



**Regular Meeting Minutes
February 11, 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, and Gurmeet Mohem

The following members were not present: none

Attendees: Vicky Dali, Soni Samra, Sheila Gibson, Ms. Sandhu, and Mr. Stevenson

C. **Approval of Minutes:** January 14, 2015 Board Meeting (as amended with correct meeting date and correction of Board member duties).

1. Shergill MOTIONED to approve the 1/14/2015 Board Meeting Minutes. Thandi SECONDED THE MOTION. MOTION UNANIMOUSLY APPROVED.

II. CLOSED SESSION:

- A. Staff and Administration Review:
- B. Discussion of Teacher led hybrid model
- C. Board Roles

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): none

IV. COMMUNICATIONS

A. **Oral Communications:** none

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

1. 236 student enrollment
2. Library visits are happening once a week
3. Sheriff Sukhwinder Singh and Castillo came to visit SVCS and speak to students

4. Students completed the NY Assessment (results will be given at the end of the month)
5. Smarter Balanced Assessment will be scheduled for students for the week of Feb. 23-27th.
6. Scholar's awards are on every first Thursday of each month
7. Covered CA flyers were sent home
8. Programs for the chrome books have been ordered
9. SVCS Emergency action plan has been created
10. Common core funding has been spent on math textbooks, technology upgrade and staff development. \$7k balance left and it has been requested that it be spent on common core math alignment for 2nd or 4th grade for the 2015-16 school year.
11. An advertisement for student enrollment has been placed in the *Parent Magazine* (circulation in Antelope, Natomas, Sacramento, and Elk Grove). The ad will run for two months. *Observer Newspaper* will run another ad for student enrollment for one month.
12. Cali. State Uni. Sac and UC Davis have agreed to post flyers for 8th grade vacancy. April 22nd recruiting will occur at CSUS (Shiela is not going but two teachers will be attending).

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

1. Substitute Teacher List: Dr. Singh to send an email to teachers and the Board with the list of substitute teachers and contact information (with substitute permission). Thus teachers can communicate with the substitute regarding curriculum.

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 is to prepare reimbursement expenses for next Board meeting. Board to review expenditure report to ensure no expenditures have been made above \$500 without Board approval.
2. Accounting
 - a. Audit Firm Selection for Year ending June 30, 2015: Dhillon MOTIONED to approve the 3 year agreement with Patel Services for approximately \$10,000 a year. Shergill SECONDED THE MOTION. MOTION UNANIMOUSLY APPROVED.

- b. Tax Return Preparation for the Year ending June 30, 2015: Mundy MOTIONED to approve Vinod's preparation of the tax return for SVCS for \$995. Shergill SECONDED THE MOTION. MOTION UNANIMOUSLY APPROVED.
 - c. Form 700 signing: signed by current Board and sent to previous Board members.
3. Registration and Presentation at the Sikh Education-Century 21 Conference: (March 28th) Dhaliwal will be making a presentation regarding SVCS as a founding member.

B. Curriculum and Instruction:

1. Follow up to Board's meeting with teachers based on list prepared by Gurmeet Mohem: SEE ATTACHED LIST

C. Personnel:

1. Substitute Teacher protocol with particular regard to Punjabi: Board stated that cancellation of Punjabi class should be minimized as Punjabi language learning is a priority at SVCS.
2. Current Year Contracts for all staff: Staff has signed, with exception of Mr. Stevenson and Harmon. For the teachers that did not inform SVCS that they would be absent for professional development days, they will not be compensated for the professional development day. Compensating for professional development days is approximately \$10,000. Board needs to consult Vicky Dali about our financial situation before making a decision.

D. Pupil Services: None

VII. ITEMS SCHEDULED FOR INFORMATION

A. BUSINESS

1. Report on items inventory and passwords: electronic tracking of inventory was too expensive so an excel sheet was created. A complete list of electronic inventory needs to be made with all technology at SVCS, usernames, and passwords. Along with a complete list of textbooks, keys, and any SVCS materials released to teachers. Staff to take a picture of all serial numbers on equipment and email to Dr. Singh and Sheila. The list will be provided to the Board by February 27, 2015.
2. Computer room, Internet needs and communication between buildings: Computer room will be removed and turned into either a classroom space or library space. Dhillon will look into improving internet connections so both buildings have consistent internet service. Dhillon will look into improving communication between buildings by the next Board meeting.

3. Lockdown and safety protocols: SVCS has developed a lockdown procedure but gurudwara staff and school staff need to have a relationship so that the entire compound is locked down. Principal and vice principal should send a mass text message.

B. CURRICULUM AND INSTRUCTION

1. Physical Education Presentation (Raveet Dhillon)
2. Fulfilling foreign language requirements for college: deferred to next month's meeting.

C. PERSONNEL

1. Follow up regarding research into benefits –

Shergill MOTIONED to approve staff who work 30 hours or more with benefits contract from EPIC to provide Kaiser Bronze 60hsa3500/30, half of the premium to be paid by SVCS, with an employee option of purchasing a more expensive plan without additional SVCS contribution; authorization administration to advise staff once EPIC confirms; and authorize Sandhu to sign the health plan documents. Dhillon SECONDED THE MOTION. MOTION UNANIMOUSLY APPROVED.

403(b) plan (non ERISA plan): Shergill MOTIONED to approve authority for Sandhu to sign documents with Oppenheimer for 403(b) non ERISA plan. Dhillon SECONDED THE MOTION. MOTION UNANIMOUSLY APPROVED.

2. Setting compensation levels relevant to skill, experience and qualifications: a concern was raised in the staff and Board meeting in regards to salaries and what teachers can expect for next year. Compensation needs to be either set by qualifications (HS, BA, MA), time with school, and/or efficiency/skills in classroom (if dependent on efficiency/skills we need to set up an evaluation matrix). So if a salary scale will be published, then the Board needs to determine how that scale will be measured and created. Committee will report to the Board by next Board meeting as to what the salary schedule will look like based on our budget (Committee will be comprised of: Amar Shergill, Gurmeet Kaur, and Harjit Kaur).

D. PUPIL SERVICES

1. Transportation - Student Pickup Issues: Suggestion box for pick up issues has been placed on SVCS campus for parents to drop in information for review by Thandi. Thandi will provide an estimate for cameras in buses by next Board meeting.

VIII. ITEMS FROM THE BOARD

- A. Recognitions: None

IX. ADJOURNMENT: The meeting was adjourned at 10:55 pm.