

MINUTES

REGULAR MEETING
BOARD OF DIRECTORS
SACRAMENTO VALLEY CHARTER SCHOOL
2301 Evergreen Ave, West Sacramento, CA (Library)
Wednesday, March 20, 2024
4:00 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. 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 online at <https://www.sacvalleycharter.org/board-meetings-2023-2024.html>
2. Members of the public who wish to watch the meeting or to speak on any agenda items or under the general category of “Oral Communications” will be able to join this meeting in person or using the following link: Join Zoom Meeting
<https://us06web.zoom.us/j/85323489742?pwd=M22Pd53OcmdgEXdL7A15d5dxdrSbNL.1>
Meeting ID: 853 2348 9742 Passcode: 705593
“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.
 - a. With regard to a specific agenda item, you will be given an opportunity to speak for up to three (3) minutes when the Board discusses that item.
 - b. When addressing the Board, speakers are requested to state their name and address when it is their turn to speak on an “Oral Communication” or a specific item and adhere to the time limits set forth.
3. 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 in the School Office at 2399 Sellers Way, West Sacramento, CA 95691 and online at the supporting documents located at: <https://www.sacvalleycharter.org/board-meetings-2023-2024.html>

I. PRELIMINARY

A. CALL TO ORDER

Meeting was called to order at 4:14 PM.

B. ROLL CALL

	Present	Absent
Bhajan S. Bhinder	<u>X</u>	<u> </u>
Narinder Thandi	<u> </u>	<u>X</u>
Surjit S. Dhillon	<u>X</u>	<u> </u>
Daljit Ghuman	<u> </u>	<u>X</u>
Pritam S. Thind	<u>X</u>	<u> </u>

II. OPEN SESSION

III. APPROVED THE MEETING AGENDA as Motioned by B. Bhinder; Seconded by P. Thind and approved by a Vote of 3 – Ayes, 2 – Absent.

IV. APPROVED THE MEETING MINUTES: from the February 16, 2024 Regular Meeting as Motioned by B. Bhinder; Seconded by S. Dhillon and approved by a Vote of 3 – Ayes, 2 – Absent.

V. 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. *Persons requiring an interpreter shall receive a maximum of six (6) minutes.

B. FOR INFORMATION: BOARD/STAFF DISCUSSIONS: Board and staff discuss items of mutual interest.

VI. 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.

VII. ITEMS SCHEDULED FOR ACTION

A. BUSINESS (60 minutes)

1. Approved Revenue and Expense Reports as Motioned by S. Dhillon; Seconded by B. Bhinder and approved by a Vote of 3 – Ayes, 2 – Absent.
2. Approved the additional agreement with Vertex Education for menu analysis and related services as Motioned by B. Bhinder; Seconded by S. Dhillon and approved by a Vote of 3 – Ayes, 2 – Absent.

3. Approved an agreement with JJ Keller to create an SVCS Fleet Safety Manual and DOT Compliance Standards for an estimated \$6,700 (not to exceed \$8,000) as Motioned by S. Dhillon, Seconded by P. Thind and approved by a Vote of 3 – Ayes, 2 – Absent.
4. Approved Summer Boost and Summer STEAM programs as Motioned by B. Bhinder; Seconded by S. Dhillon and approved by a Vote of 3 – Ayes, 2 – Absent.
5. Approved the 2023-24 Second Interim Report with budget revisions as Motioned by P. Thind; Seconded by B. Bhinder and approved by a Vote of 3 – Ayes, 2 – Absent.
6. Tabled approval of the School Safety Plan updates.
7. Tabled approval of the YMC updates to SVCS’ Parent Handbook and Employee Handbook to align with our charter.
8. Approved Board Policy revisions for sick leave compliance under SB616 to the Full-Time Salaried Staff Sick Leave Accrual and Balance Policy and the AB 1522 Sick Leave for Full-Time, Part-Time and Temporary Staff as Revised for SB 616 Effective January 1, 2024 as Motioned by S. Dhillon; Seconded by B. Bhinder and approved by a Vote of 3 – Ayes, 2 – Absent.

VIII. ITEMS SCHEDULED FOR INFORMATION/DISCUSSION

A. BUSINESS (15 minutes)

1. Completed Form 700’s for calendar year ended 12/31/2023.

B. CURRICULUM AND INSTRUCTION (15 minutes)

1. Principal’s Report: This is a presentation of information which has occurred since the previous Board meeting. This also includes ongoing efforts for student performance, enrollment and attendance, special education, LCAP advisory/ELAC/site council updates, staffing updates and meetings with our authorizer and/or YCOE.
2. UPK update

C. PERSONNEL

D. PUPIL SERVICES (10 minutes)

1. Update provided on Special Education
2. Update provided on Transportation Services
3. Update provided on School Safety

IX. ITEMS FROM THE BOARD

X. ADJOURNMENT

The meeting was adjourned at 6:23 PM as Motioned by B. Bhinder; Seconded by S. Dhillon and approved by a Vote of 3 – Ayes, 2 – Absent.

Sacramento Valley Charter School
Transaction Report
 March 21st - April 10th, 2024

	Account	Amount
Total for 8096 - Cash in Lieu of Property Taxes	UNRESTRICTED REVENUE:0000 - Unrestricted:8096 - Cash in Lieu of Property Taxes	\$ 210,733.00
Total for Miscellaneous	UNRESTRICTED REVENUE:0000 - Unrestricted:8699 - Other Local Income:Miscellaneous : Donation	1,100.00
Total for Transportation	UNRESTRICTED REVENUE:0000 - Unrestricted:8699 - Other Local Income:Transportation	370.00
Total for 8311 - Special Education - State	V RESTRICTED REVENUE:6500 - Special Education - Sac Vly Chtr - Oct 23-24	32,020.00
	\$ 244,223.00	

