a written confirmation concerning representations made by you and your staff to us in connection with the audit and the presentation of the basic financial statements and RSI. During our engagement, we will request information and explanations from you regarding, among other matters, the entity's activities, internal control, future plans, specific transactions, and accounting systems and procedures. The procedures we will perform during our engagement and the conclusions we reach as a basis for our report will be heavily influenced by the representations that we receive in the representation letter and otherwise from you. Accordingly, inaccurate, incomplete, or false representations could cause us to expend unnecessary effort or could cause a material fraud or error to go undetected by our procedures. In view of the foregoing, you agree that we shall not be responsible for any misstatements in the entity's financial statements that we may fail to detect as a result of misrepresentations made to us by you.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies

to us of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the "Audit objectives" section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other engagements or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

Responsibilities and limitations related to nonaudit services

For all nonaudit services we may provide to you, management agrees to assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, and/or experience to understand and oversee the services; evaluate the adequacy and results of the services; and accept responsibility for the results of the services. Management is also responsible for ensuring that your data and records are complete and that you have received sufficient information to oversee the services.

Use of financial statements

Should you decide to include or incorporate by reference these financial statements and our auditors' report(s) thereon in a future private placement or other offering of equity or debt securities, you agree that we are under no obligation to re-issue our report or provide consent for the use of our report in such a registration or offering document. We will determine, at our sole discretion, whether we will re-issue our report or provide consent for the use of our report only after we have performed the procedures we consider necessary in the circumstances. If we decide to re-issue our report or consent to the use of our report, we will be required to perform certain procedures including, but not limited to, (a) reading other information incorporated by reference in the registration statement or other offering document and (b) subsequent event procedures. These procedures will be considered an engagement separate and distinct from our audit engagement, and we will bill you separately. If we decide to re-issue our report or consent to the use of our report, you agree that we will be included on each distribution of draft offering materials and we will receive a complete set of final documents. If we decide not to re-issue our report or decide to withhold our consent to the use of our report, you may be required to engage another firm to audit periods covered by our audit reports, and that firm will likely bill you for its services. While the successor auditor may request access to our workpapers for those periods, we are under no obligation to permit such access.

If the parties (i.e., you and CLA) agree that CLA will not be involved with your official statements related to municipal securities filings or other offering documents, we will require that any official statements or other offering documents issued by you with which we are not involved clearly indicate that CLA is not involved with the contents of such documents. Such disclosure should read as follows:

CliftonLarsonAllen LLP, our independent auditor, has not been engaged to perform and has not performed, since the date of its report included herein, any procedures on the financial statements addressed in that report. CliftonLarsonAllen LLP also has not performed any procedures relating to this offering document.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website or submitted on a regulator website, you understand that

electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information in the electronic site with the original document.

We may issue preliminary draft financial statements to you for your review. Any preliminary draft financial statements should not be relied on or distributed.

Engagement administration and other matters

We understand that your employees will prepare all confirmations, account analyses, and audit schedules we request and will locate any documents or invoices selected by us for testing. A list of information we expect to need for our audit and the dates required will be provided in a separate communication.

We will provide copies of our reports to the entity; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing confidential or sensitive information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the sole and exclusive property of CLA and constitutes confidential and proprietary information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to California Department of Education, California State Controller's Office, or the County Office of Education, or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of CLA personnel. Furthermore, upon request, we may provide copies or electronic versions of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the California Department of Education, California State Controller's Office, or the County Office of Education. If we are aware that a federal or state awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Professional standards require us to be independent with respect to you in the performance of these services. Any discussion that you have with our personnel regarding potential employment with you could impair our independence with respect to this engagement. Therefore, we request that you inform us prior to any such discussions so that we can implement appropriate safeguards to maintain our independence and objectivity. Further, any employment offers to any staff members working on this engagement without our prior knowledge may require substantial additional procedures to ensure our independence. You will be responsible for any additional costs incurred to perform these procedures.

Our audit engagement ends on delivery of our signed report. Any additional services that might be requested will be a separate, new engagement. The terms and conditions of that new engagement will be

governed by a new, specific SOW for that service.

Government Auditing Standards require that we make our most recent external peer review report publicly available. The report is posted on our website at www.CLAconnect.com/Aboutus/.

Fees

Our professional fees are outlined in the table below:

Service	Fee
Financial Statement Audit	\$9,900
Preparation of the 990 Tax Return	2,300

We will also bill for expenses including travel, internal and administrative charges, and a technology and client support fee of five (5%) of all professional fees billed. Our fee is based on anticipated cooperation from your personnel and their assistance with locating requested documents and preparing requested schedules. If the requested items are not available on the dates required or are not accurate, the fees and expenses will likely be higher.

