



Peak Prep Pleasant Valley

Board Meeting Agenda—Special Board Meeting  
April 10th, 2024  
10:00am

**Meeting Location:**

PVSD  
600 Temple Ave  
Camarillo, CA 93010  
Conference Room

**Remote Meeting Access:**

<https://peak-prep-org.zoom.us/j/81308516140?pwd=KzJCU Dh r M F l O T W x C b j R u S z R 4 N 0 p 1 Q T 0 9>

**Meeting ID: 813 0851 6140**

**Passcode: PeakPrep**

One tap mobile

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Find your local number: <https://peak-prep-org.zoom.us/j/81308516140>

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](mailto: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		

***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](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/81308516140?pwd=KzJCU Dh r M F l O T W x C b j R u S z R 4 N 0 p 1 Q T 0 9>

(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 March 1st, 2024 through March 31st, 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 March 1st, 2024 through March 31st, 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 March 1st, 2024 through March 31st, 2024, Board Reports.*

**4. Approve Minutes from 3/6/2024 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 will review, discuss, and consider the approval of the Homeschool Coordinator's job description and salary.** This position is taking the lead homeschool teacher position & teacher position and making it one position.

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

**D) The board will review, discuss, and consider the approval of the 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. Presentation by J. Valdivia.

*The motion will be to move forward with the internal/Peak Prep back-office or to not to move forward with the internal/Peak Prep back-office.*

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

**E) Pending the results of Action Item D, The Board will review, discuss, and consider the approval of the Director of Finance position and Salary Schedule.** This position is designed to run and support the fiscal operations and back office side of Peak Prep and fill in roles from our previous back-office.

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

**F) The Board will review, discuss, and consider the approval of the Raptor Quote .** Peak Prep recommends that we approve this integrated school safety software for our Learning Center. This software is a visitor management system that provides an extra layer of safety that screens and tracks everyone who enters the learning center. This is the same software that Pleasant Valley School District uses within their school

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 24-25 School Pathways Quote.** This is our current school information system and the quote is a renewal quote.

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 March 2024**

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
<b>Revenue Detail</b>						
<b>LCFF Revenue Sources</b>						
8011	Revenue Limit State Aid Curr	2,254,610.00	3,597,486.00	2,315,575.00	1,281,911.00	64.37
8012	Education Protection Act	56,716.00	77,168.00	57,866.00	19,302.00	74.99
8019	Revenue Limit State Aid Prior			41,323.00-	41,323.00	NO BDGT
8096	Trs In-Lieu from Property Tax	1,145,277.00	1,741,261.00	1,088,034.00	653,227.00	62.49
<b>Total LCFF Revenue Sources</b>		<b>3,456,603.00</b>	<b>5,415,915.00</b>	<b>3,420,152.00</b>	<b>1,995,763.00</b>	<b>63.15</b>
<b>Federal Revenue</b>						
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
<b>Total Federal Revenue</b>		<b>551,676.00</b>	<b>550,364.00</b>	<b>254,980.42</b>	<b>295,383.58</b>	<b>46.33</b>
<b>Other State Revenues</b>						
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	24,592.66-	112,429.66	-28.00
<b>Total Other State Revenues</b>		<b>79,112.00</b>	<b>217,804.00</b>	<b>16,707.43</b>	<b>201,096.57</b>	<b>7.67</b>
<b>Other Local Revenue</b>						
8660	Interest	7,500.00	38,000.00	18,677.46	19,322.54	49.15
8699	All Other Local Revenue		147.00	5,522.77	5,375.77-	3,756.99
8792	Transfers of Apportionments Fr	234,270.00	336,194.00	202,583.00	133,611.00	60.26
<b>Total Other Local Revenue</b>		<b>241,770.00</b>	<b>374,341.00</b>	<b>226,783.23</b>	<b>147,557.77</b>	<b>60.58</b>
<b>Total Year To Date Revenues</b>		<b>4,329,161.00</b>	<b>6,558,424.00</b>	<b>3,918,623.08</b>	<b>2,639,800.92</b>	<b>59.75</b>

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
<b>Expenditure Detail</b>							
<b>Certificated Salaries</b>							
1100	Teacher	1,847,792.00	2,440,956.00		1,801,997.84	638,958.16	73.82
1130	Certificated Stipends	90,500.00	90,500.00		51,375.00	39,125.00	56.77
1140	Certificated Extra Duty	32,000.00	41,800.00		42,422.50	622.50-	101.49
1200	Certificated Pupil Support Sal	329,071.00	290,269.00		219,801.59	70,467.41	75.72
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		259,090.20	76,202.80	77.27
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
<b>Total Certificated Salaries</b>		<b>2,652,397.00</b>	<b>3,255,763.00</b>	<b>.00</b>	<b>2,401,132.13</b>	<b>854,630.87</b>	<b>73.75</b>

Selection Grouped by Account Type - Sorted by Org, Fund, Object, Filtered by (Org = 638, Starting Period = 1, Ending Account Period = 9, Stmt Option? = , Zero Amounts? = N, SACS? = N, Restricted? = Y)

