



Peak Prep Pleasant Valley

Board Meeting Agenda—Regular Board Meeting  
March 6<sup>th</sup>, 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

+19292056099,,88032472687#,,,,\*29884136# US (New York)

+13017158592,,88032472687#,,,,\*29884136# US (Washington DC)

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Dial by your location

• +1 929 205 6099 US (New York)

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- +1 305 224 1968 US
- +1 309 205 3325 US
- +1 312 626 6799 US (Chicago)
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- +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)
- +1 346 248 7799 US (Houston)
- +1 360 209 5623 US
- +1 386 347 5053 US
- +1 507 473 4847 US

Meeting ID: 880 3247 2687  
 Passcode: 29884136

Find your local number: <https://peak-prep-org.zoom.us/j/88032472687>

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

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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FOR MORE INFORMATION

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**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		
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C.. *Motion to adopt the agenda was moved by*   Bob   \_\_\_\_\_

Roll Call Vote:

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

**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 8<sup>th</sup>, 2024. Both calendars are on one document.

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 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			x			
Bob Rust	x		x			
Carol Bjordahl		x	x			

**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			x			
Bob Rust	x		x			
Carol Bjordahl		x	x			

**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			x			
Bob Rust	x		x			
Carol Bjordahl		x	x			

**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			x			
Bob Rust		x	x			
Carol Bjordahl	x		x			

**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			x			
Bob Rust	x		x			
Carol Bjordahl		x	x			

**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			x			
Bob Rust	x		x			
Carol Bjordahl		x	x			

**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.

-The board requests to keep exploring the options of doing business office in-house, to get more information.

-Come back in April with an update and potential plan

-We are grateful for BSA, it's really about more money going back to teachers and students.

**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			x			
Bob Rust	x		x			

Carol Bjordahl		x	x			
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***IV. Board Members Remarks and Announcements***

***-I want to thank BSA and the job you've done. We appreciate you guys. Thank you again, Josh, for your due diligence and for what additional information you find.***

***V. 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 5:48pm