Professional fees will be billed as follows:

Progress bill to be mailed on	Amount to be billed
Upon execution of the SOW (estimated Feb/Mar)	30% of our professional fees
Upon the commencement of interim substantive procedures (estimated Jun/Jul)	30% of our professional fees
Upon the commencement of final substantive procedures (estimated Sep/Oct)	30% of our professional fees
Final billing (estimated Dec/Jan)	10% of our professional fees

Unexpected circumstances

We will advise you if unexpected circumstances require significant additional procedures resulting in a substantial increase in the fee estimate.

Changes in accounting and audit standards

Standard setters and regulators continue to evaluate and modify standards. Such changes may result in new or revised financial reporting and disclosure requirements or expand the nature, timing, and scope of the

activities we are required to perform. To the extent that the amount of time required to provide the services described in the SOW increases due to such changes, our fee may need to be adjusted. We will discuss such circumstances with you prior to performing the additional work.

Agreement

We appreciate the opportunity to provide to you the services described in this SOW under the MSA and believe this SOW accurately summarizes the significant terms of our audit engagement. This SOW and the MSA constitute the entire agreement regarding these services and supersedes all prior agreements (whether oral or written), understandings, negotiations, and discussions between you and CLA related to audit services. If you have any questions, please let us know. Please sign, date, and return this SOW to us to indicate your acknowledgment and understanding of, and agreement with, the arrangements for our audit of your financial statements including the terms of our engagement and the parties' respective responsibilities.

Sincerely,

CliftonLarsonAllen LLP

Response:

This letter correctly sets forth the understanding of Peak Prep Pleasant Valley Charter School.

CLA
CLA

Taylor Ulrich

Taylor Ulrich, Signing Director

SIGNED 2/6/2024, 1:18:45 PM PST

Client

Peak Prep Pleasant Valley Charter School

SIGN:

Dr. Shalen Bishop

DATE:



PEAK PREP PLEASANT VALLEY
24-25 School Year
Classified Calendar

1. Thursday & Friday—7/4/2024-7/5/2024
2. Monday, Sept 2nd—Labor Day
3. Monday, Nov 11th—Veteran’s Day
4. Thursday and Friday, Nov 21st-Nov 22nd—Thanksgiving Break
5. Wednesday, Dec 25th-27th—Winter Break
6. Wednesday & Thursday Jan 1st-2nd—New Year’s Day Observation
7. Monday, Jan 20th—MLK Jr. Day
8. Monday, Feb 17th—President’s Day
9. Friday & Monday, April 18th & April 21st—Spring Break
10. Monday, May 26th—Memorial Day
11. Thursday, June 19th—Juneteenth

MEMORANDUM OF UNDERSTANDING BETWEEN PLEASANT VALLEY SCHOOL DISTRICT AND PEAK PREP PLEASANT VALLEY

Agreement for the Provision of Technology Services

THIS Memorandum of Understanding (AGREEMENT) is made and entered into by and between the **Pleasant Valley School District** (hereinafter referred to as the “**District**”) and **Peak Prep Pleasant Valley** (hereinafter referred to as “**Peak Prep**”).

TERM AND RENEWAL: The term of this Agreement is effective for one year, commencing **July 1, 2024** and ending **June 30, 2025**, unless the parties mutually agree upon an extension of the terms of this agreement. Any modifications to this agreement must be in writing and executed by authorized representatives of both parties. The parties agree to review this agreement annually. In order to ensure sufficient time for Education Code Section 45117 compliance, the parties agree to determine, on or before **January 20** each year, whether to continue the Agreement for a subsequent fiscal year.

THE DISTRICT AGREES TO:

- Provide the equivalent of one (1) full-time Technology Support Technician II (Exhibit A: TST II job description). This position will act as the primary point-person and liaison between Peak Prep leadership and the District Technology Services department. This position will provide tier-two support services during the standard business hours of 8:00am – 4:00 pm Pacific Time and ensure that tier-one support services are being adequately covered.
- Provide limited access to the entire District Technology Services team, as needed, at the discretion of District’s Executive Director of Technology and Operations for tier one and tier three support. This will allow for cross-training and proper support coverage throughout the year.
- Provide access to consulting services with the District’s Executive Director of Technology and Operations.
- Arrange for consultation with third party expert vendors and consultants. The District will inform Peak Prep about any additional costs related to these services prior to engagement.
- Provide access to the District’s helpdesk system and a unique, dedicated helpdesk phone number and/or email address for Peak Prep support. These systems will be available during standard business hours with a voicemail box to collect after-hours messages. Any messages left after hours will be responded to as soon as possible during the next scheduled non-holiday on the PVSD 12-month employee work calendar.
- Provide software that allows for remote troubleshooting on Windows or Apple computers. Chromebook remote support will typically be performed using Google admin tools whenever available/practical.
- Handle setup, shipping, and initial support for new enrollee students’ Peak Prep-issued technology. Direct costs will be billed to Peak Prep.
- Handle coordination of device returns for students who withdraw. Direct costs will be billed to Peak Prep.