Fund 620 - Peak Prep

Fiscal Year 2023/24 Through March 2024

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
<b>Expenditure Detail (continued)</b>							
<b>Classified Salaries</b>							
2100	Instructional Aides	26,407.00					NO BDGT
2200	Classified Support Salaries		7,700.00		5,600.00	2,100.00	72.73
2300	Classified Administrators	106,360.00	109,104.00		79,426.13	29,677.87	72.80
2330	Class Admin Stipends		10,000.00		10,000.00		100.00
2400	Clerical & Office Salaries	188,955.00	274,425.00		190,001.44	84,423.56	69.24
2450	Clerical & Office Overtime				2,356.64	2,356.64-	NO BDGT
	<b>Total Classified Salaries</b>	<b>321,722.00</b>	<b>401,229.00</b>	<b>.00</b>	<b>287,384.21</b>	<b>113,844.79</b>	<b>71.63</b>
<b>Employee Benefits</b>							
3301	OASDI/Medicare Certificated	199,211.00	237,397.00		174,620.63	62,776.37	73.56
3302	OASDI/Medicare Classified	24,460.00	29,908.00		21,496.18	8,411.82	71.87
3401	Health/Dental/Vision Cert	413,485.00	379,396.00		261,433.00	117,963.00	68.91
3402	Health/Dental/Vission Class	55,585.00	56,271.00		36,576.41	19,694.59	65.00
3501	SUI Certificated	1,307.00	1,596.00		1,178.75	417.25	73.86
3502	SUI Classified	160.00	195.00		140.49	54.51	72.05
3601	Workers' Comp Certificated	46,207.00	56,715.00		41,827.61	14,887.39	73.75
3602	Workers' Comp Classified	5,605.00	6,990.00		5,006.28	1,983.72	71.62
3901	403B and OtherBenCert	4,176.00	5,625.00		3,903.01	1,721.99	69.39
3902	403B and OtherBen Class	526.00	568.00		369.59	198.41	65.07
3951	UI Out of State Cert		9,150.00		7,310.69	1,839.31	79.90
3952	UI Out of State Class		1,073.00		849.90	223.10	79.21
	<b>Total Employee Benefits</b>	<b>750,722.00</b>	<b>784,884.00</b>	<b>.00</b>	<b>554,712.54</b>	<b>230,171.46</b>	<b>70.67</b>
<b>Books and Supplies</b>							
4100	Textbooks	247,947.00	300,102.00	15,694.17	287,126.05	2,718.22-	95.68
4300	Materials and Supplies	71,239.00	229,096.00	2,107.46	78,630.89	148,357.65	34.32
4400	Non-Capitalized Equipment	206,405.00	290,656.00		322,577.58	31,921.58-	110.98
4700	Food Supply		174.00		200.25	26.25-	115.09
	<b>Total Books and Supplies</b>	<b>525,591.00</b>	<b>820,028.00</b>	<b>17,801.63</b>	<b>688,534.77</b>	<b>113,691.60</b>	<b>83.96</b>
<b>Services and Other Operating Expenditures</b>							
5200	Travel and Conference	5,358.00	5,794.00		3,554.46	2,239.54	61.35
5220	Staff Development	46,733.00	60,279.00	600.00	66,495.22	6,816.22-	110.31
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	140,571.09	333,031.55	54,313.36	63.08
5801	Audit Services	12,390.00	19,005.00	15,120.00	3,885.00		20.44

Selection Grouped by Account Type - Sorted by Org, Fund, Object, Filtered by (Org = 638, Starting Period = 1, Ending Account Period = 9, Stmt Option? = , Zero Amounts? = N, SACS? = N, Restricted? = Y)



Fund 620 - Peak Prep		Fiscal Year 2023/24 Through March 2024					
Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
<b>Expenditure Detail (continued)</b>							
<b>Services and Other Operating Expenditures (continued)</b>							
5803	Business Services Authority	291,712.00	440,119.00	100,095.00	200,190.00	139,834.00	45.49
5804	Employment Fees	1,000.00	1,000.00		1,324.64	324.64-	132.46
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	27,557.00	16,443.00		37.37
5901	Communication Services-Phone	9,270.00	10,500.00		8,796.35	1,703.65	83.77
5902	Internet Services	12,360.00	15,000.00	456.00	15,858.34	1,314.34-	105.72
5903	Postage	4,635.00	15,000.00	3,067.77	11,168.04	764.19	74.45
<b>Total Services and Other Operating Expenditures</b>		<b>758,754.00</b>	<b>1,207,824.00</b>	<b>287,466.86</b>	<b>728,533.02</b>	<b>191,824.12</b>	<b>60.32</b>
<b>6600 - 6999</b>							
6900	Depreciation		5,712.00		5,711.53	.47	99.99
<b>Total 6600 - 6999</b>		<b>.00</b>	<b>5,712.00</b>	<b>.00</b>	<b>5,711.53</b>	<b>.47</b>	<b>99.99</b>
<b>Total Year To Date Expenditures</b>		<b>5,009,186.00</b>	<b>6,475,440.00</b>	<b>305,268.49</b>	<b>4,666,008.20</b>	<b>1,504,163.31</b>	<b>72.06</b>

