

MINUTES

REGULAR MEETING

**BOARD OF DIRECTORS
SACRAMENTO VALLEY CHARTER SCHOOL**

2301 Evergreen Avenue, West Sacramento, California 95691

June 3, 2015

6:00 p.m.

**INSTRUCTIONS FOR PRESENTATIONS TO
THE BOARD BY PARENTS AND CITIZENS**

The Sacramento Valley Charter School (“School”) welcomes your participation at the School’s Board meetings. The purpose of a public meeting of the Board of Directors (“Board”) is to conduct the affairs of the School in public. We are pleased that you are in attendance. Your participation assures us of continuing community interest in our School. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

1. Agendas are available to all audience members at the door to the meeting.
2. “Request to Speak” forms are available to all audience members who wish to speak on any agenda items or under the general category of “Oral Communications.” “Oral Communications” is set aside for members of the audience to raise issues that are not specifically on the agenda. However, due to public meeting laws, the Board can only listen to your issue, not respond or take action. These presentations are limited to three (3) minutes and total time allotted to non-agenda items will not exceed fifteen (15) minutes. The Board may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen-requested item.
3. You may also complete a “Request to Speak” form to address the Board on Agenda items. With regard to such agenda items, you may specify that agenda item on your “Request to Speak” form and you will be given an opportunity to speak for up to three (3) minutes when the Board discusses that item.
4. When addressing the Board, speakers are requested to state their name and address from the podium and adhere to the time limits set forth.
5. Any public records relating to an agenda item for an open session of the Board which are distributed to all, or a majority of all, of the Board members shall be available for public inspection at Sacramento Valley Charter School at 2301 Evergreen Ave, West Sacramento, CA 95691.

I. PRELIMINARY

A. CALL TO ORDER

Meeting was called to order by the Board Chair Mr. Sandhu at 6:11 PM.

B. ROLL CALL

	Present	Absent
Tirath Pal Sandhu	___√___	_____
Narinder Thandi	___√___	_____
Darshan Mundy	___√___	_____
Surjit S. Dhillon	___√___	_____
Bhajan S. Bhinder	___√___	_____

C. APPROVAL OF MINUTES OF:

Motion by Mr. Sandhu, second by President Mr. Thandi, that the Board approve the following:

C-1 April 15, 2015 Closed Session

Motion carried by the following roll call vote:

Yes No Abstain

Sandhu Mundy

Thandi

Dhillon

Shergill

Gurmeet K.

Harjit K.

C-2 May 13, 2015 Regular Meeting

C-3 May 26, 2015 Emergency (Closed Session) Meeting

Motion to Approve May 13 and May 26 meeting minutes by Mr. Sandhu carried unanimously.

II. PUBLIC SESSION:

A. Response to PTO Submitted Resolutions

Mr. Sandhu presented the Board with resolutions passed by the PTO. PTO made presentation on May 26, 2015 and sent an email to the Board members to facilitate a meeting. After discussion Board decided to respond to some (not all) of the items presented in the resolution. The Response is recorded as follows:

Item 1 Response: Mr. Sandhu responded by saying that the SVCS is indeed providing a unique opportunity, as this is the only charter school that teaches Punjabi.

Item 2 Response: Mr. Sandhu responded saying that the Principal and the Vice Principal of SVCS will address this item. The Principal, Mrs. Gibson also indicated that a draft policy on emergency response already exists. Mr. Sandhu verified that the school's emergency plan is approved by the City of West Sacramento.

Item 3 Response: Mr. Sandhu and Mrs. Gibson responded by reiterating that the Gurudwara is already a designated secondary location in an event of a lockdown at the school. Mrs. Gibson indicated that a copy of the lockdown procedure will be provided to the PTO.

Item 4 Response: Mr. Sandhu responded – Minutes of the Board meetings will be shared after the meetings but after the minutes have been approved from the Board. The agenda of the meetings are posted beforehand and explain the topics being covered in the meetings.

Item 5 Response: Mr. Sandhu responded – This item has already been addressed. Mrs. Gibson is to continue as the Principal of SVCS for the next two years.

Item 6 Response: Mr. Dhillon responded by indicating that the Principal is the administrator and as one with highest authority, will be responsible for handling the concerns.

Item 7 Response: Mr. Sandhu responded by saying that the Board does not get involved in minor day-to-day issues. Mr. Sandhu also informed that all of the teachers are advised that if they have any grievance or complaint, the first action is to report it to the Vice Principal and the Principal. If there is a repetition of misrepresentation, there will be issuance of a notice (may be verbal) or a short warning. The third time the Principal can issue reprimand. If there is a fourth incident, the Principal is to report to the Board. Mr. Dhillon also added that if the Principal feels the need to write up anyone, she can do so at her discretion in accordance with the employee handbook. Mr. Mundy said that all of the staff reports to the Principal and the teachers should not be sending emails to Board members as the Board will not be responding. The Principal will be handling day-to-day issues. The teachers have to follow the chain of command. Mr. Sandhu reiterated that the Principal is obliged to copy to the Chair and the President whenever there is written reprimand.

