



## Regular Meeting Minutes January 14, 2015

### I. PRELIMINARY

A. **Call to Order:** Meeting was called to order by the Board Chair at 6:15 pm.

B. **Roll Call:**

1. The following members were present: Tirath Pal Singh Sandhu, Narinder Thandi, Surjit Singh Dhillon, Darshan Singh Mundy, Amar Shergill, Harjit Kaur

The following members were not present: Gurmeet Mohem

**Attendees:** Vicky Dali, Sheila Gibson, and Dr. Amrik Singh

C. **Approval of Minutes:** December 3, 2014 Board Meeting (AMENDED DATE)

1. Shergill MOTIONED to approve the 12/3/2014 Board Meeting Minutes. Dhillon SECONDED THE MOTION. MOTION UNANIMOUSLY APPROVED.

### II. CLOSED SESSION:

- A. Board Member Duties
- B. Staff and Administration Review

III. **PUBLIC SESSION** (report on action taken in closed session; if action is taken in closed session, the roll call vote on each action must be announced): (AMENDED)

- A. Board Member Duties: Shergill continues with legal duties; Gurmeet continues with curriculum development with teachers; Harjit continues to complete secretarial duties; Harjit and Sandhu to work on community outreach; Thandi continues with transportation duties; Dhillon to continue school facilities and system operations duties; Sandhu, Thandi and Mundy to continue to handle school administration and day to day operational duties; and Sandhu to continue managing Board Meetings.

### IV. COMMUNICATIONS

A. **Oral Communications:**

- B. **For Information: Principal's Report:** This is a presentation of information which has occurred since the previous Board meeting.

C. **For Information: Board/Staff Discussions** (Board and staff discuss items of mutual interest):

1. Reporting deadlines: A list has been created and put up in the main office for all SVCS deadlines.
2. A record will be created for all school visitors
3. A registration method has been created for recording all complaints at SVCS and actions taken as a result.
4. On February 4<sup>th</sup> at 3:20 pm Board members will meet with SVCS teachers.

V. **CONSENT/AGENDA ITEMS** (All matters listed under the consent agenda are considered by the Board to be routine and will be approved/enacted by the Board in one motion in the form listed below. Unless specifically requested by a Board member for further discussion or removed from the agenda, there will be no discussion of these items prior to the Board votes on them. The principal recommends approval of all consent items): None

VI. **ITEMS SCHEDULED FOR ACTION:**

A. **Business**

1. Expenditure Report: Harmon to prepare for February Meeting.
2. Accounting
  - a. Audit Report and Management Letter: The Board has taken steps to ensure that the findings and subsequent recommendations in the audit report (pages 20-21) are made and followed (audit report attached).
  - b. Tax Returns: Forms 990 and 199 have been completed and submitted.
  - c. Audit Firm Selection for Year Ending in June 30, 2015: Vicky will get a quote for costs on a year by year basis vs. 3 year basis and report back to the Board.
  - d. Tax Return Preparation for the Year Ending June 30, 2015: Vinod would like to continue doing the SVCS federal and state taxes at a cost of \$995. The Board will consider this and make a decision at the February meeting.
3. School Administration:
  - a. \$0.50/hour increase in Yard Supervisor's Salary: Mundy **MOTIONED** to increase the salary for SVCS' two yard supervisors by \$.50 an hour, effective in the next pay period. Thandi **SECONDED THE MOTION. MOTION UNANIMOUSLY APPROVED.**

- b. Beginning Teacher Support and Assessment Training: Dhillon MOTIONED to approve BTSA training for 7 teachers. Mundy SECONDED THE MOTION. MOTION UNANIMOUSLY APPROVED.
  - c. Two Weeks Notice on Termination: a new at-will agreement will be drafted with a section regarding two-weeks notice and 191-day calendar for staff to sign and for inclusion in the SVCS handbook. Sheila to draft and send to Shergill and Harjit for review.
4. Transportation:
- a. A new stop was added in Antelope effective next week.
  - b. Thandi raised the possibility of adding 10-20 more students for SVCS enrollment, but there appears to be insufficient room at SVCS to accommodate the students. There is a possibility of additional space being provided for SVCS by the temple.
  - c. Sikh Coalition will be consulted to do a presentation with staff and administration on Sikh Awareness, for the first or third Wed. in February. Ms. Perfecto to prepare a school wide presentation and send to Harjit for review. Each bus driver will talk to the kids on each bus about general bus safety and security cameras to be installed on each bus. Dr. Singh will discuss school safety with parents.
  - d. Dhillon MOTIONED to park the SVCS buses in Thandi's bus yard, located at 3930 El Centro Road, Sacramento, California 95834. Sandhu SECONDED THE MOTION. MOTION UNANIMOUSLY APPROVED.
5. AB 1266 (Ref: Epinephrine Injectors): All teachers will be trained on administering epinephrine injections and two will be assigned to be administrators of the injection in case it becomes necessary.

B. **Curriculum and Instruction**: None

C. **Personnel**: None

D. **Pupil Services**: None

## VII. ITEMS SCHEDULED FOR INFORMATION

### A. **Business**:

1. Facebook and Website Access: Teri Samra is working on the website. Shergill will give Dr. Amrik Singh access to Facebook once Dr. Singh sets up a personal Facebook account.

2. Main Computers Passwords: an inventory list of all equipment at SVCS will be created along with any passwords to the equipment.
3. Follow up items:
  - a. Administrative Staff Duties
  - b. Yolo County Outreach
  - c. Sensitivity Training: Harjit to help Shiela find an appropriate agency to do the training.
  - d. Exit Interviews: Soni is to conduct an exit interview for all employees who leave or terminated on his/her last day of employment.

**B. Curriculum and Instruction:**

1. Principal's Report on Student Performance (CEDLT and Accountability Reports Testing):
  - a. The students participated in a Holiday performance that was attended by staff, administration, parents, and Gurmeet and Harjit.
  - b. Students also received their monthly scholar awards.
  - c. An extension was received for CEDLT testing until February; Shiela and Dr. Amrik Singh are working to complete the reporting.
  - d. Physical Fitness Instruction: Shiela to look into a PE program for SVCS
  - e. Inventory of SVCS Equipment and Passwords: List to be submitted to the Board by the February meeting.

C. **Personnel:** None

D. **Pupil Services:** None

**VIII. ITEMS FROM THE BOARD**

A. Recognitions: None

IX. **ADJOURNMENT:** The meeting was adjourned at 9: 37 pm.