- Maintain a basic inventory of Peak Prep student devices as required for tracking and planning purposes.
- Consult with Peak Prep regarding any software or systems licenses that may be included under District's licensing models to help reduce costs where available/applicable. (e.g., Zoom, Adobe, Smore, Email, filtering, etc.) The District will invoice Peak Prep for the cost of licenses purchased as part of a larger District purchase.
- Provide assistance to Peak Prep during investigations of student or employee misuse of technology.
- Act as a liaison between VCOE and Peak Prep as needed to provide technology support.
- Consult with Peak Prep regarding specific ways to enhance their systems security.
- Maintain the privacy and security of administrative passwords used by the District to access Peak Prep systems and will only provide the "least level of access" required to District technical staff to complete the required job functions.
- Provide basic remote troubleshooting for employee printers, with the understanding that remote support of the mechanical components of printers is inherently challenging. Successful resolution is not guaranteed and a local technical support company may need to assist with this type of support. Any locally sourced tech support for Peak Prep employees will be the responsibility of Peak Prep staff to coordinate and fund.
- Provide basic remote technical support for off-site Peak Prep employees. There may be some instances where Peak Prep staff may be required to coordinate and fund on-site support through a provider local to the geographical area where a student or employee is located.
- In-home support for employees or students will not be provided by the District.

PEAK PREP AGREES TO:

- Provide funding for all materials and supplies and shipping costs, etc. required by the District to provide the supports listed in this agreement. Materials and supplies will be billed to Peak Prep quarterly.
- Provide funding for device repairs based on the current pricing structure published publicly by the District Technology Services on the department web page. The published pricing structure is subject to change periodically during the fiscal year depending on fluctuations in the market for parts and supplies.
- Grant District technical staff and/or administration full system administrative privileges for all supported or integrated systems for the sole purpose of providing technical support.
- Provide District technical support staff an email account and/or email alias on Peak Prep's email system to keep communication efficient.
- Provide access to Peak Prep student and/or employee data as required by District staff to execute the elements in this agreement.
- Grant District technical staff and administration the authorization to speak directly with Peak Prep employees, students, administrators, and vendors regarding technical support matters for which the District is supporting Peak Prep.
- Use District-recommended devices. This will allow for the efficient coordination and stocking of parts supply and limit additional repair/function training for the District technology department. This will ensure efficiency of operations and support long-term.

- Work with the District to ensure the security of Peak Prep’s technical systems and database software.
- Peak Prep employees will remain the initial and primary point of contact for Peak Prep families and students requesting technical support, escalating to the District support through a helpdesk request as required. Peak Prep staff will be the liaison between Peak Prep families/students during support requests unless District staff ask for the ability to reach out directly to the family/student.
- Peak Prep will notify the District of issues or problems in a timely manner and with as much accurate and specific detail of the issue as possible using the provided helpdesk contact methods. Services may be delayed due to insufficient information.
- Utilize the District-supplied helpdesk system and/or helpdesk phone line for all technical support requests.
- Authorize the District to act as a liaison with VCOE working directly on behalf of Peak Prep as required.
- Allow District technical staff to perform system or user account security audits.
- Maintain full responsibility for Peak Prep’s own SIS, SIRAS, CALPADS, rostering systems (Clever, etc.), CAASPP/TOMS, other state reporting or testing systems, and any other systems support not specifically provided for in this agreement.
- Maintain responsibility for ensuring the security of their software and systems used.
- Maintain responsibility for protecting their data and obtaining National Data Privacy Agreements for any student software used prior to the purchase or use of said software.
- Ensure that all software and systems licenses used are kept current
- Ensure the security of their technical systems and database software.
- Accept the District’s oversight and guidance when security improvements are recommended. (Additional costs may apply, depending on scope of security measure(s) needed.)
- Continue to maintain support of their Escape instance with VCOE, without direct support from the District.
- Include District administration in discussions prior to migrations from existing software or systems to new or different software or systems.
- In-home support will not be provided by the District for Peak Prep employees or students. Peak Prep employees who need direct assistance are welcomed to meet by appointment only on-site at the District Technology Services office.