Fund 620 - Peak Prep		Fiscal Year 2023/24 Through March 2024		
Object	Description	Beginning Balance	Year to Date Activity	Ending Balance
<b>Fund Reconciliation</b>				
<b>Assets</b>				
9110	Cash in County Treasury	2,210,765.12	406,433.94-	1,804,331.18
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
	<b>Total Assets</b>	<b>2,766,531.08</b>	<b>821,182.68-</b>	<b>1,945,348.40</b>
<b>Liabilities</b>				
9510	Accounts Payable	167,236.97	167,236.97-	
9520	Out of State Tax AZ		1,027.26	1,027.26
9521	Out of State Tax CO		192.47	192.47
9522	Out of State Tax MI		3,720.42	3,720.42
9523	Out of State Tax PA		836.68	836.68
9530	Summer Pay Liability		70,551.86	70,551.86
9534	Health & Welfare Ins Payable		19,583.41-	19,583.41-
9535	State Unemployment Insurance	14.84-	399.15	384.31
9536	Workers' Comp Ins Payable	1,170.58-		1,170.58-
9539	Miscellaneous Deductions	969.60	562.49-	407.11
9541	UI CO		503.10	503.10
9542	UI NM		5,445.29	5,445.29
9543	UI PA		467.29	467.29
9552	Sales Tax Payable		171.46	171.46
9563	Local Tax PA		454.24	454.24
9573	Municipal Tax PA		13.00	13.00
9590	Due to Other Governments	70,881.00	29,803.09	100,684.09
9650	Deferred Revenue	68,974.00		68,974.00
	<b>Total Liabilities</b>	<b>306,876.15</b>	<b>73,797.56-</b>	<b>233,078.59</b>
	<b>Calculated Fund Balance</b>	<b>2,459,654.93</b>	<b>747,385.12-</b>	<b>1,712,269.81</b>
<b>Beginning Fund Balance</b>				
9791	Beginning Fund Balance	2,459,654.93		2,459,654.93
	<b>Beginning Fund Balance Proof</b>	<b>.00</b>	<b>747,385.12-</b>	<b>747,385.12-</b>
<b>Change in Fund Balance - Excess Revenues ( Expenditures )</b>			<b>(747,385.12)</b>	

**Memo Only - Ending Fund Balance Accounts**

Reserves	Adopted	Revised
Selection	Grouped by Account Type - Sorted by Org, Fund, Object, Filtered by (Org = 638, Starting Period = 1, Ending Account Period = 9, Stmt Option? = , Zero Amounts? = N, SACS? = N, Restricted? = Y)	

Fund 620 - Peak Prep

Fiscal Year 2023/24 Through March 2024

Memo Only - Ending Fund Balance Accounts (continued)

		Adopted	Revised		
<b>Reserves (continued)</b>					
9720	Reserve for Encumbrances			305,268.49	305,268.49
<b>Other Designations</b>					
9790	Undesignated/Unappropriated	780,156.00	1,702,298.00		
<b>9796 - 9799</b>					
9796	Capital Assets Net of Debt	250,459.00	323,404.00		
9797	Restricted Net Assets	474,168.00	516,937.00		
<b>Total 9796 - 9799</b>		<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>
		.00		.00	.00

Fund 620 - Peak Prep		Fiscal Year 2023/24 Through March 2024				
Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
<b>Revenues, Expenditures, and Changes in Fund Balance</b>						
A. Revenues	4,329,161.00	6,558,424.00		3,918,623.08	2,639,800.92	59.75
B. Expenditures	5,009,186.00	6,475,440.00	305,268.49	4,666,008.20	1,504,163.31	72.06
C. Subtotal (Revenue LESS Expense)	680,025.00-	82,984.00		747,385.12-	1,135,637.61	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	680,025.00-	82,984.00		747,385.12-	1,135,637.61	
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		1,712,269.81		
*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		305,268.49		

Checks Dated 03/01/2024 through 03/31/2024					
Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
5038801175	03/01/2024	Colorado Department of Revenue Acct #95947689	620-9521		192.44
5038801176	03/01/2024	T-Mobil USA Inc	620-5902		2,325.67
5038801177	03/07/2024	Amazon Capital Services Inc ACCOUNT NUMBER A2ANLA6W681S3Q	620-4300		226.20
5038801178	03/07/2024	BDJtech	620-4300	477.26	
			620-4400	19,216.56	19,693.82
5038801179	03/07/2024	BUSINESS SERVICES AUTHORITY	620-5803		100,095.00
5038801180	03/07/2024	Lakeshore	620-4400		536.68
5038801181	03/07/2024	Monarch Photography, LLC	620-4300		53.63
5038801182	03/07/2024	Specialized Therapy Services	620-5800		2,042.60
5038801183	03/07/2024	Young Minney & Corr, LLP	620-5899		960.00
5038801184	03/14/2024	Amazon Capital Services Inc ACCOUNT NUMBER A2ANLA6W681S3Q	620-4300		734.02
5038801185	03/14/2024	Athletes Academy, LLC	620-5800		2,010.00
5038801186	03/14/2024	Children's Therapy Net Inc.	620-5800		1,683.40
5038801187	03/14/2024	FASTSIGNS of Camarillo	620-4400		1,309.80
5038801188	03/14/2024	K12 Management DBA FuelED	620-4100	23,536.46	
			Unpaid Tax	171.46-	23,365.00
5038801189	03/14/2024	Lakeshore Learning Materials	620-4300		239.14
5038801190	03/14/2024	Magnitude Cheer	620-5800		69.00
5038801191	03/14/2024	Megan Hook	620-5800		740.00
5038801192	03/14/2024	RAINBOW RESOURCE CENTER	620-4300		1,649.52
5038801193	03/14/2024	SISC-FINANCE ATTN CARMEN GONZALES	620-9539		104.16
5038801194	03/14/2024	The Bending Willow Academy	620-5800		1,037.25
5038801195	03/14/2024	Riverside Cnty Office of Educ.	620-5220		1,875.00
5038801196	03/14/2024	CliftonLarsonAllen LLP	620-5801		1,008.00
5038801197	03/14/2024	T-Mobil USA Inc	620-5902		114.00
5038801198	03/21/2024	Action Academy, LLC	620-5800		3,042.00
5038801199	03/21/2024	Amazon Capital Services Inc ACCOUNT NUMBER A2ANLA6W681S3Q	620-4300		880.89
5038801200	03/21/2024	Athletes Academy, LLC	620-5800		1,566.00
5038801201	03/21/2024	The Glitter Bam	620-5800		456.00
5038801202	03/21/2024	Monarchs Athletics	620-5800		705.00
5038801203	03/25/2024	American Express	620-4300	477.50	
			620-5220	3,482.82	
			620-5800	1,184.30	
			620-5901	1,081.43	
			620-5903	108.47	6,334.52
5038801204	03/28/2024	Action Academy, LLC	620-5800		3,926.00
5038801205	03/28/2024	Amazon Capital Services Inc ACCOUNT NUMBER A2ANLA6W681S3Q	620-4300		2,671.37
5038801206	03/28/2024	Athletes Academy, LLC	620-5800		3,455.00

