



Peak Prep Pleasant Valley

Board Meeting Agenda—Regular Board Meeting
Wednesday, June 7th, 2023
4:00pm

Meeting Location:

30721 Russell Ranch Rd
Suite 140
Westlake Village, CA 91362

Teleconference Locations:

PVSD
600 Temple Ave
Camarillo, CA 93010
&
4141 Schuylkill Dr.
Calabasas, CA 91302

Remote Meeting Access:

Topic: June 2023 Reg Board Meeting
Time: Jun 7, 2023 04:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/87851630053?pwd=dFc2N3JtZXdtczR3Z29aOEY4OW9rQT09>

Meeting ID: 878 5163 0053

Passcode: PeakPrep

One tap mobile

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Meeting ID: 878 5163 0053
Passcode: 53316317

Find your local number: <https://us02web.zoom.us/j/keGs2e6ENa>

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

MEETING AGENDA & RELATED MATERIALS

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

I. PRELIMINARY MATTERS

A. Call to Order:

Meeting was called to order by Board Director at: __4:01pm_____

B. Roll Call

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

C. Motion to adopt the agenda was moved by __*Bob, 2nd-Carol*_____

Roll Call Vote:

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://us02web.zoom.us/j/87851630053?pwd=dFc2N3JtZXdtczR3Z29aOEY4OW9rQT09>

(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 May 1st 2023 through May 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 May 1st 2023 through May 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 May 1st 2023 through May 31st Board Reports.

4. Approve Minutes from 5/3/2023 Board Meetings.

Board Member	Motion to Move	Second	Yes	No	Abstain	Absent
Patty Lerner			x			
Bob Rust	x		x			
Carol Bjordahl		x	x			
Alana Miller						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.
Upcoming Compliance Dates

C) The Board will review and consider the approval of the Local Control Accountability Plan (LCAP) Budget Overview for Parents, Local Control Plan Annual Updates, LCAP, Updated LCAP Addendum, LCAP Local Indicators, and LCAP Expenditures. The Local Control and Accountability Plan (LCAP) is a three-year plan that describes the goals, actions, services, and expenditures to support positive student outcomes that address state and local priorities. The LCAP and LCAP Addendum provides an opportunity for local educational agencies (LEAs) to

share their stories of how, what, and why programs and services are selected to meet their local needs and also local indicators are reported to board. Public Hearing was May 3rd, 2023.

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

D) The Board will review, discuss and consider approving Peak Prep Pleasant Valley’s 2023-24 Adopted Budget. This is the anticipated budget moving into the new school year.

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

E) The Board will review, discuss and consider approving the 2023-2024 Prop 30 Spending Plan. This plan is the anticipated use of the 2023-24 Prop 30 Education Protection Account Funds

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

F) The Board will review, discuss and consider approving the annual year-end Board Resolutions and Resolution Memo. Designed to provide authorization for Business Service Authority to make standard financial transactions on behalf of Peak Prep.

- a. Certification of Signatures for the Fiscal Year 2023-24
- b. Resolution 23-04; Authorization to Allow Appropriation/Budget Transfers; Fiscal Year 2023-24
- c. Resolution 23-03; Appropriation of the Ending Balance to a Reserve
- d. Resolution 23-02; Authorization for the Ventura County Office of Education to Make Budget Transfers

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

Alana Miller						x
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e.

G) The Board will review, discuss and consider approving Peak Prep Pleasant Valley’s 2023-24 Salary Schedule. This is the proposed salary schedule moving into the new fiscal and school year.

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

The Board will review, discuss and consider approving the Local Agency Executive Compensation Report. In accordance with SB 1436, the legislative body shall orally report a summary of a recommendation for a final action on the salaries, salary schedules, or compensation paid in form of fringe benefits of a local agency executive, as defined in subdivision (d) of Section 3511.1, during the open meeting in which the final action is to be taken.

Agreeing with what is reported is accurate

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

H) The Board will review, discuss and consider approving the Summer and 2023-2024 Payroll Authorization Requests (PARs). Per budget, LCAP and certificated extra duties, these are the ongoing end of 2022-2023 school year PARS and anticipated PARs for the 2023-2024 school year. These are also included in the adopted budget.

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

I) The Board will review, discuss and consider the approval of the 2023-2024 Employee Handbook. Reviewed by legal, this is an annual update of the employee handbook which includes new board policies.

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

J) The Board will review, discuss and consider the 2023-2024 annual fee for Escape Financial & Payroll/Personnel Systems. This is a Ventura County Department of Education used technology system that assists in payroll, financials and personnel record.

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

K) The board will review, discuss and consider approving the 2023-2024 Pleasant Valley School District (PVSD) & Peak Prep agreement/quote for Technology Services. Peak staff is recommending using PVSD for their technology & I.T. Support. This quote is for staffing, google management, new computers for students and staff, 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			X			
Bob Rust	X		X			
Carol Bjordahl		X	X			
Alana Miller						X

L) The Board will review and consider the renewal of Business Service Authority (BSA) for the 2023-2024 school year. Ventura County of Education’s BSA provides Peak’s back office services (i.e. budget, financial statements, auditing compliances, payroll processing). The agreement is similar to 2022-2023 school year.

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

M) The Board will review and consider the approval of the CARS Winter

Release Application. The Consolidated Application (ConApp) is used by the California Department of Education (CDE) to distribute categorical funds from various federal programs to county offices, school districts, and direct-funded charter schools throughout California.

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

N) The Board will review and consider the approval of the *Policy Regarding Assignment of Teachers in Transitional Kindergarten Classes.*

Pursuant to Education Code Section 48000, Peak Prep Pleasant Valley (the “Charter School”) shall ensure that as of August 1, 2023, credentialed teachers who are first assigned to a transitional kindergarten classroom after July 1,2015, satisfy one of the requirements set forth in Section 48000(g)(4)(A)-(C), which sets forth the specialized qualifications required under the law for transitional kindergarten teachers. This policy is intended to identify the protocols the Charter School will use to assess and validate teachers’ eligibility to be assigned to a transitional kindergarten classroom

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

O) The Board will review and consider the approval of the Board Resolution of the current TK Teacher placement. Board determines that Ms. Hanson possesses professional experience in a classroom setting with preschool age children meeting the criteria established by the Board that is comparable to the 24 units of education described in Education Code Section 48000(g)(4)(A).

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

P) The Board will review, discuss and consider approving the Director of Operations over contract days payout. The board will consider paying out any over contract days (unused vacation days) within the Dir. Of Operations Time Sheet.

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

IV. Closed Session

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

Enter: 5:44pm

Adjourned: 6:40pm

Nothing to report out

V. Board Members Remarks and Announcements

VI. ADJOURNMENT

MOTION FOR ADJOURNMENT Motion to Adjourn Roll Call Vote:

Bob Motioned

Carol Seconded

Aye:3

Nay:0

Absent: 1

Adjourned at _____6:41pm_____