

# Agenda

Tacoma, WA • October 27-29, 2025

## Monday, October 27

7:00–8:00 a.m.	Registration and Continental Breakfast	Rooms TBD
8:00–9:45 a.m.	<b>Keynote</b> —Janel Keating <i>Lining Up the Glass Balls: Essential Leadership Actions</i>	
9:45–10:00 a.m.	Break	
10:00–11:30 a.m.	<b>Breakout Sessions</b>	See page 3.
11:30 a.m.–1:00 p.m.	Lunch (on your own)	
1:00–2:30 p.m.	<b>Breakout Sessions</b>	See page 3.
2:30–2:45 p.m.	Break	
2:45–3:45 p.m.	<b>High-Impact Talks by Principals</b> —Short “TED Talk” sessions with tips and tricks to aid learning and school improvement. (Each Session A HIT will be repeated in Session B.)	See page 3.
	<b>Session A</b> • 2:45–3:10 p.m.	
	<b>Session B</b> • 3:15–3:45 p.m.	

## Tuesday, October 28

7:00–8:00 a.m.	Registration and Continental Breakfast	Rooms TBD
8:00–9:45 a.m.	<b>Keynote</b> —Brandon Jones <i>Burn the Ships: Leading With Reckless Abandon</i>	
9:45–10:00 a.m.	Break	
10:00–11:30 a.m.	<b>Breakout Sessions</b>	See page 3.
11:30 a.m.–1:00 p.m.	Lunch (on your own)	
1:00–2:30 p.m.	<b>Breakout Sessions</b>	See page 3.
2:30–2:45 p.m.	Break	
2:45–3:45 p.m.	<b>Leadership Forums</b> —Topic-driven discussions with participants and experts.	
	<i>Strategies for Aspiring and New Leaders</i> —Brandon Jones	
	<i>Moving From PLC Lite to Right</i> —Luis F. Cruz	
	<i>Duties as Assigned: Assistant Principals, Instructional Coaches, District Coordinators, Etc.</i> —Janel Keating	

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## Wednesday, October 29

7:00–8:00 a.m.	Continental Breakfast	Rooms TBD
8:00–9:30 a.m.	<b>Breakout Sessions</b>	See page 3.
9:30–9:45 a.m.	Break	
9:45–11:45 a.m.	<b>Keynote</b> —Luis F. Cruz <i>The Habits of Highly Effective Leadership in a PLC</i>	

Agenda is subject to change.





## Sacramento Valley Charter School

### Human Resources Hiring Procedures - Revised

#### Purpose:

To ensure a consistent, fair, and compliant process for recruiting, selecting, and onboarding employees in alignment with organizational needs and legal requirements.

#### 1. POSITION AUTHORIZATION PROCESS:

- When an SVCS employee deems necessary the creation or filling of a position, the SVCS employee first meets with the Principal to provide context and justification. If the Principal determines that such a need is warranted, the Principal will provide the HR Manager with the Job Title, Job Description, and Essential Duties of the position.
- The HR Manager and Principal confer with the school's Fiscal Consultant to determine the salary for the position
- The Fiscal Consultant prepares the document as a Board Agenda item.
- The Board votes "Aye" or "No" to approve the job posting.

#### 2. JOB POSTING

- The HR Manager prepares a Job Description outline responsibilities, required qualifications, and preferred experience for posting.
- Positions are posted internal and externally as appropriate (i.e., SVCS website, job boards, professional publications, job websites)
- Posting period should be a minimum of **3 business days** to allow adequate applicant response.

#### 3. APPLICATION PROCESS

- Applicants are accepted through the designated platform (i.e., EdJoin, or via a hard application and resume to HR.
- HR screens submissions to ensure minimum qualifications are met.
- Applicants not meeting basic requirements are notified in writing.

#### 4. INTERVIEW AND SELECTION:

- HR coordinates interviews with a selection panel consisting of at least 2-3 members.
- Standardized interview questions are used to ensure consistency and compliance with equal employment opportunity laws.
- The Interview Panel will submit their completed confidential evaluation forms, along with the list of questions asked to the candidate, to Human Resources for recordkeeping.
- Reference checks are conducted prior to any offer being made.
- Goes to the Board for approval of hiring new employee(s).

Board approved: 09-11-2025, revision approved 09-15-2025

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## 5. OFFER OF AGREEMENT:

- HR prepares a formal **Offer Letter** detailing position title, start date, salary or hourly pay rate, benefits, and any contingencies (e.g., background check).
- Contingent offers remain conditional until all pre-employment requirements are met.

## 6. PRE-EMPLOYMENT REQUIREMENTS:

- Background check and/or fingerprint clearance.
- Verification of work eligibility (Form I-9).
- Credential/licensure/education verification (if applicable).
- Drug screening/TB Testing (if applicable).

## 7. ONBOARDING:

- HR schedules a **New Hire Orientation** covering policies, benefits, workplace safety, and job expectations.
- Employee signs acknowledgment of receipt for the Employee Handbook, At-Will Agreement, and other required documents.
- Payroll and system access are set up before the first day of work.

## 8. RECORDKEEPING:

- HR maintains recruitment and hiring records in compliance with federal, state, and organizational retention requirements.
- Confidential information is stored securely.

## 9. EXCEPTION FOR EXPEDITED HIRING:

Infrequent situations may arise during a school year that result in a need for expedited hiring. Examples include, but are not limited to, 1) a Special Education or Medical Needs student needing prompt IA support 2) filling an existing, board-approved position based on an unexpected vacancy where there is elevated risk for the safety of students. In such instances, the Principal will 1) communicate the matter to the Board President or Board Chairperson 2) work with the HR Manager to interview a candidate or candidates to identify a sub or temp to fill the position until the next Board Meeting, complete reference checks, and have the individual complete the livescan and TB clearance prior to starting. The official hiring of the sub or temp into the open position will be on the next Board Meeting agenda for action.