CHARGES AND FEES:

Peak Prep will provide funding for the charges and fees listed below in support of this agreement. Each item below will be invoiced separately to Peak Prep by PVSD.

- Agreement for Professional Services: \$113,680 per year, billed quarterly
- Direct Costs for Supplies, Shipping, etc. reimbursed to the district: not to exceed \$35,000 per year, billed quarterly
- Cooperative License Fees: \$588.50

INDEMNIFICATION: To the fullest extent permitted by law, the District agrees to defend, indemnify, and hold harmless Peak Prep, its governing board, administrators, managers, officers,

agents, employees, successors, assigns, independent contractors, and/or volunteers from any and all claims, demands, losses, loss of use, damages and expenses, including legal fees and costs, or other obligations or claims arising out of any liability or damage to person or property, or any other loss, sustained or claimed to have been sustained arising out of activities of the District or those of any of its governing board, administrators, managers, officers, agents, employees, successors, assigns, independent contractors, and/or volunteers of the District, whether such act or omission is authorized by this Agreement or not. The District further hereby waives any and all rights of subrogation that it may have against Peak Prep. The provisions of this indemnification do not apply to any damage or losses caused by the sole negligence or willful misconduct of Peak Prep or any of its governing board, officers, agents, employees, and/or volunteers.

To the fullest extent permitted by law, Peak Prep agrees to defend, indemnify, and hold harmless the District, its governing board, administrators, managers, officers, agents, employees, successors, assigns, independent contractors, and/or volunteers from any and all claims, demands, losses, loss of use, damages and expenses, including legal fees and costs, or other obligations or claims arising out of any liability or damage to person or property, or any other loss, sustained or claimed to have been sustained arising out of activities of Peak Prep or those of any of its governing board, administrators, managers, officers, agents, employees, successors, assigns, independent contractors, and/or volunteers of Peak Prep, whether such act or omission is authorized by this Agreement or not. The provisions of this indemnification do not apply to any damage or losses caused by the sole negligence or willful misconduct of the District or any of its officers, agents, employees, volunteers and/or students.

This Indemnification shall survive termination of this Agreement, for any reason whatsoever, and binds each party's legal representatives, successors, and assigns.

DISPUTE RESOLUTION:

- a. The parties agree that, in the event of any dispute under the agreement in which the amount sought is \$5,000.00 or less, any litigation to resolve the dispute shall be brought in the Ventura County Small Claims Court.
- b. If the amount in dispute exceeds \$5,000.00, the parties agree that they will first submit the matter to a mutually agreed upon mediator. Notwithstanding section 22, Attorneys Fees, the cost of the mediator shall be borne equally by the parties.
- c. If the mediator is unable to resolve the dispute, then the parties shall submit the matter to binding arbitration in Ventura County or other mutually agreed location pursuant to the rules of the American Arbitration Association (AAA), as amended or as augmented in this Agreement (the "Rules"). The parties acknowledge that one of the purposes of utilizing arbitration is to avoid lengthy and expensive discovery and allow for prompt resolution of the dispute.

Arbitration shall be initiated as provided by the Rules, although the written notice to the other party initiating arbitration shall also include a description of the claim(s) asserted and the facts upon which the claim(s) are based. Arbitration shall be final and binding upon the parties and shall be the exclusive remedy for all claims subject hereto, including any award of attorneys' fees and costs. Either party may bring an action in court to compel arbitration under this Agreement and to enforce an arbitration award.

All disputes shall be decided by a single arbitrator. The arbitrator shall be selected by mutual agreement of the parties within 30 days of the effective date of the notice initiating the arbitration. If the parties cannot agree on an arbitrator, then the complaining party shall notify the AAA and request selection of an arbitrator in accordance with the Rules. The arbitrator shall have only such authority to award equitable relief, damages, costs, and fees as a court would have for the particular claim(s) asserted. In no event shall the arbitrator award punitive damages of any kind. The Arbitration shall be completed, and a decision rendered within ninety (90) days of the appointment of an Arbitrator. The arbitrator shall have the power to limit or deny a request for documents or a deposition if the arbitrator determines that the request exceeds those matters, which are directly relevant to the claims in controversy. Any document demand and response shall conform to Code of Civil Procedure sections 2031.010 et seq. The deposition notice shall conform to Code of Civil Procedure sections 2025.020 et seq. The parties may make a motion for protective order or motion to compel before the arbitrator with regard to the discovery, as provided in Code of Civil Procedure sections 2025.020 et seq. and 2031.010 et seq.