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 03/01/2024 through 03/31/2024**

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
5038801207	03/28/2024	Gravity Assist	620-5800		8,415.00
5038801208	03/28/2024	Kanvas LLC	620-5800		1,012.50
5038801209	03/28/2024	Oxford Consulting Services Inc	620-5800		1,522.50
5038801210	03/28/2024	PLEASANT VALLEY SCHOOL DIST	620-5800	30,483.72	
			620-5903	250.00	30,733.72
5038801211	03/28/2024	Procurify Technologies, Inc.	620-5800		3,602.33
5038801212	03/28/2024	RAINBOW RESOURCE CENTER	620-4300		460.20
VCH380000067	03/01/2024	Weymouth, Kelly M	620-4300	162.77	
			620-5800	59.40	222.17
VCH380000068	03/01/2024	Valdivia, Joshua J	620-5220		275.00
VCH380000069	03/01/2024	Tax Deferred Services	620-9539		5,335.44
VCH380000070	03/08/2024	Boe, Miranda L	620-4300	198.48	
			620-5800	550.00	748.48
VCH380000071	03/08/2024	Whitson, Danielle N	620-4300		108.24
VCH380000072	03/08/2024	Davison, Shannon L	620-5220		125.00
VCH380000073	03/08/2024	Webb, Olivia L	620-5804		80.00
VCH380000074	03/22/2024	SELF-INSURED SCHOOLS OF CALIF	620-9534		45,821.34
VCH380000075	03/22/2024	Zablan, Jennifer C	620-5200	103.18	
			620-5804	155.01	258.19
VCH380000076	03/29/2024	Arevalo, Chelsie M	620-5200		77.29
VCH380000077	03/29/2024	Tax Deferred Services	620-9539		5,435.44
			<b>Total Number of Checks</b>	<b>49</b>	<b>289,333.95</b>

**Fund Recap**

Fund	Description	Check Count	Expensed Amount
620	Peak Prep	49	289,505.41
	Total Number of Checks	49	289,505.41
	Less Unpaid Tax Liability		171.46-
	<b>Net (Check Amount)</b>		<b>289,333.95</b>

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 03/01/2024 - 03/31/2024**

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
B3824-00077	Marcy Morris Kojian	PEAK	Homeschool Classes 2023/24	620-5800	1,137.25
B3824-00078	The Glitter Bam	PEAK	Homeschool Classes 2023/24	620-5800	556.00
B3824-00079	School Pathways, LLC	PEAK	K12, Buzz Subacription Prorate 2023/24	620-5800	289.12
B3824-00080	Kanvas LLC	PEAK	IT Support - Subscripton Licences Virtual 2023/24	620-5800	1,012.50
B3824-00081	School Pathways, LLC	PEAK	Service Support Darla Hanson 2023/24	620-5800	400.00
P3824-00085	Amazon Capital Services Inc AC COUNT NUMBER A2ANLA6W681S3Q	PEAK	March 2023/24 1	620-4300	226.20
P3824-00086	Riverside Cnty Office of Educ.	PEAK	INDUCTION PROGRAM 2023/24 - Shannon Davison	620-5220	1,875.00
P3824-00087	Amazon Capital Services Inc AC COUNT NUMBER A2ANLA6W681S3Q	PEAK	March 2023/24 2	620-4300	240.72
P3824-00088	American Express	PEAK	Credit Card March 2023/24	620-4300	477.50
				620-5220	3,482.82
				620-5800	1,184.30
				620-5901	1,081.43
				620-5903	108.47
P3824-00089	Amazon Capital Services Inc AC COUNT NUMBER A2ANLA6W681S3Q	PEAK	March 2023/24 3	620-4300	352.64
<b>Total Number of POs</b>			<b>10</b>	<b>Total</b>	<b>12,423.95</b>

**Fund Recap**

Fund	Description	PO Count	Amount
620	Peak Prep	10	12,423.95

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 03/01/2024 - 03/31/2024

**PO Changes**

	<u>New PO Amount</u>	<u>Fund/ Object</u>	<u>Description</u>	<u>Change Amount</u>
B3824-00043	3,497.00	620-5800	Peak Prep/Professional/Consultion Servic	990.00
B3824-00047	36,800.00	620-5800	Peak Prep/Professional/Consultion Servic	6,800.00
B3824-00058	11,775.74	620-5800	Peak Prep/Professional/Consultion Servic	270.00
B3824-00066	1,573.00	620-5800	Peak Prep/Professional/Consultion Servic	705.00
B3824-00076	616.00	620-5800	Peak Prep/Professional/Consultion Servic	447.00
P3824-00066	11,030.00	620-5800	Peak Prep/Professional/Consultion Servic	3,355.00-
<b>Total PO Changes</b>				<b>5,857.00</b>

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.



c



## Peak Prep Pleasant Valley Homeschool Coordinator

An Instructional Coach is a loyal, driven, independent, positive, and fun-spirited candidate.

