

Becoming an SVCS Board Member

The SVCS Governing Board is tasked with the following responsibilities:

1. Ensure that SVCS provides standards-based instruction and a positive school climate conducive to student learning.
2. Establish and maintain the vision and strategic plan for the school.
3. Evaluate the Principal and, therefore, the school.
4. Ensure adequate resources are available, and that the school exercises fiscal responsibility and accountability.
5. Enhance the school's public standing within both the educational and civic communities.
6. Recruit and orient new board members and assess its own performance.

Additionally, Governing Boards are often expected to help fundraise for the school by seeking connections with local businesses and philanthropies. There are several activities that arise from these responsibilities. As a Board member, you will be expected to engage in all of these.

1. Ensure good student learning
 1. Become familiar with the educational programs
 2. Seek out ways to challenge the school to improve outcomes for all students.
2. Vision and strategic plan:
 1. Participate in Board Workshops
 2. Familiarize yourself with the history of SVCS
 3. Familiarize yourself with the process of defining a strategic plan.
3. Evaluate the Principal
 1. Become conversant in key areas of school performance - educational programs, staff satisfaction and student proficiency (including subgroups of the student population).
 2. Participate in continuing education activities such as educational seminars in order to better understand areas of risk and exposure.
 3. Become familiar with how the school operates, including meeting staff and visiting classrooms of all grade levels.
4. Fiscal responsibility and accountability
 1. Become conversant in reading and understanding the budget, revenue and expense reports and the audited financial statements.

Qualifications: The consequence of the Board failing to successfully complete the above activities is the failure of the school. Therefore, it is advantageous to have Board members with backgrounds in accounting, education administration, governance, insurance, law, and public policy. It can be challenging to find people with these specific backgrounds who have the time and interest to participate. Therefore, Board members will be expected to become educated in those areas that are not already represented.

Qualities of a good Board member:

1. Willing to learn, often on his/her own time, about key topic areas such as law, finance, and governance.
2. Ability to remain neutral and explore all sides of an issue before making decisions.
3. Understand that being an individual Board member conveys no authority over school staff or special treatment.
4. Understand that the Board's role is to govern, not to manage.
5. Ability to work as part of a group.

School district boards are often considered “steppingstone” positions to other political positions. In contrast, a charter school board is a working board, and will take on many of the governance tasks that a district office might otherwise perform. As a Board member, you will generally not be making policy for the school (and the Board is not interested in candidates who have an “agenda” to push). Instead, you will be helping to set the overall vision and direction.

Applying to Become a Trustee

1. Attend at least one Board meeting so you are familiar with the topics discussed.
2. Complete the Statement of Interest document and submit it to _____
3. The Board's Committee will contact you to meet with you and ask any follow-up questions about your application.

For applications to fill the current vacant seat, the Committee will review applications in _____, and provide a list of candidates to the Board on _____ 2024, for selection at the _____, 2024 Regular Board Meeting.

For applications to fill an upcoming seat, the Board will open a 30-day application window, provide a list of candidates to the Board seven days prior to the next Regular Meeting for selection at the Regular Meeting.

Candidate selection is done in closed session.

Statement of Interest – Candidate for SVCS' Governing Board - DRAFT

Please fill out the following information completely and deliver it to the school office, or email it to: _____

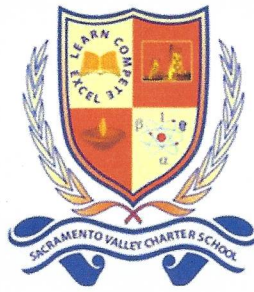
1. Full Name: _____ Today's Date: _____
2. Contact Phone: _____ Email: _____
3. Date of application: _____
4. ☐ I understand this is a two(2)-year appointment (shorter if appointed to a vacant seat).
5. Do you have a family member (child, grandchild, etc.) that is a student at SVCS? _____
6. Do you have a family member (parent, spouse, child, sibling, in-law) that is employed at SVCS?

7. Do you live in West Sacramento? _____
8. Please indicate if you are professionally trained or otherwise highly experienced in any of the following areas, and if so, explain your background in that area.
 - a. Finance/Accounting: _____
 - b. Law: _____
 - c. Education: _____
 - d. Governance: _____
 - e. Insurance: _____
 - f. Facilities: _____
9. What other governance experience do you have? _____
10. What other background or skills do you have that you feel would be particularly beneficial to the Board? _____
11. What interests you about being on the Board?

12. What else should the Board know about you?

13. ☐ I understand that I must attend at least one Board meeting and give a short public statement of interest (such as sharing the information on this form) for my application to be considered).

Incomplete or late forms will not be considered. Thank you for your interest in serving on the SVCS Governing Board.