ATTORNEYS' FEES: In the event of any action or proceeding to interpret or enforce the terms of this Agreement, the prevailing party, as determined by the court or arbitrator, shall be entitled to recover its reasonable attorney fees and costs incurred in connection with such actions or proceeding.

INSURANCE: Both parties to this contract participate in the Ventura County Schools Self-Funding Authority (VCSSFA) property and liability insurance programs. If either party withdraws or ceases to receive coverage through VCSSFA, this Agreement shall be suspended until the parties can renegotiate the terms of this Agreement related to necessary insurance coverage limits.

PAYMENT: Invoices from the District to Peak Prep are due and payable upon receipt.

SEPARATE EMPLOYMENT: It is understood that District employees providing services to Peak Prep remain solely as employees of the District and are subject to the rights and requirements related to such employment. Likewise, the employees of Peak Prep remain solely as employees of Peak Prep.

SEVERABILITY: If any clause or provision of this Agreement is deemed to be invalid or unenforceable, the Agreement will continue in full force and effect without said provisions.

WARRANTY: Because of the complex nature of technology systems and services, it is not possible to guarantee a resolution to every technological challenge. Therefore the District makes no warranty in connection with the work described herein. Peak Prep will not seek to hold the District liable for damages related to technology system or service failures. The District will nonetheless, make every reasonable effort to complete the work described in this agreement with the highest level of professionalism and diligence.

COUNTERPARTS: This Agreement may be executed in counterparts, each of which will constitute an original, but all of which when taken together will constitute a single contract. Delivery of an executed counterpart of a signature page of this Agreement by email will be effective as delivery of a manually executed counterpart.

NATURE OF AGREEMENT:

This Agreement constitutes a binding expression of the understanding of the parties with respect to the services to be provided hereunder and is the sole contract between the parties with respect to the subject matter thereof. There are no collateral understandings or representations or agreements other than those contained herein. This Agreement represents the entire agreement between the parties hereto with respect to the subject matter hereof and supersedes any and all other agreements and communications however characterized, written or oral, between or on behalf of the parties hereto with respect to the subject matter hereof. This Agreement may only be modified by a written instrument signed by authorized representatives of each of the parties hereto.

Agreement for Professional Services: \$113,680 per year, billed quarterly

This charge covers everything described in this agreement, with the following conditions:

- Support will be provided during the standard business hours of 8:00am to 4:00pm on business days. (excluding official PVSD holidays).
- Additional charges apply for these items:
 - Support outside of standard hours for special pre-approved projects: \$50/hour per tier-one employee, \$75/hour per tier-two employee, \$100/hour per tier-three employee
 - Extended consultation from Executive Director of Technology and Operations: \$100/hour (or per-project as agreed)
 - Special Projects per agreed cost
 - Investigations that go beyond two hours will be charged at the following rates: \$30/hour per tier one employee, \$55/hour per tier-two employee, \$80/hour per tier-three employee during normal business hours
- Consulting from outside partners will be charged at the partner’s current rate

SIGNATURES:

Signed on behalf of Peak Prep Pleasant Valley:

Name: Shalen Bishop

Position: Executive Director

Date:

Signed on behalf of Pleasant Valley School District:

Name: Dr. Danielle Cortes

Position: Superintendent of Schools

Date:

Direct Costs for Supplies, Shipping, etc. reimbursed to the district: not to exceed \$35,000
per year, billed quarterly

Peak Prep will provide funding to cover direct costs for all materials and supplies, shipping costs, and device repair parts, etc. required by PVSD to provide the supports listed in this agreement. Device repair parts costs are based on the current pricing structure published publicly by the District Technology Services on the department web page. The published pricing structure is subject to change periodically during the fiscal year depending on fluctuations in the market for parts and supplies. Materials and supplies will be billed to Peak Prep quarterly, plus indirect costs where applicable, which will be limited to the District's state approved indirect cost rate per agreement.

SIGNATURES:

Signed on behalf of Peak Prep Pleasant Valley:

Name: Shalen Bishop

Position: Executive Director

Date:

Signed on behalf of Pleasant Valley School District:

Name: Dr. Danielle Cortes

Position: Superintendent of Schools

Date:

Cooperative License Fees: \$588.50

Peak Prep will provide funding to cover direct costs for cooperative license fees for the items listed below.

