



Peak Prep Pleasant Valley

Board Meeting Agenda—Regular Board Meeting

Nov 1st, 2023

4:00 pm

**Meeting Location:**

PVSD

600 Temple Ave

Camarillo, CA 93010

Rm 24

Teleconference Location

Location Cancelled, please join in Camarillo or via Zoom.

**Remote Meeting Access:**

Join Zoom Meeting

Join Zoom Meeting

<https://peak-prep->

[org.zoom.us/j/84952080084?pwd=MVlaaXh3MjZhMzVmMUNMeVI3WW1tdz09](https://peak-prep-org.zoom.us/j/84952080084?pwd=MVlaaXh3MjZhMzVmMUNMeVI3WW1tdz09)

***Meeting ID: 849 5208 0084***

***Passcode: PeakPrep***

One tap mobile

+13017158592,,84952080084#,,,,\*47801474# US (Washington DC)

+13052241968,,84952080084#,,,,\*47801474# US

Dial by your location

• +1 301 715 8592 US (Washington DC)

• +1 305 224 1968 US

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- +1 929 205 6099 US (New York)
- +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)
- +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

**Meeting ID: 849 5208 0084**

**Passcode: 47801474**

Find your local number: <https://peak-prep-org.zoom.us/j/kbd6LC7XZl>

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](http://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](mailto: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: \_\_\_\_4:00pm\_\_\_\_\_

***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 \_\_\_ \_*

Roll Call Vote:

Board Member	Motion to Move	Second	Yes	No	Abstain	Absent
Patty Lerner			x			
Bob Rust	x		x			
Carol Bjordahl		x	x			
Alana Miller						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](mailto: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/84952080084?pwd=MVlaaXh3MjZhMzVmMUNMeVI3WW1tdz09>

(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. Closed Session***

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

PUBLIC EMPLOYMENT (Gov. Code section 54957(b)): Executive Director

***Enter: 4:01om***

***Returned: 4:18pm***

***No Action was taken.***

**IV. Information, Discussion, and Action items**

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

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

**4. Approve Minutes from 9/6/2023 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.
- c. Upcoming Compliance Dates

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

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

D) **The Board shall review, discuss, and approve the Employment Agreement for the Executive Director.** Reviewed by legal, this new contract serves the Executive Director role with a few updates to the agreement from 3.23.22.

\*Verbal script was read

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 Peak Prep Pleasant Valley's On-Schedule Salary Increase.** With fiscal soundness, Peak proposes a 3% on-schedule increase retro-active of 7/1/2023

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

F) **The Board shall review, discuss, and consider approving the employee's off-schedule salary payment of 10%.** Peak is proposing a staff off-schedule salary increase based on the funds available, SB740, and upon closing the 2022-2023 fiscal year and before the end of the 2023 Year. Peak employees have worked diligently these past 5 years with min increases. This would be for all employees who are currently employed this school year.

We modified the motion to be "Approve the employees off schedule payment of 10%"

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

G) **The Board shall review, discuss, and consider the approval of the additional Payroll Authorization Request Forms (PAR):** The payroll authorizations are stipends for extra duties.

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

***V. Board Members Remarks and Announcements***

***Thank you to everyone for your hard work and diligence. Look forward to seeing Dec 6<sup>th</sup>. -Patty***

***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			
Alana Miller						x

Adjourned at \_5:14pm.\_\_\_\_