



Peak Prep Pleasant Valley

Board Meeting Agenda—Regular Board Meeting  
Wednesday, June 5th, 2024  
4:00 pm

**Meeting Location:**

PVSD  
600 Temple Ave  
Camarillo, CA 93010  
Conference Room

**Remote Meeting Access:**

Topic: June '24 Board Meeting

Time: Jun 5, 2024 04:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://peak-prep-org.zoom.us/j/85308549304?pwd=b0xlbldFWlVrYWVTTmpxUUZpeW8yQT09>

Meeting ID: 853 0854 9304

Passcode: PeakPrep

One tap mobile

+13092053325,,85308549304#,,,,\*17652253# US

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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
- +1 253 205 0468 US

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- +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
- +1 669 900 6833 US (San Jose)
- +1 689 278 1000 US
- +1 719 359 4580 US

Meeting ID: 853 0854 9304

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

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: \_\_\_\_\_ 4:00pm \_\_\_\_\_

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

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/85308549304?pwd=b0xlbldFWlVrYWVTTmpxUUZpeW8yQT09>

(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 April 1st, 2024 through May 31st, 2024, 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 April 1st, 2024 through May 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 April 1st, 2024 through May 31st, 2024, Board Reports.*

**4. Approve Minutes from 4/10/2024, 4/19/2024, 5/24/2024 Board Meeting(s).**

Board Member	Motion to Move	Second	Yes	No	Abstain	Absent
Patty Lerner		x	x			
Bob Rust	x		x			
Carol Bjordahl			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
- d. LCAP: Local Indicators

**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 provide opportunities 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.

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

**D) 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 2024-2025 school year.

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

**E) The Board will review, discuss, and consider approving the 2024-2025 Prop 30 Spending Plan.** This plan is the anticipated use of the 2024-25 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			

**F) The Board will review and consider the approval of the CARS Spring 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			

**G) The Board will review, discuss, and consider the approval of the Form 990(s).** The 2021 and 2022 Form 990 is a yearly non-profit tax form that is submitted by our auditors on behalf of Peak Prep. Tax-exempt organizations, nonexempt charitable trusts, and section 527 political organizations file Form 990 to provide the IRS with the information required by section 6033.

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 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 2024-25
- b. Resolution 24-04; Authorization to Allow Appropriation/Budget Transfers; Fiscal Year 2024-25
- c. Resolution 24-03; Appropriation of the Ending Balance to a Reserve  
Resolution 24-02; 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			

**I) The Board will review, discuss, and consider approving on scheduled salary increase of 5% effective July 1<sup>st</sup>, 2023, and the new 2024-2025 salary schedule.** With inflation & the desire to retain staff, it is recommended to do an on-schedule salary increase of 5%. The adopted budget reflects this change with sustainability and the new

salary schedule includes the 5% increase.

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

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 review, discuss, and consider approving the July/Track A and 2024-2025 Payroll Authorization Requests (PARs).** Per the adopted budget, LCAP, and certificated extra duties, these are the end of 2023-2024 school year PARS and anticipated PARs for the 2024-2025 school year.

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

**L) The Board will review, discuss, and consider the approval of the 2024-2025 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			

**M) The Board will review, discuss and consider the 2024-2025 Business Service Authority (BSA) agreement for transition.** Ventura County of Education’s BSA provides Peak’s current back office services (i.e. budget, financial statements, auditing compliances, and payroll processing). The agreement is for the transition to finalize closing books and support audit needs from the current fiscal year. In addition, it includes any further audit support.

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

**N) The Board will review and consider the approval of the Prop 28 Music & Arts Grant Spending Report.** This is a report on of how we have spent our Prop 28 Music & Arts Grant.