Item 8 Response: Mr. Sandhu seconded by Mr. Dhillon, Mr. Mundy and Mrs. Gibson ensured PTO that the HR department of SVCS is under the Principal and that the school has an employee handbook which details HR duties and process to resolve personnel issues. Mr. Sandhu informed that handling teacher grievances is not part of HR responsibilities of SVCS.

Item 9 Response: No response as Mr. Sandhu indicated that this item is a repetition of the previous one.

Item 10 Response: Mr. Sandhu seconded by Mr. Thandi and Mr. Mundy suggested that the school develop a program for community outreach and determine different means (home to home campaign, pamphlets, youtube ads, media approach). Mr. Dhillon presented suggestion of assigning some of the fund raising responsibility to

the PTO and have awards presented for successful referrals. Mr. Sandhu pushed the agenda for discussion on this topic to the next board meeting.

Item 11 Response: Mrs. Gibson indicated that money has already been allocated and the item has been addressed in LCAP.

Item 12 Response: Mrs. Gibson again responded saying the item is already one of the school's goals and school has allocated money to teach physical education.

Item 13 Response: Mrs. Gibson assured that this item has also been considered in the new LCAP.

Item 14 Response: Mrs. Gibson alluded to the fact that all schools have a shortage of substitutes and that SVCS is not the only one suffering from the problem. Mrs. Gibson also informed that the school has raised substitute pay and that every effort is being made to ensure classes are not missed.

Item 15 Response: Mrs. Gibson informed that the item presents a personnel question and the school administration and the board will make the appropriate decision. The PTO is not involved in the decision making.

Item 16 Response: Mr. Sandhu informed that there no restrictions against hiring people you know on the board but the board has not and is not planning to hire any relatives.

Item 17 Response: Mr. Sandhu seconded by Mr. Mundy assured that the Board and the PTO have a common goal and the board welcomes PTO's opinions and suggestions.

Item 18 Response: Mr. Sandhu indicated that the SVCS Charter does not allow PTO members to sit on the hiring panel for school employees or be the decision makers in the hiring process. Mr. Sandhu however recommended that the PTO can act as advisor and committees can be set up. Mr. Sandhu seconded by Mr. Mundy clarified that as the board has the financial responsibility and liability for any personnel decisions made, the Board will be the one making the decision.

Item 19 Response: Mr. Dhillon responded by saying that most of the complaints mentioned in the item have been taken care of. Mr. Dhillon seconded by Mr. Thandi and Mr. Mundy ensured that the board has addressed the issue with teachers.

Item 20 Response: Mr. Dhillon said that due to the school's location and a lot of commercial and industrial activity surrounding the school, the school gate cannot be kept open at all times as this presents safety concerns. Mr. Sandhu seconded by Mr. Mundy and Mr. Thandi also indicated that the reason the board negotiated with the City and on the request of the parents the school gates are kept open only at drop off

and pick up times. Mr. Sandhu also indicated that the Fire Dept. is aware of the protocol because of security reasons.

Item 22 Response: Mrs. Gibson responded to the concerns presented by saying that the school's location is such that there is no grass playground for the children to play and that on all normal playgrounds students get hurt. Mrs. Gibson however assured that the school; the teachers and the administrators take ample precautions to ensure that students do not get injured. Mr. Dhillon added that the board approached community leaders to see if they can donate money or land but to no avail.

Item 23 Response: Mr. Sandhu said that this issue was discussed some time back and that one suggestion was to have seminars in the school. Mr. Sandhu then asked Dr. Singh if there were some scheduled seminars. Dr. Singh seconded by Mrs. Gibson said that the school already has held four scheduled seminars, including one where FBI held a seminar regarding safe Internet usage. Mr. Bhinder suggested looking at the recent report released by U.S. Congress on subject of bullying and that the school should look at it to see what suggestions the report makes and what the school can do to reduce bullying incidents. The Board agreed unanimously. Mr. Mundy thanked Mr. Bhinder for bringing up the suggestion.

Closing Remarks:

Mr. Sandhu seconded by Mr. Thandi and Mr. Mundy thanked the PTO for coming to the meeting and requested that the board and the PTO have trust in each other. Mr. Sandhu expressed that the Board would like to work with the Vice Principal and the Principal and the Board looks forward to working with them.

Dr. Singh added that any issues that concern the parents or the PTO should be brought to the attention of the Principal before they are brought to the Board.