- Two (2) Technician Licenses + 1 dedicated helpdesk phone number \$321
- Fifty (50) Adobe Creative Cloud Suite Licenses \$267.50

SIGNATURES:

Signed on behalf of Peak Prep Pleasant Valley:

Name: Shalen Bishop

Position: Executive Director

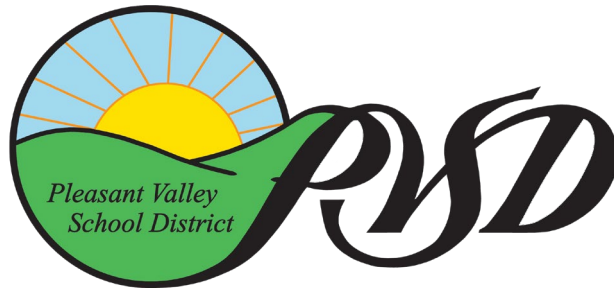
Date:

Signed on behalf of Pleasant Valley School District:

Name: Dr. Danielle Cortes

Position: Superintendent of Schools

Date:



Pleasant Valley School District Office of Technology Services

Support Services Scope of Work

Prepared for
Peak Prep Pleasant Valley by
Devin Holzer
Executive Director of Technology and Operations

Support Services Scope of Work

Introduction

This Support Services Scope of Work (SOW) describes the services and deliverables that Peak Prep Pleasant Valley (Peak Prep) will receive from Pleasant Valley School District (PVSD).

Purpose

Peak Prep expressed the need for technology services and support after historically utilizing outsourced vendors. The purpose of this SOW is to continue to grow the partnership between Peak Prep and PVSD by beginning to provide some technology support through the PVSD Technology Services department.

This SOW outlines how PVSD will provide basic support services for Peak Prep.

Scope

Parties

This Support Agreement is between:

Peak Prep Pleasant Valley	Pleasant Valley School District
2150 Pickwick Dr., #304 Camarillo, CA 93010	600 Temple Avenue Camarillo, CA 93010
Key contact: Shalen Bishop (805) 222-0025 shalen.bishop@peak-prep.org	Key contact: Devin Holzer (805) 389-2100 x1151 dholzer@pleasantvalleysd.org

Dates and reviews

This SOW commences on **July 1, 2024** and terminates on **June 30, 2025**.

PVSD and Peak Prep will discuss renewal terms and review the SOW annually. Any modifications to this SOW must be in writing and executed by authorized representatives of both parties in accordance with the attached Agreement for the Provision of Technology Services.



Services and Deliverables

This SOW covers the services and deliverables listed in the table below. This list may be updated at any time, with a written agreement from both parties. Additional costs may apply to any changes.

Hardware
Student Chromebook troubleshooting and repair, inventory supply maintenance
Employee Laptop troubleshooting and repair, inventory supply maintenance
Hotspot troubleshooting and repair, inventory supply maintenance
Basic printer/printing support for employees (no in-home services)
Basic phone support for on-site office locations on PVSD campuses (additional costs may apply)
Software
Helpdesk instance + dedicated support phone number (805) 389-2111
Remote support software + built-in Chrome/Google support tools as available
Basic software support: GoGuardian, Jamf/ASM, Azure, Carbon Black, Adobe, Raptor, etc.
Services
Student and employee device inventory management: setup, shipping, initial support for new-enrollee
Document software and hardware changes (as needed)
Assist employees with technology use and in their role as the primary technical support for their students
Raise support requests with 3 rd party providers
Maintain Google user accounts/sync and suggest options for improved automation
Manage and maintain Google Suite updates and settings
Microsoft 365 and License Management
Assistance with investigations of student or employee malfeasance
General consulting services: software and systems licenses, long-term planning, systems migrations, etc.

Exclusions to SOW

- This SOW does not apply to support for Peak Prep's SIS, SIRAS, CALPADS or other systems/support not specifically provided for in this agreement.
- This SOW does not include support for Escape or other software or supports provided to Peak Prep by the Ventura County Office of Education (VCOE).
- This SOW does not cover problems caused by using equipment, software or service(s) in a way that is not recommended.
- If Peak Prep has made unauthorized changes to the configuration or setup of equipment, software or services, this agreement may not apply and/or require modifications.
- If Peak Prep has prevented or withholds information that prevents PVSD from performing required maintenance, updates, or services there may be a delay in resolving issues.

Agreement Terms

Refer to Agreement for the Provision of Technology Services

Professional Services Structure

PVSD will provide the equivalent of one (1) full-time Technology Support Technician II (Exhibit A: TST II job description). This position will act as the primary point-person and liaison between Peak Prep leadership and the PVSD Technology Services department. This position will provide tier-two support services during the standard business hours of 8:00am – 4:00pm Pacific Time and ensure that tier-one support services are being adequately covered.

Peak Prep will also have limited access to the entire PVSD Technology Services team, as needed, at the discretion of PVSD's Executive Director of Technology and Operations for tier-one and tier-three support. This will allow for cross-training and proper coverage throughout the year.

