



Peak Prep Pleasant Valley

Board Meeting Agenda—Regular Board Meeting  
Thursday, Dec 12th, 2024  
4:00pm

**Meeting Location:**

PVSD  
600 Temple Ave  
Camarillo, CA 93010  
Learning Center-Rm 24

***Remote Meeting Access via GoToMeetings:***

**Board Meeting**

Dec 12, 2024, 4:00 – 6:00 PM (America/Los\_Angeles)

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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 Executive Director'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 GoToMeetings link to the meeting:

<https://meet.goto.com/782987037>

(Same as GoTo Meeting 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 Director of Finance recommends that the Board of Directors approve the revenue and expenditures as listed on the Sept 1st, 2024 through Oct 31st, 2024, Financial Statements.

**2. Approval of Board Report of Commercial Checks**  
The Director of Finance recommends that the Board of Directors approve the commercial payments as listed on Sept 1st, 2024 through Oct 31st, 2024 Board Report of Checks.

**3. Approval of Board Report of Purchase Orders**  
The Director of Finance recommends that the Board of Directors approve the purchase orders as listed Sept 1st, 2024 through Oct 31st, 2024, Board Reports.

**4. Approve Minutes from 08/7/2024 & 9/5/2024 Board Meeting(s)**

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 new 1<sup>st</sup> Interim Budget Report.** Each charter school shall annually prepare and submit interim reports to its chartering authority and the county superintendent of schools. The first interim financial report shall reflect changes to the budget through Oct 31<sup>st</sup>.

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 the new Family Engagement Coordinator Job Description/Salary Schedule.** Peak staff recommends the board approve the role of Family Engagement Coordinator to help us support our families with chronic absenteeism, tier re-engagement and provide resources to our families in need. This would also support our Local Control and Accountability Plan (LCAP) goals.

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 consider approving the new Director of Compliances' Job Description/Salary Schedule.** The Director of Compliances tracks & monitors Learning Period and attendance compliances, policies, and Master Agreements. This position aligns with the LCAP Goal #4.

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

**F) The Board will review, discuss, and consider approving Peak Prep Pleasant Valley's On-Schedule Salary Increase.** With fiscal soundness, Peak proposes a 5 % on-schedule increase retro-active of 7/1/2024.

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

**G) The Board shall review, discuss, and consider approving the employee's off-schedule salary increase of 10%.** Peak is proposing a staff off-schedule salary increase based on the funds available, SB740, and upon closing the 2023-2024 fiscal year. With tremendous growth, Peak employees have worked diligently. This

would be for all employees who are currently employed this school year at the time it's issued to employees.

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

***H) The Board shall review, discuss, and approve the updated Salary Schedule.*** This is an updated salary schedule reflects include, the on-salary increase, and the new board-approved positions.

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

***-No Action was taken during closed session.***

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

***-No 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			
Carol Bjordahl		X	X			

Adjourned at 5:13pm