Sacramento Valley Charter School
Check Detail
March 20 - April 11, 2024

Date	Transacti on Type	Num	Name	Memo/Description	Amount
03/14/2024	Check	5536	Gurmeet Kaur	For Assembly	1,500.00
03/29/2024	Check	5537	Kuldip K. Bagri	Reimbursement of 11 hours training	660.00
03/29/2024	Check	5538	MetLife	For AD&D / LTD	1,156.55
03/29/2024	Check	5539	T-mobile	For Hotspot	280.00
				For Cell Phone - Staff	237.76
					\$ 517.76
03/29/2024	Check	5540	Uline	For Cabinet - Robotic Material	1,847.21
03/29/2024	Check	5541	Chill-Chain, Inc.	For Milk	727.55
03/29/2024	Check	5542	City of West Sacramento	For Utility Charges	309.78
03/29/2024	Check	5543	PG&E	For Utility Charges	116.23
03/29/2024	Check	5544	Controlled Access Consultants, Inc	For School Slide Gate	19,000.00
03/29/2024	Check	5545	Sandip Kang	Reimbursement for the classroom supplies	185.98
03/29/2024	Check	5546	Great America Financial	For Copier Lease	1,306.08
03/29/2024	Check	5547	Jasmyn Lewis	Reimbursement for the Classroom Supplies	198.51
03/29/2024	Check	5548	River City Fire Equipment Co. Inc.	For Fire Ext	25.00
03/29/2024	Check	5549	New Horizon Flooring	Janitorial Service for the month of March 2024	5,400.00
03/29/2024	Check	5550	Mech Finix Labs	For Robotic Class - Invoice 021	650.00
03/29/2024	Check	5551	Mech Finix Labs	For Robotic Class - Invoive 005/006	1,300.00
04/01/2024	Check	5505	City of West Sacramento	For Utility Bill - TK Building	247.07
04/09/2024	Check	5552	Preet Cheema	Reimbursement for the Classroom Supplires	9.70
04/09/2024	Check	5553	City of West Sacramento	For Utility Charges - TK	253.85
04/09/2024	Check	5554	WageWorks	For Cobra Service	100.00
04/09/2024	Check	5555	Buck Master	For Printer	113.68

04/09/2024	Check	5556 Vicky Dali CPA LLC	Invoice for the month of March 2024	6,870.00
04/09/2024	Check	5557 R&P Enterprises INC	For Wheat Bread - Lunch	150.00
04/09/2024	Check	5558 Chill-Chain, Inc.	For Milk & Butter	466.72
04/09/2024	Check	5559 Mech Finix Labs	For Robotic Class	685.00
04/09/2024	Check	5560 Young, Minney & Corr, LLP	For Legal Fee	3,150.00
04/09/2024	Check	5561 Wave Broadband	For Phone & Internet Services - 2 months	2,882.66
04/09/2024	Check	5562 West Sacramento FARP	For False Alarm	250.00
04/09/2024	Check	5563 Farris Famous Ice	For Carnival	1,200.00
04/09/2024	Check	5564 Inspired Life School Assemblies	For BMX Assembly	1,592.50
04/09/2024	Check	5565 Buck Master	For Copier Contract Lease	429.05
04/09/2024	Check	5566 The UPS Store	For Fringerprints	86.00
04/09/2024	Check	5567 US Bank	For Bus where app & Key's	785.46
			For Facebook	1.98
			Snacks for PD	685.94
			For Wave Cloudsub services/ Microsoft	381.80
			For Testing Material - Special Ed	1,970.69
			For Classroom Supplies	814.79
			For Mailing Stamps	544.00
			For Awards	23.00
			For Caps & Gowns	838.05
			For Utility Charges	300.00
			For Contract - JJ Keller	6,875.00
			For Nuso	578.38
			For Office Supplies	66.53
			For Bus Repairs & Maintenance	298.35
			For Lunch Grocery	8,802.25
			For Afterschool Snacks	580.34
			For Robotic Material	160.87
				\$ 23,707.43
04/09/2024	Check	5568 Sikh Temple - Rent Payable	Rent for the month of April 2024	32,633.00
4/10/2024	Check	5569 Ripper's Body Shop	For Toyota Van Repair - 7WKY428	5,000.54

Tuesday, Apr 09, 2024 02:59:20 PM GMT-7

RESOLUTION NUMBER 23-24 #002

**A RESOLUTION OF THE BOARD OF EDUCATION OF THE SACRAMENTO VALLEY
CHARTER SCHOOL ADOPTING AND APPROVING THE ASSOCIATE MEMBERSHIP
AGREEMENT JOINING THE EDUCATION TECHNOLOGY JOINT POWERS AUTHORITY**

WHEREAS, Sacramento Valley Charter School has been considering methods to better address the procurement costs, data privacy protection, and pricing of its education software, and;

WHEREAS, other California public agencies, such as school districts, community college districts, and county offices of education who have also considered these issues have determined that there is a need to form a coalition of public districts to acquire education technology and services for use at their respective facilities, and;

WHEREAS, Title 1, Division 7, Chapter 5, Article 1, (Section 6500 et seq.) of the Government Code authorizes joint exercise by two or more public agencies of any power common to them, and;

WHEREAS, California law enables school districts, county superintendent of schools, community college districts, and joint power agencies to actively control procurement and privacy terms and to acquire educational software and services for use at their respective facilities, and to establish a coalition to accomplish those ends; and

WHEREAS, the Irvine Unified School District, Capistrano Unified School District, Fullerton Unified School District, Clovis Unified School District, El Dorado County Office of Education, San Juan Unified School District, and San Ramon Valley Unified School District have formed the Education Technology Joint Powers Authority (Ed Tech JPA), a California joint powers authority, and have agreed to be the Founding Members of Ed Tech JPA, and appointed their respective District's Chief Technology Officer, Chief Business Official, or person with equivalent duties and background, to serve as a member of the Ed Tech JPA Board; and

WHEREAS, the governing Board of Sacramento Valley Charter School ("School") has considered the proposed Associate Member Agreement, a draft of which is attached hereto as Attachment 1, under which the School will become an associate member of Ed Tech JPA; and

WHEREAS, the School has determined that entering into an Associate Membership Agreement to avail the School to the benefits of the Ed Tech JPA, including obtaining legally compliant and economically priced technology services and products, as well as the financial, technical and professional development services to support the successful implementation of products and services purchased through Ed Tech JPA, is in the best interests of the School.

NOW THEREFORE BE IT RESOLVED THAT:

1. The Governing Board of Sacramento Valley Charter School hereby declares and formally approves its membership in Ed Tech JPA, a California Joint Powers Authority, and instructs its duly authorized agent to execute and deliver on its behalf any necessary or appropriate documents to carry out the intent of this resolution, including the Ed Tech JPA Associate Membership Agreement and any agreements necessary or appropriate to participate in Ed Tech JPA programs.

2. The Governing Board authorizes the Principal or designee to appoint the technology or business services department, or person with equivalent duties and background in education technology procurement, who shall serve as the authorized representative to the JPA.

ADOPTED by the following called vote on this 11th day of April, 2024.