All support issues should be submitted via PVSD's helpdesk ticketing system. Raising issues in this way enables PVSD staff to prioritize, track and handle them correctly. It also ensures required information about the issue is captured efficiently, and that PVSD's response times are measured fairly.

Support will be provided on a remote basis only. No in-home support services will be provided. Device swaps and/or staff support may happen in-person at PVSD's Office, Technology Services building if requested by Peak Prep staff or families, by appointment only.

The helpdesk phone number for Peak Prep support requests is (805) 389-2111.



Support Tiers

Support requests raised by Peak Prep will be handled by three tiers of support:

- **Tier one.** This is where all support incidents begin via a helpdesk request. The issue is clearly recorded and PVSD support staff will perform basic troubleshooting. Tier-one services may be provided by PVSD Technology Assistant or Technology Support Technician I (TST-I) positions.
- **Tier two.** If an issue cannot be resolved in tier one, it will be escalated to tier two. At this point, a PVSD TST-II will perform more complex support, using specialist staff where appropriate. Tier-two staff will act as the liaison between Peak Prep and Pleasant Valley.
- **Tier three.** Issues that cannot be resolved at tier one or tier two will be escalated to tier three. At this level, support is provided by the PVSD's most experienced staff, who can draw on a range of expertise from third parties when needed. There may be extra costs for use of tier-three staff.

Charges and Fees

Agreement for Professional Services: \$113,680 per year, billed quarterly

This charge covers everything described in this agreement, with the following conditions:

- Support will be provided during the standard business hours of 8:00am to 4:00pm on business days. (excluding official PVSD holidays).
- Additional charges apply for these items:
 - Support outside of standard hours for special pre-approved projects: \$50/hour per tier-one employee, \$75/hour per tier-two employee, \$100/hour per tier-three employee
 - Extended consultation from Executive Director of Technology and Operations: \$100/hour (or per-project as agreed)
 - Special Projects per agreed cost
 - Investigations that go beyond two hours will be charged at the following rates: \$30/hour per tier one employee, \$55/hour per tier-two employee, \$80/hour per tier-three employee during normal business hours
- Consulting from outside partners will be charged at the partner's current rate

Direct Costs for Supplies, Shipping, etc. reimbursed to the district: not to exceed \$35,000 per year, billed quarterly

- Peak Prep will provide funding to cover direct costs for all materials and supplies, shipping costs, and device repair parts, etc. required by PVSD to provide the supports listed in this SOW. Device repair parts costs are based on the current pricing structure published publicly by the District Technology Services on the department web page. The published pricing structure is subject to change periodically during the fiscal year depending on fluctuations in the market for parts and supplies. Materials and supplies will be billed to Peak Prep quarterly, plus indirect costs where applicable, which will be limited to the District's state approved indirect cost rate per agreement.

Cooperative License Fees: \$588.50

- Two (2) Technician Licenses + 1 dedicated helpdesk phone number **\$321**
- Fifty (50) Adobe Creative Cloud Suite Licenses **\$267.50**



Signatures

This Support Agreement is agreed between Peak Prep Pleasant Valley and Pleasant Valley School District:

Signed on behalf of Peak Prep Pleasant Valley:

Name: Shalen Bishop

Position: Executive Director

Date:

Signed on behalf of Pleasant Valley School District:

Name: Dr. Danielle Cortes

Position: Superintendent of Schools

Date:





INSTRUCTIONAL ASSISTANT – LEARNING CENTER

Peak Prep Pleasant Valley is seeking an Instructional Assistant to provide instructional and administrative support to both students and staff at the in-person Camarillo Learning Center serving both the Homeschool and Virtual Academies.

BASIC FUNCTION:

Under the direction of an assigned supervisor, assist a certificated teacher in providing instruction to individual or small groups of students in the learning center; assist students in improving their reading, writing, vocabulary, math, science, computer skills, motor skills and other subject areas; assist students with physical education skills and gross motor development activities; monitor and report student progress regarding behavior and performance; tutor students in assigned subject areas; support general administrative tasks related to the successful operation of both the Homeschool and Virtual Academies.

