

## AGENDA

### REGULAR MEETING

#### BOARD OF DIRECTORS SACRAMENTO VALLEY CHARTER SCHOOL

2301 Evergreen Avenue, West Sacramento, California 95691

February 12, 2020

5:00 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 in the School Office at 2399 Sellers Way, West Sacramento, CA 95691 and viewed online at <https://www.sacvalleycharter.org/board-meetings-2017-19.html>.

**I. OPEN SESSION**

**A. CALL TO ORDER**

Meeting was called to order by the Board Chair at \_\_\_\_\_.

**B. ROLL CALL**

	Present	Absent
Chamkaur Dhatt	_____	_____
Narinder Thandi	_____	_____
Darshan Mundy	_____	_____
Surjit S. Dhillon	_____	_____
Bhajan S. Bhinder	_____	_____

**II. APPROVAL OF THE MEETING AGENDA**

**III. APPROVAL OF MEETING MINUTES: Regular Meeting January 8, 2020**

**IV. COMMUNICATIONS/CELEBRATIONS**

**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 and interpreter shall receive a maximum of six (6) minutes.

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

**C. CELEBRATIONS:** Recognize Principal Honor Roll Scholars and their families.

**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.

**VI. PUBLIC HEARINGS**

**VII. ITEMS SCHEDULED FOR ACTION**

**A. BUSINESS (10 minutes)**

1. Approve Revenue and Expense Reports
2. Approve Board Meeting Calendar Revisions
3. Adopt School Governance Policy

**B. CURRICULUM AND INSTRUCTION**

**C. PERSONNEL**

**D. PUPIL SERVICES:**

**VIII. ITEMS SCHEDULED FOR INFORMATION/DISCUSSION**

**A. BUSINESS (60 minutes)**

1. The SB 740 2019-20 Initial Award Notification was received on 1/29/19 and was based on the expired lease (old square footage and old rate per square foot). When we asked CSFA about it, they replied that SVCS' funding will now be further delayed and is pending their receipt of an appraisal of the new lease "at or below market value" to determine an award for 2019-20. An appraisal has been ordered.
2. Public Random Drawings – First Reading of policy defining the process to be used when applications exceed the available enrollment openings per grade level.
3. Scheduling SVCS' annual presentation to the WUSD Board per the Operating MOU.
4. Complete annual Form 700's – Statement of Economic Interests
5. Forms BOE 268-A Public School Exemptions were completed and mailed to the County Assessor's prior to the Feb 15, 2020 deadline.
6. Forms 990, 199 and Registry of Charitable Trusts reports

**B. CURRICULUM AND INSTRUCTION (10 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 update.

**C. PERSONNEL (5 minutes)**

1. Staffing Update

**D. PUPIL SERVICES (10 minutes)**

1. Updated on Transportation Services
2. Update on School Safety

**IX. ITEMS FROM THE BOARD**

**X. ADJOURNMENT**

The meeting was adjourned at \_\_\_\_\_



MINUTES - DRAFT

**REGULAR MEETING**

BOARD OF DIRECTORS  
SACRAMENTO VALLEY CHARTER SCHOOL

2301 Evergreen Avenue, West Sacramento, California 95691

January 8, 2020

5:00 p.m.

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

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**I. OPEN SESSION**

**A. CALL TO ORDER**

Meeting was called to order by the Board Chair at 5:35PM.

**B. ROLL CALL**

	Present	Absent
Chamkaur Dhatt	<u>X</u>	_____
Narinder Thandi	<u>X</u>	_____
Darshan Mundy	<u>X</u>	_____
Surjit S. Dhillon	<u>X</u>	_____
Bhajan S. Bhinder	_____	<u>X</u>

**II. APPROVED THE MEETING AGENDA** as motioned by N. Thandi, seconded by S. Dhillon and approved by a vote of 4 ayes, 1 absent.

**III. APPROVED THE MEETING MINUTES** from the Regular Meeting on December 16, 2019 as motioned by S. Dhillon, seconded by N. Thandi and approved by a vote of 4 ayes, 1 absent.

**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. \*Persons requiring and interpreter shall receive a maximum of six (6) minutes.

**B. 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.

**VI. PUBLIC HEARINGS**

**VII. ITEMS SCHEDULED FOR ACTION**

**A. BUSINESS** (5 minutes)

1. Approved the Revenue and Expense Reports as motioned by N. Thandi, seconded by S. Dhillon and approved by a vote of 4 ayes, 1 absent.

**B. CURRICULUM AND INSTRUCTION**

**C. PERSONNEL (30 minutes)**

1. Transportation responsibility, duties and title. No action taken as no changes were made to the respective positions and responsibilities.
2. New employee hiring and termination. No action taken as no changes were made to the existing process.

