



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

+13092053325,,81308516140#,,,,\*07241679# US  
+13126266799,,81308516140#,,,,\*07241679# 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
- +1 564 217 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: 813 0851 6140

Passcode: 07241679

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:  10:01am

***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*  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/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			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 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			x			
Bob Rust	x		x			
Carol Bjordahl		x	x			

**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.

- Making sure we are comparing apples to apples
- Giving a fair comparison of costs with current costs vs future costs
- The current proposal includes salary, Health Benefits and Calstrs/Pers.
- Thank you to BSA for all your hard work and professionalism. You have helped us grow and set a precedent and a proper way to help us with compliance.

*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			x			
Bob Rust	x		x			
Carol Bjordahl		x	x			

**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			x			
Bob Rust	x		x			
Carol Bjordahl		x	x			

**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 –Putting on hold until June.

**No Action taken.**

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			x			
Bob Rust	x		x			
Carol Bjordahl		x	x			

***IV. Board Members Remarks and Announcements***

***-Patty: Thank BSA again, Josh and Dr. Bishop so much. No Board Meeting in May.***

***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 \_\_10:35am\_\_