Mr. Mundy seconded by Mr. Thandi ensured everyone that the Board is working in the interests of better education experience for the children and that only the best people are kept on the board to serve those interests. Mr. Mundy reiterated that gurudwara politics should not be mentioned in any communication with the Board as the Board is separate from the Gurudwara.

Resolved that the above responses be recorded in meeting minutes and be approved in the next board meeting.

III. CLOSED SESSION:

1.

IV. COMMUNICATIONS

- A. ORAL COMMUNICATIONS: Non-agenda items: no individual presentation shall be for more than three (3) minutes and the total time for this purpose shall not exceed fifteen (15) minutes. Ordinarily, Board members will not respond to presentations and no action can be taken. However, the Board may give direction to staff following a presentation.
- B. For Information: Principal's Report: This is a presentation of information which has occurred since the previous Board meeting. (15 min)

- 1. Curriculum and Instruction
- 2. Teachers Board Meeting Follow up Actions

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

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 agenda items. (None)

VI. ITEMS SCHEDULED FOR ACTION

A. BUSINESS (15 min).

- 1. Expenditure Report – Harmon Purewal/Vicky Dali

Resolved to APPROVE expenditure report, as presented and recommended by school accountant (Ms. Vicky Dali) including following items:

Check #	Date	Amount	Justification
	May 21, 2015	\$5,921.67	Chromebooks and Cart for School

Action Items:

Ms. Dali to check with Ms. Purewal on Item 2030 (PE Equipment) and report back to Principal on the status.

- 2. Public Hearings:
 - a) 2015-16 Local Control Accountability Plan (LCAP): At this public hearing, the LCAP will be presented for discussion with and feedback from the Board, members of the public and stakeholders.

Mrs. Gibson presented the LCAP and highlighted sections that the school will be working on. Some highlights include STEM program and project Lead the Way. Mr. Sandhu indicated that the LCAP document has been provided to board members for review and that the document and the program will be discussed for approval in the next board meeting. Ms. Dali

added that any suggestions and comments can be emailed to the Principal with copy to her and they both will go over it.

Mrs. Gibson commented on Open House Night being a huge success and complimented Mr. Dhillon for his efforts and hard work in helping with technology issues. Mrs. Gibson also thanked Mr. Sandhu for coming to the Open House with his wife as the teachers and parents appreciated presence of one of the board members. Mrs. Gibson invited all board members to School graduation on Wednesday June 17th at 10 AM.

- b) 2015-16 Budget: At this public hearing, the draft budget will be presented for discussion with and feedback from the Board, the public and stakeholders.

Resolved to APPROVE 2015-16 Budget as presented by Ms. Vicky Dali with minor adjustments as follows:

- Operations and Housekeeping: Budget being adjusted to \$1,500 per month.
 - Services and Other Operating Expenditures: Mr. Dhillon asked Mr. Thandi to review bus maintenance schedule and suggested that the school retire one old bus that requires repeated maintenance and look into options of buying two smaller new buses. Mr. Thandi to review the option.
 - Edjoin: \$600/year
 - Advertising: \$5,000 for ads in magazines, television, internet
 - Postage and communication: \$2,000
- c) Resolved to APPROVE Board Policy for AB 1522 Sick Leave Law effective July 1, 2015 for Non-Salaried Staff. Salaried Staff will be discussed at the next board meeting.

B. CURRICULUM AND INSTRUCTION

C. PERSONNEL (10 min)

1. Subcommittee for Hiring Certificated Personnel Report
 - 1) Teachers Intent to Continue for 2015-16 School Year

4 teachers that will not be staying for 2015-16 School Year:

1. Lara Perfecto
2. Jennifer Haller
3. Mark Stevenson
4. Kelsey Dreyer

Mr. Sandhu indicated that rest of the staff has expressed their intent to stay.

2) Process for Hiring Teachers for 2015-16 School Year:

Resolved to APPROVE Ginny Phillips and Miranda Wangnoo as Teachers for 2015-16 School Year based on recommendation from Principal, Mrs. Gibson.

D. PUPIL SERVICES

VII. ITEMS SCHEDULED FOR INFORMATION

A. CURRICULUM AND INSTRUCTION

1. Schedule a date and time for the second June Board meeting to:
 - approve the 2015-16 EPA Plan
 - adopt the 2015-16 LCAP
 - adopt the 2015-16 Budget
 - approve resolutions needed to join CharterSAFE and authorize signing authority
 - be self-insured with the Dept of Industrial Relations.

B. PERSONNEL

C. PUPIL SERVICES

VIII. ITEMS FROM THE BOARD

IX. ADJOURNMENT

The meeting was adjourned at 9:44 PM.