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

**O ) The Board will review and consider the approval of the Board Resolution of the current TK Teacher placement.** The Board and Executive Director determine that Mrs. White and Mrs. Nuckles possess 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			

**P) The Board will review, discuss, and consider approving the Director of Operations over contract days payout up to 10 days.** The board will consider paying out any over-contract days (unused vacation days) up to 10 days within the Director 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			

**Q) The board will review, discuss, and consider approving the updated Bank Resolution.** This is an updated Bank resolution with current authorizations. –MOVED TO AUG BOARD AGENDA

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



**R) The board will review, discuss, and consider approving the CalSTRS Resolution and application.** This resolution and application allow us to move forward with offering CALSTRS to our certificated employees. This is the pre-tax resolution and the application is directly for CalSTRS.

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

**S) The board will review, discuss, and consider approving the CalPERS supporting documents.** These are documents to certify and officially apply for our CalPERS benefits.

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

**T) The board will review, discuss, and consider approving the ongoing cell phone & internet reimbursement.** Due to being virtual, our staff are using their internet and cell phones to complete needed work. This has been built into the adopted budget.

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

**U) The board will review, discuss, and consider approving the Pleasant Valley School District (PVSD) Memorandum of Understanding (MOU) for supporting Track A students on the PVSD campus.** This MOU between Peak and PVSD is designed to lead & support the academic enrichment of students during our Track A school year.

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

**V) The board will review, discuss, and consider approving the updated Executive Director authorizing funding level. This would be to increase the funding approval level for the Executive Director from \$5,000 to \$15,000.**

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

**W) The board will review, discuss, and consider approving the instructional coach and program specialist job descriptions.** These positions combine current employees with their positions and stipends, and the salary schedule is reflected in the budget. These would be official title changes to correspond with their new job description.

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

**X) 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			X			
Bob Rust	X		X			
Carol Bjordahl		X	X			

**Y) The board will review, discuss, and consider approving the new Mission Statement & Vision Statement.** After a few years in operation, Peak has decided to fine-tune and rethink the Mission & Vision Statement. This mission and vision is a better fit for our current direction and true goals for our student culture and student preparation.

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

**Z) The board will review, discuss, and consider approving the updated Arizona State University (ASU) agreement.** This agreement is designed to allow our students to do dual enrollment between ASU and Peak Prep.

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			

**AA) The Board shall review, discuss, and consider approving the Memorandum of Understanding (MOU) between Ventura Unified School District (VUSD) and Peak for Indian Education.** The purpose of this MOU is to create and confirm an effective working relationship between the Partner District, PEAK-Prep, and the Ventura Unified School District (VUSD). This MOU also provides how VUSD and the Partner District will maintain a collaborative relationship to ensure inter-agency services to Partner District students and families that qualify for Indian Education.

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

**BB) The Board shall review, discuss, and consider approving the lease agreement between Pleasant Valley School District and Peak Prep.** This is a continued lease agreement for our rental spaces of office and learning center for the 2024-2025 school year.

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

**CC) The Board will review, discuss, and consider approving the Instructional Funds Policy and the continued funds of \$3500 for the 24-25 school year.** The Board of Directors of Peak Prep Pleasant Valley Charter School is committed to providing families with the flexibility to supplement and extend students’ personalized learning experience, through the allocation of instructional funds for approved, school-related educational activities. Instructional funds should be used in an appropriate manner to maximize educational value and provide students with opportunities to foster new knowledge, skills, and capabilities. The use of instructional funds should also be aligned to students’ learning curriculum, academic interests, and individualized needs. As such, families may use instructional funds toward supplemental educational items and services for students including 1) curriculum; 2) books, materials, and equipment; 3) field trips; and 4) enrichment activities.

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

**DD) The Board will review, discuss, and consider the approval of the 2023–2024 2024-2025 annual updated policies/notices along with Family Handbook.** Yearly, legal reviews which includes updates on our policies for any additional legal requirements.

- a. Family Handbook
- b. Foster and Mobile Youth Policy
- c. Homeless Children and Youth Policy
- d. Student Freedom of Speech and Expression Policy
- e. Harassment, Discrimination, & Bullying Policy
- f. Title IX Policy

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

#### ***IV. Closed Session***

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

***Return: 5:59pm***

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

#### ***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	x			
Carol Bjordahl			x			

Adjourned at \_\_\_6:00pm\_