Must be California Credentialed. Administrative credentials preferred or willing to work towards it.

Basic Function: Under the direction of the Executive Director perform instructional and data analysis duties.

Duties include:

- Onboard New Enrolled Homeschool Families
- Work with Enrollment to answer, enroll, and monitor families interested in homeschooling.
- Assign Teacher of Record to new families
- Send Homeschool Master Agreements
- Work with the Executive Director, and school counselor to manage grad plans, scheduling, and other course-related tasks.
- Support your assigned team with instruction, student engagement, and parent support.
- Perform SIS-related tasks: adding/creating courses, curriculum approval, etc.
- Monitor Chronic Absenteeism reports and support getting students logged in
- Monitor student progress and support with collecting work samples, when needed.
- Monitor and support student engagement.
- Monitor student data and support by making sound data-driven support
- Provide academic and professional support for your instructional team.
- Support and lead testing within the homeschool program
- When needed, support IEP meetings, SSTs, etc.
- Most importantly, support and encourage our instructional and non-instructional homeschool teams.
- Support direct instruction for ELD students (when needed).
- Support with parent concerns and feedback.
- Lead the Tier 3 Re-engagement process.
- Lead your team in weekly or bi-monthly meetings
- Meet with the Executive Director weekly or bi-monthly
- Perform other duties as assigned.

### Other Duties:

Knowledge of:

- Zoom and other technological instructional tools.
- Operation of a computer terminal and data entry techniques.
- Basic record-keeping techniques and communication trackers.

- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Telephone techniques and etiquette.
- Understand or ability to adapt quickly to Learning Management Systems.
- Understand or ability to adapt quickly to Iready and NWEA, Measure of Academic Progress (MAP)

***Education/Licenses/Experience:***

- Bachelor’s degree required. Master’s preferred.
- Valid CA Credential Specialist training in math, literacy and/or reading recovery
- In–depth knowledge of math and literacy development and reading interventions  
Knowledge of child and youth cognitive development and different learning styles  
Knowledge of California State Standards and assessments
- Ability and willingness to implement Peak’s Instructional Guidelines and Best Practices
- Ability to analyze qualitative and quantitative student data
- Ability and willingness to reflect and improve
- Ability to collaborate with colleagues, parents and community 2+ years as a classroom teacher
- Experience working with K-5 students, particularly those reading two or more years behind grade level (if applicable)
- Or Experience working with 6<sup>th</sup>-8<sup>th</sup> & 11<sup>th</sup> graders, particularly those reading two or more years behind grade level (if applicable)

***Working Conditions:***

Environment: Remote/Virtual

Physical Demands: Dexterity of hands and fingers to operate a computer keyboard. Hearing and speaking to exchange

Information in person or on the phone. Sitting for extended periods of time. Seeing to read a variety of materials.

***Must be livescanned and get a TB test.***

***Salary Range: Per Peak Prep Salary Schedule***

**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.

<i>Primary Location</i>	<b>Peak Prep. California –Remote</b>
<i>Salary Range</i>	<b>Per Year</b>
<i>Shift Type</i>	<b>Full-Time</b>

**PEAK PREP PLEASANT VALLEY  
 CERTIFICATED ADMINISTRATIVE SALARY SCHEDULE  
 2023 - 2024**

POSITION	SCHEDULE	# OF DAYS	RATE	C/01	C/02	C/03	C/04	C/05
HOMESCHOOL COORDINATOR	CERT ADM	1.0 FTE	ANNUAL	\$92,872.08	\$95,658.24	\$98,527.99	\$101,483.83	\$104,528.34
CONTRACT DAYS		200	Daily	\$464.36	\$478.29	\$492.64	\$507.42	\$522.64

Health and Welfare Annual Cap (1.0 FTE employees only): Single - \$10,511, 2-Party - \$16,128, Family - \$20,475

EFFECTIVE : July 1, 2023

BOARD ADOPTED:

REVISED: 3/28/2024



## **DIRECTOR OF FINANCE**

Peak Prep is seeking a Director of Finance to lead the in-house back-office (Business Office) department to provide engaged support for online charter Peak Prep Pleasant Valley. Peak Prep uses cutting-edge 21st-century curriculum, which can be accessed online and through a variety of traditional methods.

### **BASIC FUNCTION:**

Under the direction of the Executive Director, plan, organize, control and direct the activities and operations of the Business Office; develop, maintain and monitor the school budget; develop and implement procedures and policies for the Business Office team; supervise and evaluate the performance of assigned personnel.

The Director of Finance provides overall leadership and assumes management responsibility for the Business Office ensuring all local, state, and federal regulations are followed.