Principal

SVCS' Vision & Mission

Sacramento Valley Charter School ("SVCS") is a charter school with strong community support and participation that provides a rigorous, standards-based curriculum and individualized support for all children. A safe and compassionate learning environment that promotes love of learning among children while meeting their academic, social, and emotional needs. A highly professional, fully certified staff that builds an uncompromising commitment to learn, compete and excel. Our mission is to create an inspiring and challenging learning environment for our children and to promote a culture of strong social and family values.

Requirements / Qualifications

Minimum Qualifications:

- Post graduate work in school administration, curriculum and instruction, or a related field.
- Possession of a valid California Administrative Services credential.
- Successful experience as a classroom teacher.
- Progressively responsible experience in providing leadership in a school or district setting, preferably in a charter school setting.
- Knowledge of Punjabi language and culture preferred.

Job Description/Duties

The Principal of SVCS oversees the strategic and operational plans of SVCS . The Principal has overall day to day management responsibilities of SVCS and will ensure the charter school operates in fulfillment of the mission as spelled out in the charter and in compliance with charter school law, bylaws and applicable education law. The Principal will work with the Board and its committees, if any, to ensure SVCS makes sound strategic decisions, and will ensure the charter school maintains a focus on student achievement. The Principal will serve as a spokesperson for the Board to further SVCS's prominence within the local, state and national education and charter school communities.

The responsibilities of the Principal or his/her designee may include, but are not limited to, the following:

- Takes leadership in creating healthful human relationships which will provide a suitable climate for learning and teaching.
- Develops a clear statement of instructional goals and/or objectives for SVCS consistent with the established educational goals of the charter with the community and the SVCS faculty.

- Assists teachers to establish standards of expected progress for individual students in designated areas of study, and techniques for assessment of that progress.
- Provides for the evaluation of all personnel according to SVCS guidelines and procedures.
- Develops and maintains effective communication systems with staff, students, parents and the community.
- Encourages the participation of volunteers and supervises their activities.
- Establishes practices and procedures consistent with applicable provisions of the Education Code, SVCS Board policy, and other applicable laws.
- Works with the SVCS Board to implement the Board's hiring/interviewing and dismissal of SVCS staff.
- Assists SVCS faculty in professional development.
- Orients and provides support to new faculty members.
- Works with SVCS personnel to implement, assess, and upgrade the instructional program.
- Develops, implements, and evaluates procedures with respect to staff and pupil placement within SVCS.
- Implements and communicates the discipline policy to parents and the Charter School community.
- Provides for appropriate procedures which will insure proper supervision of children in the SVCS.
- Establishes and implements emergency procedures.
- Supervises attendance within SVCS.
- Requires that complete and up-to-date cumulative records are kept.
- Manages resources effectively and appropriately including revenues and expenditures, personnel, facilities and equipment.
- Seeks sources of outside funds; may coordinate fundraising or grant writing activities.
- Encourages suitable and adequate student activities and organizations in SVCS, to develop the varying interests and abilities of the students and provides for the supervision of such activities and organizations.
- Remains aware of local community sentiment and acts as a liaison between the local community and the SVCS Board.
- Works cooperatively with appropriate agencies and organizations in the community.
- Encourages and fosters close relationships among school staff and parents.
- Performs those duties and responsibilities, including supervisory and advisory duties, as may be prescribed by the charter.
- Stays in direct contact with SVCS' granting agency, the Washington Unified School District, regarding changes, progress, etc.
- Proposes policies for adoption by the Board.
- Provides comments and recommendations regarding policies presented by others to the Board.
- Communicates with school legal counsel and any outside consultants.
- Stays abreast of school laws and regulations.
- Approves all purchase orders, pay warrants, and requisitions and, upon approval from Board Chair as necessary, forwarding on for processing.
- Participates in the complaint and dispute resolution procedures when necessary.
- Establishes and executes enrollment procedures.
- Provides all necessary financial reports as required for proper ADA reporting.
- Attends IEP meetings when necessary.
- Coordinates the administration of Standardized Testing
- Oversees data collection and reporting to the CDE.
- Oversees and coordinates student orientation.

- Attends all Board meetings and District Board meetings as necessary, as the SVCS representative.
- Establishes procedures designed to carry out Board policies.
- Oversees development and implementation of curriculum, instruction and scheduling in alignment with the Common Core State Standards.
- Facilitates the SVCS open house and other events, including but not limited to back-to-school night, multicultural night, STEAM night, etc.
- Oversees parent/student/teacher relations.
- Implements Site Safety Procedures in compliance with all applicable laws.
- Creates and appoints committees to assist in the execution of certain planning and administrative functions.
- Supervises all employees of the SVCS.
- Conducts community outreach and community relations efforts.

The above duties may be delegated or contracted as approved by the Board to another administrator of the Charter School or other employee, a parent volunteer (only in accordance with student and teacher confidentiality rights) or to an appropriate third-party provider as allowed by applicable law.