AYE: N. Thardi, S. Dhillon, P. Thind and B. Bhinder
NO: None
ABSENT: D. Ghuman
ABSTAIN: None

By: _____
Board Chairman

CERTIFICATION

I, _____, Secretary/Clerk to the Governing Board of the Sacramento Valley Charter School do hereby certify that the foregoing is a full, true, and correct copy of the resolution adopted by the said Board at a regular meeting thereof held at its regular place of meeting at the time and by the vote stated, which resolution is on file in the office of the said Board.

A signed copy is available
at the school office



THE STEPPING STONES GROUP

Transforming Lives Together

Corporate Office
184 High Street, Suite #701
Boston, MA 02110
Ph: 800-337-5965 Fax: 800-822-8287
www.thesteppingstonesgroup.com

AGREEMENT

This Agreement is made and entered on 03/26/2024, by and between The Stepping Stones Group LLC, 184 High Street, Suite #701, Boston, MA 02110, hereinafter referred to as "Contractor" and, Sacramento Valley Charter School, 2399 Sellers Way, West Sacramento, CA 95691, hereinafter referred to as "School District." It is hereby agreed as follows:

SERVICES, RATES AND BILLING: Contractor agrees to provide the services, at the designated rates, as listed in Appendix A to this Agreement.

School District agrees to be billed (except during holidays) by Contractor for up to 40 hours per week for each of Contractor's employees, unless agreed otherwise. No employee of Contractor will work above 40 hours per week without advanced authorization from both Contractor and the designated supervisor assigned by School District. Any hours worked that are considered overtime by state or federal law will be billed at 150% of bill rate. School District will not be billed during school closures and school holidays.

When Statutory Costs and other employee costs of living increase, Contractor will pass those increases along to School District with no mark-up. School District agrees to pay such increases at the same time as any billed fees pursuant to this Agreement. Statutory Costs include any costs and expenses of Contractor that are associated with Workers Comp, FICA, FUTA, SUTA, and incremental costs associated with the Affordable Care Act (ACA), among others.

TRAVEL TIME & MILEAGE: To the extent applicable, travel between schools will be considered billable time and the mileage will be billed at the current IRS mileage rate. No travel will be billed when work is completed at one site.

PAYMENT TERMS: School District will be billed every two weeks via email and agrees to pay all outstanding invoices within 30 days of receipt. School District agrees and understands that School District is billed on actual hours of service provided by the Contractor's employee, based on the total hours listed on a biweekly timesheet. To ensure billing accuracy and timeliness, School District will complete the Billing Details just above the signature section of this Agreement.

A finance charge of 1.5% per month on the unpaid amount of an invoice, or the maximum amount allowed by law, will be charged on past due accounts. Payments by School District will thereafter be applied first to accrued interest and then to the principal unpaid balance. Any attorneys' fees, court costs, or other costs incurred in collection of delinquent accounts shall be paid by School District. If payment of invoices is not current, Contractor may suspend performing further work.



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REMITTANCE DETAILS: School District will make payments to Contractor at the following address:

PO Box 6280
Carol Stream, IL 60197

If School District prefers to make payments via electronic ACH, instructions can be obtained from the Contractor representative.

EMPLOYEE BENEFITS AND INSURANCE: Contractor will be responsible for providing all employee benefits and insurance including workers' compensation, general liability, and professional liability insurance coverage (with policy limits and deductibles that are appropriate for similarly situated school districts).

NO SOLICITATION: During the term of this Agreement and for a period of two years after the termination of this Agreement, School District agrees not to directly or indirectly contract with, offer employment to or hire any employee of the Contractor assigned to School District or any candidate submitted by Contractor to School District. School District agrees that if School District breaches this no solicitation covenant, direct and indirect damages may be assessed and recovered by Contractor, and Contractor shall be entitled to seek and obtain specific performance.

CONFIDENTIALITY: School District agrees not to provide any information pertaining to the contents of this Agreement to any individual or any entity that may be considered a competitor of the Contractor. School District further agrees not to discuss or disclose any information pertaining to the contents of this Agreement, including but not limited to fees/costs, duration and terms, etc. to the Contractor's employee assigned to provide services to the School District. Disclosure of such information to the Contractor's employee will be considered a breach of this Agreement.

Both parties may receive information that is proprietary to or confidential to the other party or its affiliated companies and their clients in connection with the parties' performance of services under this Agreement. Both parties agree to hold such information in strict confidence and not to disclose such information to third parties or to use such information for any purpose whatsoever other than performing under this Agreement or as required by law. No knowledge, possession, or use of School District's confidential information will be imputed to Contractor as a result of any of Contractor's employees having access to such information. The provisions set forth in the foregoing paragraph and this paragraph shall survive expiration or other termination of this Agreement, regardless of the cause of such termination.

Contractor agrees that it is subject to, and shall comply with, all federal and state laws and School District policies relating to the confidentiality of student information, including, without limitation, compliance with the Family Educational Rights and Privacy Act (FERPA).



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COOPERATION: School District agrees to cooperate fully and to provide assistance to Contractor in the investigation and resolution of any complaints, claims, actions, or proceedings that may be brought by or that may involve any employees of Contractor.

TERMINATION: This Agreement will end on July 31, 2024 and may continue beyond this point by mutual consent. School District agrees not to terminate the Agreement until the end of the Term unless (a) Contractor's employee assigned to School District as a whole is deficient in performance of the services hereunder or (b) any employee of Contractor assigned to School District commits an act of professional or ethical misconduct. School District agrees to notify Contractor of any deficiencies in services or possible unethical or unprofessional conduct as soon as School District becomes aware of such deficiencies or misconduct and further agrees to permit Contractor the opportunity to cure any deficiency or misconduct within thirty (30) days of Contractor's receipt of such notice prior to School District delivering notice of termination of this Agreement. Contractor may terminate this Agreement (i) if School District discontinues operations or (ii) if School District fails to make any payments as required by this Agreement.

NONDISCRIMINATION: Contractor represents and warrants that it does not discriminate in hiring and employment practices regarding race, color, religion, disability, sex, age, national origin, ancestry, marital status, pregnancy, or sexual orientation.