RESPONSIBILITIES:

- Tutor individual or small groups of students, reinforcing instruction as directed by the teacher; monitor and supervise student drills, assignments, and activities; assist students with reading, writing, math, science, computer skills, motor skills and other subject areas as assigned by the position.
- Administer, monitor, and score a variety of tests.
- Prepare instructional materials in accordance with grade level, lesson plans and appropriate reading collection; work with students in handwriting, phonics, letter recognition, hands-on projects, and other activities; rephrase materials and explain instructions as needed; provide proper examples and general guidance.
- Observe and control behavior of students according to approved procedures, report progress regarding student performance and behavior.
- Set up and take down physical education equipment especially during Physical Fitness Testing; communicate with appropriate personnel regarding equipment problems or damage.
- Perform a variety of clerical duties such as preparing, typing, and duplicating instructional materials, scoring papers, and recording grades; prepare and maintain student records and cum files, as necessary.
- Provide support to the teacher by preparing for daily activities, setting up work areas, displays and exhibits, and distributing and collecting paper, supplies and materials; gather materials for projects and assist in preparing handouts, folders,

and classroom worksheets; ensure sufficient inventory of materials for upcoming projects; monitor and assist in distribution of school lunches as requested.

- Assure the health and safety of students by following health and safety practices and procedures.
- Direct group activities of students as assigned; assist in monitoring lunchroom and playground activities as assigned; accompany students on field trips as assigned.
- Operate a computer, iPad, audio-visual tools and other office and classroom tools, equipment and software as assigned.
- Engage students to explore, build, create, tinker using a variety of modalities and media. Encourage a fun, creative learning environment.
- Monitor and adjust activities in response to the needs of students and teachers; prepare and support learning activities and projects in accordance with teacher lesson plans; prepare and distribute student materials.
- Communicate with staff, teachers, and others to exchange information and resolve issues or concerns; adjust learning activities in response to teacher requests.
- Assist with curriculum and other instructional material and device inventory, distribution, collection, cataloging, packaging, shipping and storage as instructed.
- Serves as a liaison between teachers, parents, students, support staff and the community regarding educational programs, services and various student issues; assists in coordinating and arranging various programs and services to meet the needs of students and encourages parent involvement in all school-related activities.
- Meets, confers with, and interviews parents in the identification of family needs and issues; provides information and materials to parents to assist in the location and utilization of school and community services and resources; refers parents to school services or community resources.
- Maintain school standards of excellent customer service and professional behavior in various and sometimes challenging situations.
- Access and monitor school email daily to receive important updates from school and school administration.
- Participate in staff development and in-service training programs as assigned.
- Maintain strong computer skills to effectively operate school systems and programs. Experience and familiarity with Google Suite strongly preferred.
- Other duties as assigned.

KNOWLEDGE AND ABILITIES:

- School standards excellent customer service, interpersonal skills using respect, tact, patience, kindness, and courtesy.
- Child guidance principles and practices.
- Basic subjects taught in schools, including arithmetic, grammar, spelling, language and reading.
- Safe practices in classroom and playground activities.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Basic instructional methods and techniques.
- Understand and follow oral and written directions.

- Basic record-keeping techniques.
- Classroom procedures and appropriate student conduct.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative & effective working relationships with others.
- Maintain regular and consistent attendance.
- Add, subtract, multiply, and divide quickly and accurately.
- Apply extensive knowledge of school policies and exercise independent judgment.
- Complete work with many interruptions.

MINIMUM QUALIFICATIONS:

- Exceptional interpersonal skills, including teamwork and negotiation.
- Excellent verbal, written, and graphical communication skills.
- Outstanding communication, multitasking, and analytical skills.
- Ability to pass state and federal background checks.

EDUCATION AND EXPERIENCE:

- Any combination equivalent to sufficient education, experience, and/or training to demonstrate the knowledge and abilities listed above.
- Typically, this would be gained through: Graduation from high school and relevant experience working with children in an organized or childcare setting.

WORKING CONDITIONS/ENVIRONMENT:

- Part-time schedule: 3-4 days/week, 10-15 morning hours/week
- Classroom, learning center, or other learning environment
- Constant interruptions

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer.

Hearing and speaking to exchange information.

Seeing to monitor students and read a variety of materials.

Sitting or standing for extended periods of time.

Running and jumping to demonstrate physical education activities.

Bending at the waist, kneeling or crouching to assist students.

EQUAL EMPLOYMENT OPPORTUNITY:

It is our policy to abide by all federal, state and local laws prohibiting employment discrimination based solely on a person's race, color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, childbirth, physical disability, mental and/or intellectual disability, age, military status, veteran status (including protected veterans), marital status, registered domestic partner or civil union status, familial status, gender (including sex stereotyping and gender identity or expression), medical condition, genetic information, sexual orientation, or any other protected status except where a reasonable, bonafide occupational qualification exists.

SALARY & BENEFITS:

- There are contributions caps to medical, vision, & dental for all full time (1.0 FTE) employees.
- Salary Schedule: 02H/B: \$21.61 - \$26.31 Per Hour