Comments and Other Information

Sacramento Valley Charter School is an equal opportunity employer. It is the policy of SVCS to afford equal employment and advancement opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, ethnicity, ancestry, sex, sexual orientation, age, physical or mental disability, marital status, citizenship status, medical condition, or any other legally protected status.

Please visit sacvalleycharter.org for more information.

BOARD REPORT
SACRAMENTO VALLEY CHARTER SCHOOL
OPEN SESSION
AUGUST 29, 2024

TOPIC/AGENDA ITEM:

Executive Compensation Comparability Study

ISSUES INVOLVED/FISCAL IMPLICATIONS (IF ANY):

The California Nonprofit Integrity Act of 2004 mandates that the Board of Directors (“Board”) review comparable executive compensation packages for educational executives upon any of the following events: (1) initially upon hiring the educational executive; or (2) whenever the executive’s term of employment is renewed or extended; or (3) whenever the executive’s compensation is modified, unless the modification extends to substantially all employees in the organization (see Government Code §12586(g)).

In connection with the Board’s review of the Sacramento Valley Charter School (“SVCS”) Principal employment agreement, the Board must meet this due diligence requirement by reviewing and adopting a comparability study.

This review is essential in order to protect SVCS (as a corporation) and the Board from IRS sanctions for “excess benefit transactions” and to establish a rebuttable presumption that the educational executive’s compensation is reasonable. Thus, the Board must meet the criteria set out by the IRS for conducting this review prior to any of the above changes in employment occurring. This review must occur without the participation of any individuals who possess a conflict of interest. Under the IRS regulations, any employees under the supervision of the Principal are automatically conflicted and must recuse themselves from any participation whatsoever in any aspect of this process.

Accordingly, outside counsel has produced a compensation comparability study (attached) for the Board’s review.

BOARD CHAIR’S RECOMMENDATION:

Based upon the above requirements, it is my recommendation that the Board review and accept the report reflecting comparable compensation.

Governing Board of Sacramento Valley Charter School Summary of Compensation and Benefits Survey Data for Principal

August 2024

Prior to Board action to approve any decisions regarding executive compensation (including approval of base salary increases, incentive compensation, bonuses, etc.), the Board must first exercise due diligence (review of comparable compensation practices) to ensure compliance with IRS restrictions on excess compensation for nonprofit executives, including a charter school Principal. The Board's review and approval of the executive compensation must occur: initially upon hiring the executive; whenever the term of employment, if any, is renewed or extended; and whenever the officer's compensation is modified.

In reviewing the reasonableness of compensation for nonprofit executives, the IRS considers "compensation" broadly and will look at the value of salary, as well as non-fixed compensation (incentive compensation/bonuses), and benefits. If the IRS determines compensation is not reasonable, severe consequences may result.

The following is a summary of findings following review and comparison of a sampling of total compensation levels received by educational leaders in Northern California. Compensation figures are from the State Controller's Office or from the Internal Revenue Service (Form 990) for the 2022 calendar or fiscal year (the most recent available). Student enrollment figures are from the California School Dashboard for the 2023 calendar year. The Principal of Sacramento Valley Charter School oversees one charter school in Yolo County with a total population of approximately 306 students. Based on these facts, this study compared salary packages of similarly situated public school leaders. The five charter schools and one school district surveyed in this summary have an average population of approximately 458 students.

Of the educational leaders sampled, the average total compensation package (base salary plus other compensation) is approximately \$197,714. The average base salary is approximately \$149,663. The range of base salary is \$124,306 to \$169,819. Salaries can range based on many factors such as experience, tenure at the school, student populations, staff size, and location of the charter school.

Delta Elementary Charter (Sacramento County)	371 Students
Superintendent	
Total Compensation Package	\$222,202
Base Salary	\$169,819
Other Compensation (Benefits and Retirement)	\$52,383
Community Collaborative Charter (Sacramento County)	606 Students
Director	
Total Compensation Package	\$195,505
Base Salary	\$142,265
Other Compensation (Benefits and Retirement)	\$53,240
Empowering Possibilities International Charter (Yolo County)	374 Students
Principal	
Total Compensation Package	\$182,933
Base Salary	\$124,306
Other Compensation (Benefits and Retirement)	\$58,627
New Hope Elementary (San Joaquin County)	177 Students
Superintendent	
Total Compensation Package	\$156,596
Base Salary	\$124,640
Other Compensation (Benefits and Retirement)	\$31,956
Kairos Public (Solano County)	645 Students
Executive Director	
Total Compensation Package	\$232,116
Base Salary	\$169,606
Other Compensation (Benefits and Retirement)	\$62,510
Knightsen Elementary (Contra Costa County)	577 Students
Superintendent	
Total Compensation Package	\$196,932
Base Salary	\$167,339
Other Compensation (Benefits and Retirement)	\$29,593