INDEMNIFICATION AND LIMITATION OF LIABILITY: To the extent permitted by law, Contractor will defend, indemnify, and hold School District and its equity holders, subsidiaries, directors, officers, agents, representatives, and employees harmless from all claims, losses, and liabilities (including reasonable attorneys' fees) to the extent caused by or arising from Contractor's breach of this Agreement; its failure to discharge its duties and responsibilities under this Agreement; or the gross negligence or willful misconduct of Contractor or Contractor's officers, employees, or authorized agents in the discharge of those duties and responsibilities under this Agreement.

To the extent permitted by law, School District will defend, indemnify, and hold Contractor and its parents, subsidiaries, directors, officers, agents, representatives, and employees harmless from all claims, losses, and liabilities (including reasonable attorneys' fees) to the extent caused by or arising from School District's breach of this Agreement; its failure to discharge its duties and responsibilities under this Agreement; or the gross negligence or willful misconduct of School District or School District's officers, employees, or authorized agents in the discharge of those duties and responsibilities under this Agreement.

Except as expressly set forth herein, neither party shall be liable for or be required to indemnify the other party for any incidental, consequential, exemplary, special, punitive, or lost profit damages that arise in connection with this Agreement, regardless of the form of action (whether in contract, tort, negligence, strict



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liability, or otherwise) and regardless of how characterized, even if such party has been advised of the possibility of such damages.

As a condition precedent to indemnification, the party seeking indemnification will inform the other party within ten (10) business days after it receives notice of any claim, loss, liability, or demand for which it seeks indemnification from the other party; and the party seeking indemnification will cooperate in the investigation and defense of any such matter.

The provisions in this section of the Agreement constitute the complete agreement between the parties with respect to indemnification, and each party waives its right to assert any common-law indemnification or contribution claim against the other party.

NOTICES: Notices to Contractor shall be sent to:

The Stepping Stones Group
184 High Street, Suite 701
Boston, MA 02110

AND

K12ops.contracts@ssg-healthcare.com

Notices to School District shall be sent to:

School District Name
School District Address 1
School District Address 2
City/State/Zip

JURISDICTION: This agreement shall be governed by, construed, and is enforceable in accordance with the laws of the State of California. Any action or proceeding relating to or arising out of this Agreement shall be commenced and heard in the State or Federal Court sitting in California. Both parties hereby consent to the jurisdiction and venue of such courts.

GENERAL: No provision of this Agreement may be amended or waived unless agreed to in writing and signed by the parties. The provisions of this Agreement will inure to the benefit of and be binding on the parties and their respective representatives, successors, and assigns.



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BILLING DETAILS FOR SCHOOL DISTRICT:

Billing Contact Name/Title: Dr. Cervantes

Billing Email/Phone: dcervantes@sacvalleycharter.org

Mailing Address (for invoice): Email invoice

Special Billing Instructions: Email all invoices

Signed for Contractor:

Signature: Natalie Clark

Name: Natalie Clark

Title: Client Services Specialist

Date: 03/26/2024

Signed for School District:

Signature: Dr. Cervantes

Name: Dr. Cervantes

Title: Vice Principal / Director

Date: 3-27-2023



J. J. Keller & Associates, Inc.
3003 Breezewood Lane
P.O. Box 368
Neenah, WI 54957-0368
920-722-2848
jjkeller.com

MANAGED SERVICES
DOT DRUG & ALCOHOL PROGRAM MANAGEMENT SERVICE AGREEMENT

Account #: 202277449 Agreement #: 80248192
NAME: Sacramento Valley Charter School ("Client")
MAILING ADDRESS: 2301 Evergreen Ave
West Sacramento, CA, 95691
CONTACT NAME: Amrik Singh
EMAIL ADDRESS: asingh@sacvalleycharter.org TELEPHONE #: 916-596-6422

DEAR CLIENT: This Managed Services DOT Drug & Alcohol Program Management Service Agreement (the "Agreement") sets forth the terms and conditions under which J. J. Keller & Associates, Inc. ("J. J. Keller") shall provide the mutually agreed to services and/or deliverables to Client.

A. Services and Fees.

DOT Drug & Alcohol Program Management Service Fees:

Table with 5 columns: Number of Drivers, Initial File Set-up Fee Per Driver, Management Fee Per Driver Per Month (Active Drivers), File Retention Fee Per Driver Per Month (Terminated Drivers), Requested Start Date (Month/Year). Row 1: 7, \$8.75, \$80.00, \$0.60, 03/24

1Fee applies to the initial audit on new drivers, file re-audits on inactive (e.g., seasonal workers) drivers returning to duty, file re-audits necessitated by changes in Client's audit criteria and changes in Client's structure (e.g., transferred drivers due to acquisition).

2Fee billed in addition to 1st month management fee for any new driver added to the program.

3Fee applies to number of drivers maintained on J. J. Keller's database with an active or leave of absence status during the billing month.

4Regardless of the Requested Start Date, by signing this Agreement, Client agrees to pay applicable fees for any prior month(s) the Client Requests J. J. Keller to provide the Service for (e.g., the Management Fee applies for each prior month the Client requires random selections for at the time of Service implementation).

5Fee applies to number of drivers maintained on J. J. Keller's database with a terminated status beginning with the first billing month following the month of driver termination to retain electronic records for the period required by the FMCSR. However, it is not applicable when Client is paying the Terminated Driver fee for J. J. Keller's Driver Qualification File Management Service.

6Client's failure to implement service within 60 days of Requested Start Date will result in a minimum monthly charge equal to 50% of the driver monthly fees for the specified number of drivers or cancellation of the contract.

A fee of \$575.00 per policy reviewed applies for the required review of Client's DOT D&A Policy (fee not applicable if J. J. Keller creates policy as checked below.)

DOT D&A Program(s) Required (check all that apply):

- [X] Federal Motor Carrier Safety Administration (FMCSA)
[] Pipeline & Hazardous Materials Safety Admin (PHMSA)
[] Federal Railroad Administration (FRA)

Table listing services and fees: Post-Accident/Reasonable Suspicion Testing Coordination (Fee: \$195.00 + test fees), Test Downgrade (Fee: \$29.00 per test), Split Test (DOT drug test) (Fee: \$45.00 + test fees), Drug Test (urine screen) (Fee: \$73.00 per test), Alcohol Test (breath screen) (Fee: \$73.00 per test), DOT Epassport Coordination for ECCF (Fee: \$11.00 per test coordination), Split Test (DOT drug test) for ECCF (Fee: \$150.00 + test fees)

1Fee not applicable during normal business hours of Monday through Friday 7:00 a.m. – 5:00 p.m. CST.

2All downgraded tests will be billed as Non-DOT.