**D. PUPIL SERVICES**

**VIII. ITEMS SCHEDULED FOR INFORMATION/DISCUSSION**

**A. BUSINESS (5 minutes)**

1. SB 740 2019-20 Award Notification is Still Pending. Conflict of Interest and Below Market Rent Letter has been submitted in response to CSFA request for clarification.
2. School Governance Policy – First Reading

**B. CURRICULUM AND INSTRUCTION (10 minutes)**

1. Principal's Report: This was a presentation of information which has occurred since the previous Board meeting. This also included ongoing efforts for student performance, enrollment and attendance update as well as a copy of the SARC.

**C. PERSONNEL (5 minutes)**

1. Staffing Update – new custodial contractor has started providing services.

**D. PUPIL SERVICES (15 minutes)**

1. Updated on Transportation Services including 4 of the 5 buses annual CHP inspections completed and 5<sup>th</sup> bus is ready for inspection. Discussed using older bus on a rotation basis to reduce mileage on new buses.
2. Updated on School Safety including parking lot access restriction and more parking spaces marked new school office.

**IX. ITEMS FROM THE BOARD**

**X. ADJOURNMENT**

The meeting was adjourned at 7:35 PM as motioned by N. Thandi, seconded by S. Dhillon and approved by a vote of 4 ayes, 1 absent.

**Sacramento Valley Charter School**  
**Transaction Report**  
 January 9 - February 10, 2020

	Account	Amount
Total for 8096 - Cash in Lieu of Property Taxes	UNRESTRICTED REVENUE:0000 - unrestricted:8096 - Cash in Lieu of Property Taxes	\$ 33,980.00
Total for After School Program	UNRESTRICTED REVENUE:0000 - unrestricted:8699 - Other Local Income: After School Program	\$ 1,135.00
Total for Miscellaneous	UNRESTRICTED REVENUE:0000 - unrestricted:8699 - Other Local Income: Miscellaneous, School Planners, Bhangra Class & Donation	\$ 840.00
Total for Transportation	UNRESTRICTED REVENUE:0000 - unrestricted:8699 - Other Local Income: Transportation	\$ 2,510.00
	\$ 38,465.00	



**Sacramento Valley Charter School  
Check Detail**

January 09, 2020 - February 10, 2020

Date	Transaction Type	Num	Name	Memo/Description	Amount
01/09/2020	Check	3977	Jagdeep kaur	Coffee For Staff	51.96
01/09/2020	Check	3978	TIAA Bank	Copier Lease	99.99
01/09/2020	Check	3979	UPS	Mailing & Postal Stamps	54.68
01/09/2020	Check	3980	Renaissance	English Learner Program	2,331.00
01/09/2020	Check	3981	Wave Broadband	Phone & Internet Service	363.82
01/09/2020	Check	3982	Wex bank	Fuel For Buses & van's	4,084.49
01/09/2020	Check	3983	San Joaquin County of education	Ed Join Account Fees	750.00
01/10/2020	Check	3985	Lizvet Aguilera	First Aid & CPR Training	126.00
01/10/2020	Check	3987	North Valley Fleet Services, Inc.	Bus S3 Repair & Maintenance	4,245.43
01/10/2020	Check	3988	Melvin Krines	Driving Test for transportation staff	468.75
01/10/2020	Check	3989	Dr. Amrik Singh	Reimbursement for classroom keys	56.57
01/10/2020	Check	3990	Sikh Temple	Janitorial Service for the month of December	2,200.00
01/13/2020	Check	3984	Void	void	0.00
01/13/2020	Check	3986		void	0.00
01/15/2020	Check	3991	California Choice Builder	February Premium	968.96



01/15/2020	Check	3992 Chill-Chain, Inc.	Milk	266.79
01/15/2020	Check	3993 Prabhjot Singh	Bhangra Class December	875.00
01/15/2020	Check	3994 New Horizon Flooring	Janitorial Service for January	3,333.00
01/23/2020	Check	3995 MetLife	Life,LTD, ADD	759.73
01/23/2020	Check	3996 DMV	Pull Notice	9.00
01/23/2020	Check	3997 DMV	Van Renewal Fees	377.00
01/23/2020	Check	3998 Chill-Chain, Inc.	Paneer	66.99
01/23/2020	Check	3999	void	0.00
01/23/2020	Check	4000 Amazon.Com	Laptop, Screen Projector, laminating Pouches, Stationery Mini Pad, Office Desk	2,861.04 938.75
01/23/2020	Check	4001 Wex bank	Fuel	3,539.32
01/23/2020	Check	4002 Sikh Temple	Floor tiles installed in red room and road blocking 20' leaf gate	17,950.00
01/27/2020	Check	4003 SWEAT Team	4 Fitness Session December	1,980.00
01/27/2020	Check	4004 Great America Financial	Copier Lease	636.59
01/29/2020	Check	4005 Renaissance	Star Reading Programme	168.00
01/29/2020	Check	4006 US Bank	Lunch Grocery Classroom Supplies Bus Repair and Maintenance Office Supplies Microsoft Software Phone & Internet Sea quest Field Trip After School Snacks	3,881.62 363.73 2,308.17 37.95 298.00 437.43 100.00 54.28
				7481.18