### **RESPONSIBILITIES:**

- 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.
- Plan, organize, control, and direct such functions as finance, accounting, budgeting, accounts payable/receivable, payroll, attendance accounting, purchasing, vendor management, position control, categorical funds, and special programs.
- Develop, maintains, and monitors the school budget; develop and implement internal control procedures and policies for the Business Office; provide leadership in achieving the school and department goals and objectives while providing support to all programs, and departments.
- Monitor the monthly financial statements, checks report and PO reports.
- Supervise, trains, and evaluates the performance of assigned staff; interview and select employees and recommend reassignments, termination, and disciplinary actions.
- Oversee and manage the school credit card program, including user eligibility and expenditure limits, and individual and school-wide account management.

- Coordinate and maintain the physical inventory of school's fixed assets, including valuations and prepares related governmental information and reporting.
- Prepare and maintain a variety of records and reports pertaining to vendors, requisitions, purchase orders, and bid folders; maintain inventory control system; prepare reports on operations and activities as required.
- Review and develop pupil attendance accounting procedures; verifies attendance accounting reports; researches and resolves attendance accounting issues; monitors attendance reports.
- Review, complete forms and support with the submission of P1, P2, Annual attendance and funding determination.
- Provide support and advise the Executive Director and other personnel in financial issues including budget, expenditures, pupil attendance accounting, Board policy and other related issues.
- Direct and coordinate the annual independent audit, maintaining contact with external auditors to assure Business Office practices and procedures are in compliance with GAAP, and Federal, State and County requirements.
- Provide technical expertise, information, and assistance to the Executive Director regarding assigned functions; assist in the formulation and development of policies, procedures, and programs; advice of unusual trends or problems and recommend appropriate corrective action; maintains current knowledge of legislation and other regulations regarding Business Office activities.
- Prepare and direct the preparation and maintenance of a variety of narrative and statistical State and Federal reports, including preparation and submission of SACS Financial Reporting, SB 740 compliance, records and files related to assigned activities and personnel.
- Prepare financial studies for budgets and future planning; prepare & present Board agenda items as assigned.
- Oversee the year-end close including all applicable journal entries, document preparation, maintenance of effort reporting, and multiyear financial and cashflow projections.
- Maintain an expenditure approval threshold of \$99,999 per instance.
- Other duties as assigned.

**KNOWLEDGE AND ABILITIES:**

- Planning, organization and direction of school-wide accounting operations and activities including the preparation, development, monitoring, review, processing, analysis, maintenance and adjustment of school budgets, funds, and accounts.
- Accounting, auditing, budget and business functions of a charter organization.
- Advanced theory and application of budgetary planning and control in a charter school system.
- State and Federal standards and requirements concerning the record-keeping and reporting of educational budgets, funds, and accounts.
- Fiscal organization, operations, policies, and objectives of the school.
- Applicable laws, codes, regulations, policies, and procedures.
- Financial analysis, projection, and statistical record-keeping techniques.

- Principles and practices of administration, supervision, and training.
- Establish and maintain cooperative & effective working relationships with others.
- Apply extensive knowledge of school policies and exercise independent judgment.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Complete work with many interruptions.
- Analyze complex problems and develop effective and efficient solutions and alternatives.

**MINIMUM QUALIFICATIONS:**

- Exceptional quantitative analytical skills and detail-oriented work habits with strong organization skills.
- Exceptional interpersonal skills, including teamwork and negotiation using tact, patience, and courtesy.
- Excellent verbal, written, and graphical communication skills.
- Communicate respectfully and effectively, both orally and in writing, with students, staff, and the public.
- 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: Bachelor's degree in accounting or related field and five years of increasingly responsible experience performing a wide range of duties in the operation and supervision of business services in a school setting involving the review, analysis, maintenance and adjustment of various budgets, funds, and accounts, including at least three years of supervisory or leadership experience. Chief Business Official (CBO) Certificate strongly desired.

**WORKING CONDITIONS/ENVIRONMENT:**

- Virtual/Remote
- Constant interruptions

**PHYSICAL ABILITIES:**

Dexterity of hands and fingers to operate a computer.

Hearing and speaking to exchange information.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching.

**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: CL MGT/A: \$127,375 - \$148,382 annually

**PEAK PREP PLEASANT VALLEY  
CLASSIFIED MANAGEMENT HOURLY SALARY SCHEDULE  
2023 - 2024**

POSITION	SCHEDULE	RATE
Director of Finance - 260 days		Annual
	CL MGT/A/001	\$ 127,375.00
	CL MGT/A/002	\$ 131,659.00
	CL MGT/A/003	\$ 135,878.00
	CL MGT/A/004	\$ 141,992.00
	CL MGT/A/005	\$ 148,382.00

Health and Welfare Annual Cap (1.0 FTE employees only): Single - \$10,511, 2-Party - \$16,128, Family - \$20,475

EFFECTIVE : July 1, 2023

BOARD ADOPTED:

REVISED: 4/5/2024





**PURCHASE AND SUBSCRIPTION SERVICES AGREEMENT**  
**EFFECTIVE DATE: 3/1/2024**  
**INITIAL TERM: 12 months**

**This Purchase and Subscription Services Agreement** (the “Subscription Agreement”) is made effective as of the Effective Date set forth above and is by and between Raptor Technologies, LLC, having offices at 2900 North Loop W, Suite 900, Houston, Texas 77092 (“Raptor”), and Peak Prep Pleasant Valley, having office at 600 Temple Avenue, Camarillo, CA 93010 (“Customer”).