3All ancillary clinic fees will be billed separately as a pass through to the Client.

Managed Services Agreement—DOT Drug & Alcohol Program Management Service

⁴Upon Client request, J. J. Keller will establish a Client-specific process for scheduling drug test collections and breath alcohol tests when an ECCF can be utilized; subject to clinic participation and location.

⁵J. J. Keller can train Client to perform Epassport Coordination themselves. The fee does not apply for those Epassport Coordinations completed by Client.

Optional Services (check box if service is included):

Physicals - Billing Administration **Fee:** \$40.00 per exam + clinic fee

DOT Epassport Coordination for Physicals available with this optional service¹ **Fee:** \$11.00 per physical coordination²

Follow-up Test Tracking **Fee:** \$435.00 one-time fee per driver entering program

DOT Drug & Alcohol Policy Creation **Fee:** \$550.00 per basic policy

¹Upon Client request, J. J. Keller will provide Epassport Coordinations for DOT physicals; subject to clinic participation and location.

²J. J. Keller can train Client to perform Epassport Coordination themselves. The fee does not apply for those Epassport Coordinations completed by Client.

B. THIS AGREEMENT IS SUBJECT TO ALL OF THE TERMS AND CONDITIONS ON THE FOLLOWING PAGES, INCLUDING, WITHOUT LIMITATION, THE DISCLAIMER AND LIMITATION OF LIABILITY.

OFFER: J. J. Keller's offer to Client to enter this Agreement is extended for thirty (30) calendar days from the Offer Date. This offer shall become binding upon written acceptance by J. J. Keller at its home office in Neenah, Wisconsin.

Offer Date: March 28, 2024

Agreement Acceptance and Approval:

CLIENT

J. J. KELLER & ASSOCIATES, INC.

Signature: _____

Signature: _____

Name: Amrik Singh

Name: _____

Title: Principal

Title: _____

Date: _____

Date: _____



J. J. Keller & Associates, Inc.
3003 Breezewood Lane
P.O. Box 368
Neenah, WI 54957-0368
920-722-2848
jjkeller.com

MANAGED SERVICES DRIVER QUALIFICATION FILE MANAGEMENT SERVICE AGREEMENT

Account #: 202277449 Agreement #: 80248192
 NAME: Sacramento Valley Charter School ("Client")
 MAILING ADDRESS: 2301 Evergreen Ave
West Sacramento, CA, 95691
 CONTACT NAME: Amrik Singh
 EMAIL ADDRESS: asingh@sacvalleycharter.org TELEPHONE #: 916-596-6422

DEAR CLIENT: This Managed Services Driver Qualification File Management Service Agreement (the "Agreement") sets forth the terms and conditions under which J. J. Keller & Associates, Inc. ("J. J. Keller") shall provide the mutually agreed to services and/or deliverables to Client.

A. Services and Fees.

Driver Qualification File Management Service Fees:

Number of Drivers	Initial File Audit Fee Per Driver ^{1,2}	Management Fee Per Driver Per Month (Active Drivers) ³	File Retention Fee Per Driver Per Month (Terminated Drivers) ⁴	Requested Start Date (Month/Year) ⁵
7	\$35.00	\$80	\$0.60	03/2024

¹Fee applies to the initial audit on new drivers, file re-audits on inactive (e.g., seasonal workers) drivers returning to duty, file re-audits necessitated by changes in Client's audit criteria, and changes in Client's structure (e.g., transferred drivers due to acquisition).

²Fee billed in addition to 1st month Management Fee for any new driver added to the program.

³Fee applies to number of drivers maintained on J. J. Keller's database with an active or leave of absence status during the billing month.

⁴Fee applies to number of drivers maintained on J. J. Keller's database with a terminated status beginning with the first billing month following the month of driver termination to retain electronic records for the period required by the FMCSR.

⁵Client's failure to implement Service within 60 days of Requested Start Date will result in a minimum monthly charge of the Management Fee for Active Drivers equal to 50% of the specified number of drivers, or cancellation of the contract.

Client is subject to J. J. Keller's new-client credentialing process and the \$200.00 fee associated with such process.

Client Affiliate Use (Client must complete and sign Schedule A if it desires to include Affiliates in Service scope.)

Optional Services (check box if service is included):

Annual Motor Vehicle Report ("MVR") Ordering Fee: \$3.75 per MVR, plus actual state fees

NOTE: When Annual MVR Ordering is selected, ad hoc MVRs will be ordered as requested by Client, and MVRs for CDL drivers will be ordered, as required, for medical certification verification.

MVR Disposition Assignment ("Scoring") Fee: \$3.25 per MVR scored

NOTE: MVR Scoring Service is applicable to all MVRs ordered by J. J. Keller and is only delivered in conjunction with the Annual MVR Ordering Service above. If Scoring Service is selected, all Client entities must utilize this Service, and all Client entities must use the same disposition assignment criteria.

Safety Performance History Records Request ("SPHRR") Ordering Fee: \$22.65 per verification, plus access fees if applicable

Pre-employment Screening Program ("PSP") Data Analysis Fee: \$28.50 per scorecard
Description for PSP Data Analysis Service is listed in Exhibit A.

California Pull Notice Program
 Fee: \$115.00 CA account administrator fee (one-time)
 Fee: \$3.10 per enrolled driver per month
 Fee: \$11.50 set-up fee per driver
 Fee: \$4.15 per pull notice
 Fee: \$5.40 per pull notice inquiry

National Registry Verification Fee: \$19.60 per verification

Managed Services Agreement—Driver Qualification File Management Service

- DOT Previous Employer Verification** **Fee: \$17.25 per potential employer request**
 J. J. Keller's responsibilities to provide this Service can only begin after J. J. Keller has received all requested information from Client and the DQ service is fully implemented. Client should continue its existing DOT previous employer verification response process until notified by J. J. Keller that implementation of this Service is complete.
- Terminated Driver File Imaging & Retention** **Fee: \$16.25 per file imaged, plus \$0.60 per terminated driver per month**
- Custom Form Tracking (applicable fee(s) added to the Initial Audit and/or Management Fee listed above)**

Custom Form Name	Custom Form Type	
	<input type="checkbox"/> Expiring	<input type="checkbox"/> Non-expiring
	<input type="checkbox"/> Expiring	<input type="checkbox"/> Non-expiring
	<input type="checkbox"/> Expiring	<input type="checkbox"/> Non-expiring
	<input type="checkbox"/> Expiring	<input type="checkbox"/> Non-expiring
	<input type="checkbox"/> Expiring	<input type="checkbox"/> Non-expiring

Drug & Alcohol Clearinghouse Services:

List all DOT numbers the Clearinghouse Service(s) are to be provided for:

Drug & Alcohol Clearinghouse Website ("Clearinghouse") – Violation Reporting¹:

Number of CDL Drivers	Violation Reporting
7	\$21.75 flat fee per month

¹Client must be receiving J. J. Keller's DOT Drug & Alcohol Program Management Service. Client is subject to J. J. Keller's new-client credentialing process and the \$200.00 fee associated with such process.