01/29/2020	Check	4007 Chill-Chain, Inc.	Milk	99.42
01/30/2020	Check	4008 Manmohan Singh	Van Transportation	1,194.00
01/31/2020	Check	4009 Harpreet Singh	Transport Student to School	1,170.00
01/31/2020	Check	4010 Best Version Media	South port Magazine Spotlight	284.00
01/31/2020	Check	4011 Lock Smith	Classroom keys	487.91
01/31/2020	Check	4012 Prabhjot Singh	Bhangra Class	475.00
01/31/2020	Check	4013 Chill-Chain, Inc.	Milk	99.42
02/03/2020	Check	4017 California Choice	February Premium	439.06
02/03/2020	Check	4016 Wave Broadband	Phone & Internet	363.91
02/03/2020	Check	4018 Victoria Dali	Jan Invoice	1,443.75
02/03/2020	Check	4020 Amarjit singh	Transport student to School	812.50
02/05/2020	Check	4021 Christine Boudreau	Reimbursement for classroom brain pop teacher access	230.00
02/05/2020	Check	4022 TIAA Bank	Copier Lease February	99.99

SVCS Board Meeting Calendar 2019-20

Meeting Location: 2301 Evergreen Avenue, West Sacramento, CA 95691

NOTE: SVCS' Regular Board Meetings are scheduled for the second Wednesday of each month at 6:00 PM unless otherwise noted or agendized.

5:00

Wednesday, July 24, 2019 (rescheduled from July 10)

Wednesday, August 21, 2019 (rescheduled from Aug 14)

Wednesday, September 11, 2019

Wednesday, October 23, 2019 (rescheduled from Oct 9)

Wednesday, November 13, 2019

Monday, December 16, 2019 at 5:00 PM

Wednesday, January 8, 2020 at 5:00 PM

Wednesday, February 12, 2020 at 5:00 PM

Wednesday, March 11, 2020 at 5:00 PM

Wednesday, April 08, 2020

Wednesday, May 13, 2020

Wednesday, June 10, 2020

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## **The Role of the Board and the Principal**

### **Introduction**

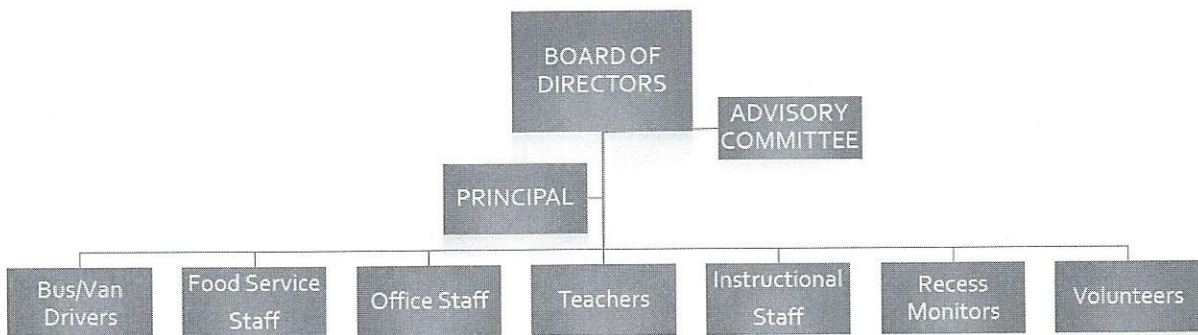
Recognizing that Charter Schools are governed by Boards, not by individual Board members, and the relationship between the Board of Directors (Board) and the Sacramento Valley Charter School's (SVCS) Principal is crucial to the effective operation of the school, ensuring that the academic program of SVCS is successful, that the school's programs and operations are faithful to the terms of its Charter, and that the school is a viable organization, this policy clarifies the Board's and the Principal's primary roles in governing and operating SVCS.

### **The Composition of the SVCS Board of Directors**

SVCS is governed by a corporate Board of Directors (Board) in accordance with applicable California Corporations Code Sections and its adopted bylaws. The Board has a legal fiduciary responsibility for the well-being of SVCS, and shall be comprised as follows:

- The Board shall have no less than five (5) and no more than seven (7) directors in accordance with the Bylaws of Sacramento Valley Charter School.