Each of Raptor and Customer are referred to as a “Party” and collectively as the “Parties.”. The agreement between the Parties (the” Agreement”) consists of this Subscription Agreement, the Terms (defined below), all Invoices, and all other exhibits, schedules, and documentation referenced by or in this Subscription Agreement and the Terms.

Unless otherwise specified, capitalized terms in this Subscription Agreement have the same meanings as set forth in the Terms. In consideration of the mutual covenants and conditions set forth below, Raptor and Customer agree as follows:

“Terms” means the following documents in effect as of the Effective Date of this Agreement;

1. Raptor Technologies, LLC General Terms and Conditions <https://raptortech.com/wp-content/uploads/2022/05/Raptor-Online-Terms-and-Conditions-Form-May-2022.pdf> and, if applicable;
2. SchoolPass Addendum – ( <https://raptortech.com/2023-SchoolPass-Addendum.pdf> );
3. SchoolPass Hardware Policy – (<https://raptortech.com/SchoolPass-Hardware-Policies-10-27-2023.pdf>); and
4. Alertus® Terms and Conditions – (<https://www.raptortech.com/partner-agreements/Alertus-Terms-10-27-2023.pdf>)

**Access Grant to Raptor Services.** Subject to Customer’s compliance with the terms and conditions contained in this Agreement, Raptor grants to Customer a non-exclusive, non-transferable, non-sublicenseable, revocable right to allow Customer to access and use the Raptor Platform and Annual Subscription Services during the Term (as defined in Section 5.2 (Renewal Terms) of the Terms) as set forth in the attached quote.

**Fees.** Customer will pay to Raptor the fees which may include the Annual Software Access Fee and Annual Subscription Services Fees (“Annual Subscription Fees”) and one-time purchases of equipment, supplies and services as set forth in the attached Quote and on an invoice during the Term. For an annual subscription billing during the Term, the Annual Subscription Fee may be increased from the previous annual period by the higher of the change in the CPI Index for the preceding 12 months or five percent (5%).

This transaction is not a GSA Schedule sale unless otherwise specified in the Quote or on the Invoice.

**Payment Terms.**

Fees are due and payable within thirty (30) days of Customer’s receipt of the applicable Invoice. All amounts payable by Customer to Raptor hereunder are exclusive of any sales, use and other taxes or duties, however designated (collectively “Taxes”). Customer will be solely responsible for payment of any Taxes, except for those taxes based on the income of Raptor. Customer will provide Raptor its state-issued Direct Pay Exemption Certificate (or equivalent certificate), if applicable, upon execution of this Agreement. In the event an applicable taxing authority, as a result of an audit or otherwise, assesses additional Taxes at any time, Customer and not Raptor will be solely responsible for payment of such additional Taxes and all costs associated with such assessment, including without limitation, interest, penalties, and attorney’s fees. Customer will not withhold any Taxes from any amounts due Raptor. Should Customer be required under any applicable law or regulation, to withhold or deduct any portion of the payments due to Raptor hereunder, then the sum due to Raptor will be increased by the amount necessary to yield to Raptor an amount equal to the sum Raptor would have received had no withholdings or deductions been made.

Customer acknowledges and agrees that it has reviewed the Agreement, including without limitation, the applicable Terms, prior to the execution of this Subscription Agreement.

BY SIGNING BELOW, EACH PARTY REPRESENTS IT HAS READ AND AGREES TO BE BOUND BY THESE TERMS AND CONDITIONS.

**RAPTOR TECHNOLOGIES, LLC**

**Peak Prep Pleasant Valley**

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_



**Quote #:** Q-89123-3  
**Date:** 2/6/2024 11:22 AM  
**Expires On:** 3/29/2024  
**Federal Tax ID #:** 45-4914152

**To:**  
 Peak Prep Pleasant Valley  
 600 Temple Avenue  
 Camarillo, CA 93010  
 United States

**From:**  
 Lindsay Bannister  
 lbannister@raptortech.com

**Subscription Term:** 12 Months **Billing Frequency:** Annual

PRODUCT	DESCRIPTION	UNIT PRICE	QTY	TOTAL
Raptor Visitor Management	Annual Software Access Fee (per site license). Renewal fee is due on the anniversary month of purchase. Raptor technical support is included.	USD 660.00	1	USD 660.00
RaptorLink	Annual Fee (per site license) for Student Information System Integration.	USD 145.00	1	USD 145.00
Implementation Fee	One-time fee for implementation (per location).	USD 350.00	1	USD 350.00
CR5400 ID Scanner	ID scanner for state issued identification cards -- 2 year limited warranty.	USD 670.00	1	USD 670.00
Raptor Printer (Dymo 550 Turbo Label Printer)	Printer for either visitor badges or student tardy passes -- 2 year limited warranty	USD 230.00	1	USD 230.00
Raptor Kiosk (with Single Printer)	All-In-One Raptor Kiosk includes a single printer, integrated scanner and webcam.	USD 4,180.00	1	USD 4,180.00
Raptor Self-Serve Visitor Management (Per building license)	Annual Software Access Fee Per Building for Self-Serve Licenses. Renewal fee is due on the anniversary month of purchase. Raptor technical support is included.	USD 299.00	1	USD 299.00
Kiosk Shipping	Standard shipping cost (per kiosk). All kiosks shipped to a single location.	USD 170.00	1	USD 170.00
Raptor Visitor Badges (White) Box (Dymo 550)	Raptor visitor badges (4 rolls/300 badges per roll). Quality guaranteed for one (1) year after purchase date.	USD 85.00	2	USD 170.00
<b>SUBTOTAL:</b>				USD 6,874.00
<b>TOTAL:</b>				USD 6,874.00