Drug & Alcohol Clearinghouse – Annual Limited Query^{1,2}:

Number of CDL Drivers	Annual Limited Query
7	\$10.30 per driver per query

¹Annual limited queries are run once annually in the month agreed upon by both Client and J. J. Keller.
²If a driver has a violation in their file, full queries will be run for a minimum of six (6) years and up to ten years (dependent upon Client's return to duty policy). Client is subject to J. J. Keller's new-client credentialing process and the \$200.00 fee associated with such process.

Drug & Alcohol Clearinghouse – Pre-employment Full Query^{1,2}:

Number of CDL Drivers	Pre-employment Full Query
7	\$16.50 per driver per query

¹When Client is also receiving J. J. Keller's DOT Drug & Alcohol Program Management Service, J. J. Keller will automatically order a Drug & Alcohol Clearinghouse – Pre-employment Full Query once a driver is added back to the drug pool after being removed for more than 30 days.
²When Client is also receiving J. J. Keller's Driver Qualification File Management Service, J. J. Keller will notify Client when a Pre-employment Full Query is missing from a driver's file. Client is subject to J. J. Keller's new-client credentialing process and the \$200.00 fee associated with such process.

Barbara J. Gross, CPA

**Carmichael, CA 95608
916-971-9119**

**Client SVCS
April 5, 2024**

**Sacramento Valley Charter School
2399 Sellers Way
West Sacramento, CA 95691
(916) 596-6422**

FEDERAL FORMS

Form 990	2022 Return of Organization Exempt from Income Tax
Schedule A	Organization Exempt Under Section 501(c)(3)
Schedule D	Schedule D
Schedule E	Schools
Schedule O	Supplemental Information
Schedule R	Related Organizations and Unrelated Partnerships
Form 8868	Application for Extension
Form 8879-TE	IRS e-file Signature Authorization

CALIFORNIA FORMS

Form 199	2022 California Exempt Organization Return
Form 3586	3586 Electronic Filing Payment Voucher
Form 8453-EO	California e-file Return Authorization for Exempt

FEE SUMMARY

Preparation Fee	\$ [REDACTED]
Amount Due	\$ [REDACTED]

Note: Due to the confidential EINs on the documents, a redacted copy can be viewed at the school office or emailed upon request.

Budget Development 2024-25 Preliminary Discussion and Considerations

The Challenges:

For 2023-24, the State's COLA on K-12 education was 8.22%. For 2024-25, it is only projected at .76%. There will not be enough new funding to offset inflation which remains high at 3.5% (with the cumulative inflation rate of 18.9% since January 2021).

One-time COVID-related funding is being used up within the deadlines/timelines. Any positions on one-time funding will need to be evaluated for reclassifying to other allowable restricted funding or for one-going placement on unrestricted funding.

The State's 2024-25 Budget is in precarious situation at an estimated \$73 billion deficit. Recently, a \$17 billion proposal was made to start addressing the deficit in 2023-24 instead of waiting for 2024-25. In its on-going cycles of booms and busts, the State of CA 1) vastly overspent 2) created on-going programs when one-time COVID resources were coming in 3) has improperly recognized the outflow of tax paying individuals and companies since March 2020 and 4) is still too reliant on taxes from market gains that do not happen when the federal and State economies are not performing well.

Historically, the State resorts to deficits (not paying the full amount due) and deferrals (not paying on time) during its fiscal shortages. This is expected to happen and at even greater levels than in past cycles.

The State recently enacted a \$20/hour minimum wage for fast food workers in franchise operations with certain conditions (like number of locations in CA). This is having a terrible ripple effect across California not only on fast food prices, layoffs and location closures but also creating demand from other minimum wage positions even when there is no source of revenue to support an increase. Here are recent headlines:

California's new \$20-an-hour fast food minimum wage law poses headaches for school districts: 'Harder to hire'

California's new \$20-an-hour minimum wage for fast food workers won't just impact consumers who have to pay higher prices for ...



AP AP NEWS · 7d · on MSN

California Schools Losing Workers to \$20 an Hour Fast Food Minimum Wage

The law boosting pay for fast food workers is driving up prices and siphoning workers from school districts statewide.



The Durango Herald · 7d

California schools forced to compete with fast food industry for workers after minimum wage hike

(AP) — Lost in the hubbub surrounding California's new \$20-per-hour minimum wage ... impact public schools, forcing districts to compete with the likes of McDonald's and Wendy's for cafeteria ...

SVCS' Situation:

Because SVCS' Board takes fiscal responsibility seriously, the school is in very good financial shape and has sufficient reserves to cash-flow most or all of the State's deferral and deficits for 2024-25.

SVCS has created a positive work environment and stability in our staffing. The teachers' salary schedule is already approved. Longevity for classified and certificated is already calculated. SVCS has solid health & welfare benefit programs in place plus the 8% matching on the 401(k).

SVCS has very few positions on one-time funding and has options to continue the positions that remain operational and programmatic priorities. SVCS has used one-time funds responsibly.

We are in the process of implementing NSLP and SBP that will generate over \$300,000 in new funding which will free up unrestricted funding for the other operating and program needs as mentioned above.

Next Steps:

SVCS Administration will be working with constituents to build the LCAP and budget for 2024-25. The drafts of these documents will be brought to the May meeting for a public hearing and for discussion/feedback.



Sacramento Valley Charter School

2399 Sellers Way | West Sacramento, CA 95691 | P: 916.596.6422

Chromebook Report for the 4-11-2024 Board Meeting

The purpose of this report is to give a summarized update of the SVCS Chromebook fleet since the last report made on February 8th, 2023.

Number of Chromebooks that expired in 2021: 9
Number of Chromebooks that expired in June of 2022: 28
Number of Chromebooks that will expire in May of 2027: 267
Number of Chromebooks that will expire in June of 2029: 170
Number of Chromebooks that will expire in June of 2031: 2
Total Enrolled Chromebooks 4/09/2024: 476

As shown above, we have 476 Chromebooks enrolled under the @sacvalleycharter.org domain as of 4/9/2024. **37 of them have expired, leaving 439 licensed Chromebooks.** Of the 476 Provisioned Chromebooks, 37 are assigned to students for at-home use; the other loaned Chromebooks that are off campus have expired. “Expired” in this case refers to a device reaching the predetermined end to that Chromebook model’s automatic updates. Once the set date passes, that Chromebook model has expired, or reached the End of Life (EOL) to its automatic updates.

Chromebooks with expired licenses are ineligible to be used for CAASPP testing, and therefore cannot be placed in grades 3rd-8th. Expired Chromebooks can still be managed by our domain, however, even without being provisioned, and used by younger grades for the various learning platforms utilized by SVCS and teachers, or for certain events such as STEAM Day, and for Chromebook usage at home.

Important Update: In late 2023 Google extended the EOL policy on various Chromebook models, three of which are used at SVCS. The list below shows the status of our Chromebook fleet at the beginning of the calendar year 2023. Comparing the above and below lists reflects that Google has extended the EOL for over 170 devices that were originally scheduled to expire over the course of 2024 and 2025. Many of our previously expired devices have also been removed from the officially enrolled fleet, but can still be managed within our Google domain, and be loaned out as needed to students that require a device to do work at home.

Number of Chromebooks that expired in 2018: 1
Number of Chromebooks that expired in 2021: 57
Number of Chromebooks that expired in June of 2022: 70
Number of Chromebooks that will expire in June of 2024: 132
Number of Chromebooks that will expire in June of 2025: 39
Number of Chromebooks that will expire in June of 2027: 155
Total Enrolled Chromebooks 1/23/2023: 454

Table 1 Below has a comprehensive list of our Chromebook fleet assignment as of February 2024.

Teacher/Class	#of Chromebooks Assigned	Eligible for CAASPP?	Class Enrollment
Kinder	30	NO	37
1A McGee	25	YES	20
1B Mathis	25	YES	21
2A Cheema	27	YES	24
2B Reis	25	YES	22
3A Phillips	25	YES	25
3B Dhir	25	YES	22
4A Steele	24	YES	24
4B Medina	24	YES	23
5A Church	20	YES	20
5B Dosanjh	20	YES	17
ELA - Nguyen	25	YES	24
SCI - Husted	25	YES	19
SS - Lewis	25	YES	20
PUNJ- Sekhon	25	YES	17
MATH - Duhra	25	YES	19
MATH - Bassi			
ELA/ELD	8	NO	Fluctuates
A. Nijjar	3	YES	Fluctuates
S. Nijjar	3	YES	Fluctuates
Off Campus	37	YES	-
In Reserve	30	N/A	-
Total	476	N/A	-

Table 1: Chromebook assignment and Enrollment as of February 2024

The highlighted classes are either in need of new class sets, or a redistribution of devices. The kinder class devices are old, outdated, and need replacing; they are the oldest Chromebooks still used in classrooms. The ELA/ELD Devices need to be changed, but we already have devices set aside for that purpose in reserve. The two math sections are currently sharing the same devices, but this will soon be corrected as well.

Our greatest need comes from the class sets in 3A, 3B, and 4A, which were originally set to expire in June 2024/25, and each set has devices that will soon be unfit to be in circulation; the three class sets should be consolidated into a single class set and the remainder placed in reserve for replacement, or to be used as a student loaned device. The current recommendation from tech staff is to purchase through CTL the necessary devices and licenses to replenish the three class sets for the 2024-2025 school year. CTL offers free device repairs and buy-back options to mitigate potential waste, and SVCS will work with the same group of people from CTL to ensure accountability. Purchasing 100 devices and licenses would not only satisfy the needs of these class sections but would also cover any unforeseen needs as new devices are assigned, and current devices are reallocated for the coming school year.

In November of 2022, SVCS tech staff completed its 3rd Chromebook E-waste, with a total of 84 old, obsolete, broken, damaged, or malfunctioning Chromebooks sent to be recycled. This comes at no added cost to the school, as devices with screens have an additional charge for E-waste that is paid upon the initial purchase of the device(s).

Table 2 below provides a breakdown of Chromebooks used by SVCS as of February 2024.

SVCS Chromebook Admin Summary: February 2024		
Description	Value	Comments
To Date (Total in System)	830	All the Chromebooks ever used by SVCS
Provisioned	476	Total Provisioned
Disabled	4	Never Returned, Now Expired
Deprovisioned	350	Total Deprovisioned
Deprovisioned: E-waste	~190	Chromebooks that have been sent to E-waste
On Campus (Provisioned)	439	409 in Classrooms, 30 in Reserve
Off Campus (Provisioned)	37	For students to complete work at home
E-waste Summary		
E-waste 2023	Skipped	Skipped
E-waste 2022	84	Josiah & Ramil
E-waste 2021	61	Amrit & Josiah
E-waste 2020	Skipped	Skipped
E-waste 2019	~49	Amrit & Josiah

Table 2: Summary for E-waste

E-waste is always a last resort for SVCS. We do our best to make sure devices continue to serve the staff and students for as long as possible, but eventually even the best kept Chromebooks age out of their usefulness. It is only in these cases, or if a Chromebooks is damaged or otherwise unusable, that a Chromebook is designated for E-waste. A detailed record is kept of all the Chromebooks that have been disenrolled since 2020 and can be viewed or referenced at any time.

E-waste is usually done during the Fall Trimester, on a day when school is not in session for students. This is during either a Staff Workday, or Parent-Teacher-Conferences. This is to ensure that the technology staff is not away from campus too long during a regular school day. This also gives tech staff enough time to inventory all Chromebooks and their locations after the start of the school year, while also attending to all other daily duties, and/or other ongoing work projects.

As the end of the 2023-2024 school year draws to a close and preparations are made for the 2024-25 school year, more devices will be assessed; most devices that are not in classrooms will be put into reserve for later use (home-loan, younger grades, or events) but there are some that will have to be sent to E-waste. A record of these devices will be kept along with all the previously disposed of Chromebooks.

Thank you for your time and attention. It is hoped that this brief report gives the governing bodies of SVCS adequate information regarding one of the most important tools and privileges that students and classrooms are provided with.