**RECURRING COSTS IN THIS QUOTE:** USD 1,104.00

**Quote Notes:**

**You may sign electronically; or you may print, sign and scan all pages of the document and email to [lbannister@raptortech.com](mailto:lbannister@raptortech.com) or fax to 713-880-2577.**

**Issuing a purchase order for payment? Please email to [lbannister@raptortech.com](mailto:lbannister@raptortech.com).**

**Remit check payments to: Dept. 141, P.O. Box 4458, Houston, TX 77210-4458.**

For any other questions, email [accounting@raptortech.com](mailto:accounting@raptortech.com).

To order additional or replacement equipment and supplies with a credit card, visit <http://www.shop.raptortech.com>.

# Manage Visitors with Minimal Staff Assistance

Greet visitors and extend the sign-in process from your front desk to your school entrance.

## Screen and Track All Visitors

Visitors scan their ID, take their photo, and complete the check-in process. Badges, with an optional bar code for easy check-out, print instantly for cleared visitors.

## Greet Your Visitors

Customize the “Welcome” screen with your school logo and a message. On-screen instructions (available in English and Spanish) help visitors navigate the check-in process.

## Allow Self-Sign-In/Out

Approved students, guardians, campus staff, and district personnel can sign themselves in/out without assistance. All entrants are screened before being cleared by the system.



### All-In-One Raptor Kiosk

Perfect for your school entrance or secure vestibule, this all-in-one kiosk station has a 15.6" touchscreen, built-in 2D barcode scanner, camera, and optional passport scanner.



### Custom Kiosk

Build your own kiosk station with a district-owned computer or Windows® Surface Pro tablet that is equipped with Raptor Visitor Management.

## School Pathways Quote Form with Peak Prep Pleasant Valley (7/1/2024-6/30/2025)

Company name  
**School Pathways LLC**

Company address  
**PO Box 432, Portola, CA 96122**

Company ID no.  
**FEIN #84-3824527**

Hereinafter referred to as  
**Sender**

Company name  
**Peak Prep Pleasant Valley**

Company address  
**2150 PICKWICK DRIVE 304, CAMARILLO CA 93010**

Hereinafter referred to as  
**Recipient**

Customer Name: Peak Prep Pleasant Valley	Enrollment: 412
Customer Contact Name: Shalen Bishop	Customer Contact Title: Executive Director
Contact Email: shalen.bishop@peak-prep.org	Number of Schools: 1
Customer Contact Phone: (855)900-7325	Contract Term: 12 months
Proposal Issue Date: 2024-03-22	Start Date: 2024-07-01
Proposal Expiration Date: 2024-06-30	End Date: 2025-06-30

Deal ID: 18133324668

SaaS Subscriptions / One-Time Fees	Quantity	Unit	Unit Price (\$)	Fee (\$)
SIS (Student Information System) Annual Subscription (0-1071 students)	1	School	\$7500.00	\$7500.00
PLS Annual Subscription	412	Student	\$50.00	\$20600.00

RegOnline Annual Minimum Subscription (0-750 students)	1	School	\$1500.00	\$1500.00
ParentSquare Export Bridge Annual Subscription	1	School	\$750.00	\$750.00
Zoom Integration Annual Subscription (188-2000 Students)	412	Student	\$4.00	\$1648.00
Edgenuity Integration Annual Minimum Subscription (0-150 students)	1	School	\$825.00	\$825.00
CALPADS Hourly Support Annual Minimum (up to 8 hours per year, see attached Addendum)	1	School	\$1600.00	\$1600.00

<b>Total Annual Fees:</b>	\$34423.00
<b>Total One-Time Fees:</b>	\$0.00
<b>Total Quote:</b>	\$34423.00

School Pathways will review enrollment prior to term end date to adjust subscription fees for enrollment increases as needed. Any applicable state sales tax has not been added to this quote.

Invoices shall be issued at or by quote start date. All invoices shall be paid before or on the due date set forth on invoice.

By execution of this quote, School Pathways subscriptions and/or services listed herein shall be provided to the Customer subject to the terms and conditions found at: link to [www.schoolpathways.com/msa](http://www.schoolpathways.com/msa)

IN WITNESS WHEREOF, the parties hereto have executed this Order Form on the dates indicated below.

## Signatures

On behalf of	On behalf of
Peak Prep Pleasant Valley	School Pathways LLC
Representative title	Representative title
Executive Director	Director of Finance
Company representative	Company representative
Shalen Bishop	LeAnn Steffanic



Email

shalen.bishop@peak-prep.org

Signature

Date

Email

leann@schoolpathways.com

Signature

Date



### **CALPADS Hourly Support Addendum A**

Hourly CALPADS Support Services will include a dedicated consultant who will:

- Assist with your submission process by being available to answer questions, troubleshoot errors, and instruct you through the submission process for the 2024/2025 school year including Fall 1, Fall 2, EOY 1-3, and Ongoing Updates (including the resolution of MID, ERD, and CCE anomalies).

The CALPADS Hourly Support Services will not include the submission of Special Education Data submitted through the school's SED system (Special Education Data System). CALPADS Hourly Support will be billed in increments of 1 hour.