Sacramento Valley Charter School

Learn. Compete. Excel.
2399 Sellers Way
West Sacramento, CA 95691
Front Office: 916.596.6422
Fax: 916.372-7249

Dr. Amrik Singh, Principal
Dr. Cerrene Cervantes, Vice Principal
Gurpreet Kaur, Director of Operations

Principal's Report 4/11/2024

Dates to Remember

April 1-5 - Spring Break (NO SCHOOL)
April 9, 2024 - Spring Picture Day
April 11, 2024 - Holi Run/Free Dress Day
April 17, 2024 - Awards Assembly
April 24, 2024 - BMX Anti-bullying Assembly

Staff update - Jasleen Janday is our new third grade instructional aide. We are in need of one elementary school Punjabi aide, one special education paraprofessional, one fourth grade aide and two middle school aides. We are still trying to fill the TK teacher and PE teacher positions.

State standardized tests this year will be administered soon. **CAASPP (Summative)** tests in ELA and Math, CAST (California Science Test) for grade 5 and 8, and PFT (Physical Fitness Test) for grade 5 and 7, are scheduled in the first two weeks of May. All English Learners (ELs) will take ELPAC (Summative) in April.

English Language Proficiency Assessment (ELPAC Summative) will be administered before CAASPP Testing. **California Science Tests (CAST):** The computer-based CAST measures student's acquisition of the California Next Generation Science Standards.

Returning Students Forms - We have almost all of our returning students forms in from those who would like to attend SVCS again in the coming school year. The office is working on creating enrollment and waitlist for the next school year.

CRDC Report - Civil Rights Data Collection report was completed and submitted by April 1, 2024.

CharterSAFE Insurance Renewal - We completed all the requirements to renew CharterSAFE Insurance for the school before the March 31st deadline.

Updated School Safety Plan - The school safety plan was updated as per the current requirements;

1. SVCS according to SB323 implemented Adaptations for students with disabilities during disaster procedures, in recognition that students with disabilities may face different needs when responding to an emergency by school personnel and local law enforcement. All personnel and students with disabilities have access to the necessary accommodations.
2. SVCS according to SB671 implemented Procedures to assess and respond to reports of "dangerous, violent, or unlawful activity" conducted or threatened to be conducted at a school, targeted at enhancing cross-reporting of threats of serious school crimes between LEAs and law enforcement (SB 671); and all stakeholders.
3. SVCS according to SB 10 has implemented for our students grades 7-8 a protocol in the event a student is suffering or is reasonably believed to be suffering from an

opioid overdose, in an effort to combat skyrocketing overdoses and the fentanyl related youth health crisis by having all staff trained with providing immediate medical help by involving emergency health services and law enforcement.

Staff meeting (3/27/2024) - In this staff meeting we discussed important topics like chronic absenteeism, ways to improve attendance, and upcoming testing and training needed. Staff was also informed about safety procedures during transitions and new sick leave laws.

Office meeting(4/2/2024) - During spring break the office staff met and discussed all the pending matters and prepared a to-do list for the rest of the school year and for the upcoming school year as well. A few staff members worked during the spring break to address important matters.

WUSD Visit - On March 27, 2024, a couple representatives from WUSD made their annual visit to SVCS. We had WUSD HR, Baljit Kaur, Assistant Superintendent/CBO, Monique Stovall, and Admin Assistant, Noemi, view our campus. On this visit, they toured elementary, middle and TK classrooms.

WUSD Presentation -We will have our annual presentation to WUSD about our 2022-23 school data. It will be held on April 25th. It would be greatly appreciated if a board member would attend during this presentation.

**Sacramento Valley Charter School
West Sacramento, CA 95691**

Vice Principal

General Job Description

Vice Principal reports directly to the Principal and assume supervision on behalf of or in the absence of the Principal. Under general supervision of the school principal, assists in the operation of the school in the planning and direction of the instructional program, with all activities involving students and staff, and promotes strong public relations between the school and the community.

Specific Duties

- Meet with the Principal to discuss the implementation of school policies and programs.
- Assist the Principal in supervising and evaluating all tenure and non-tenure staff.
- Assist the Principal in assigning teachers to special duties, i.e. cafeteria duty, hall duty, etc.
- Assist the Principal in organizing the promotion ceremony.
- Administer the setup of homerooms.
- Assume responsibility of attendance and discipline.
- Assist in the supervision of pupil activities (dances, games, plays) which may occur in the evening or weekends.
- Prepare pupil census for local, state, and federal reports.
- Arrange and conduct State and Local Assessment tests.
- Complete reports for State and Local Assessment tests.
- Assume responsibility for the documentation needed for mandated programs.
- Arrange for class coverage in case of teacher absence.
- Assume the responsibility of student scheduling at the direction of the Principal.
- Assist the Principal in interpreting school programs to the community.
- Work with special service personnel and non-school agencies on pupil personnel problems.
- Meet with teachers, pupils, parents/guardians as needed.
- Assist the Principal in conducting orientation for incoming students.
- Assume responsibility for coordinating student/teacher and student/observer assignments.
- Assist the Principal in identifying areas related to the functioning of the school which can be computerized.
- Attend monthly Board of Education meeting when requested.
- Assist the Principal in reviewing new textbooks.
- Arrange personal time schedule to meet the requirements of the position of Vice Principal.
- Assist the Administrative Assistant in supervising the staff on cafeteria duty.
- Be knowledgeable of district and school goals and programs.
- Maintain an effective, positive working relationship with staff.

- Assist the Principal in arranging in-service workshops.
- Prepare and submit all reports, as requested by Principal, in proper writing and/or oral style and structure.
- Portray an effective role model for staff, students, parents/guardians, community members.
- Be knowledgeable of new educational trends.
- Assist the Principal in writing Professional Growth Plans.
- Complete additional assignments as directed by the Principal.
- Demonstrate global planning skills.
- Be visible in the halls and other parts of the building.
- Prepare and complete paperwork after school hours.
- Confer with Principal and Administrative Assistant on decisions concerning attendance and discipline problems.
- Performs other duties which may be assigned by the principal
- Demonstrated skill in handling IT related issues
- Be knowledgeable or qualified to administer special education testing and managing IEP

Qualifications

Must have a Master's Degree and Teaching credential and Administrative Service certification to be in compliance with California Department of Education Certification regulations.

Must have completed five (5) years of successful teaching in grades K-12.

Demonstrate ability to relate to the students, professional staff, parents/guardians, and members of the community. Preference will be given to a candidate who has teaching experience relating to Special Education and/or Information Technology.