**Organization Chart:** The following is SVCS organization chart:



### **The Board of Directors Primary Roles and Responsibilities**

1. Determine the mission and purpose of SVCS and keep it clearly in focus. This includes the development, review, or revision of SVCS' accountability and mission.
2. Hiring, supporting, and evaluating the Principal of SVCS so that the vision, goals and policies of the school can be effectively implemented. This includes, but is not limited to, providing

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- frequent and constructive feedback, providing direction to the Principal pursuant to established policies, assisting when Board members overstep prerogatives or misunderstand their roles, and complimenting for exceptional accomplishments.
3. Conducting regular and timely evaluations of the Principal based on the vision, goals and performance of the school, and ensuring that the Principal does the same for other SVCS personnel.
  4. Ensure effective organizational planning by reviewing the SVCS organizational plan for concrete and measurable goals that are consistent with the charter and accountability plan.
  5. Approval of all contractual agreements that are in excess of the authority granted to the Principal or his designee.
  6. Adopting a fiscally responsible budget based on SVCS' vision and goals, and regularly monitoring the fiscal health of SVCS.
  7. Act as the fiscal agent by receiving funds for the operation of SVCS in accordance with charter school laws and the receipt of grants and donations consistent with the mission of SVCS.
  8. Contracting with an external auditor to produce an annual financial audit according to generally accepted accounting practices and approval of these annual fiscal and performance audits.
  9. Determine, monitor and strengthen SVCS programs and services, by ensuring that programs and services are consistent with the mission and the charter, approving measurable organizational outcomes, approving annual, attainable Board and management level goals, monitoring progress in achieving the outcomes and goals, and assessing the quality of the program and services.
  10. The Board may establish committees of parents, students, educators, and community members as necessary, in support of the school's programs and the development of a common vision for SVCS which is focused on learning and achievement, and that is responsive to the needs of all students.
  11. Exercising control of the school in accordance with the State and Federal Constitution, and applicable laws and regulations.
  12. Executing all other responsibilities provided for in the California Corporations Code.
  13. Development and approval of the school's calendar and schedule of Board meetings.
  14. Adopting, evaluating, and updating Board policies and procedures consistent with the law and

the school's mission.

15. Review and act on requests for out-of-state or overnight field trips.
16. Participation in the dispute-resolution procedure and complaint procedures when necessary.
17. Maintaining accountability for student learning by adopting the school's curriculum and monitoring student progress.
18. Consulting with the Principal on his or her recommendations and take action in consideration of them.
19. Ensuring that a safe and appropriate educational environment is provided to all students.
20. Ensuring adequate equipment, supplies and other facilities for the operation of SVCS.
21. Hearing communications, written and/or oral, from citizens and organizations on matters of administration, finance, organization, policy and program.
22. Approval of charter amendments.
23. Approval of personnel discipline (suspensions or dismissals), as needed, and/or requested by the Principal and in accordance with school policy.
24. Appoint an administrative panel to act as a hearing body and take action on recommended student expulsions.
25. Conducting annual elections of officers and, as needed, new Board members.

**The Principal primary roles include:**

1. Recognizing and respecting the differences of perspective and style on the Board and among staff, students, parents and the community and ensuring that a diverse range of views inform Board decisions.
2. Working with the Board as a "governance team" and assuring collective responsibility for building a unity of purpose, communicating a common vision and creating a positive organizational culture.
3. Understanding and helping others understand the distinction between Board and staff roles.
4. Understanding that authority rests with the Board as a whole; providing guidance to the Board to assist in decision-making; and providing leadership based on the direction of the Board as a



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whole.

5. Communicating openly with trust and integrity including providing all members of the Board with equal access to information and recognizing the importance of both responsive and anticipatory communications.
6. Provide general oversight of all SVCS activities, manage the day-to-day operations, and assure a smoothly functioning and efficient charter school.
7. Maintain program quality and charter school stability and sustainability through development and the implementation of standards and controls, systems and procedures, and regular evaluations.
8. Maintain a work environment that recruits, retains, and supports quality staff.
9. Set measurables for staff and evaluate performance regularly by instituting accountability systems to ensure that charter promises are met and exceeded.
10. Develop and supervise the processes for recruitment, selection, hiring, initial training, ongoing professional development, and evaluation of teachers and staff.
11. Assist school staff in facilitating Board meetings by helping to set the location of the meetings, developing Board meeting agendas, and by providing safe storage of agendas, minutes and supporting documents/reports.
12. Inform the Board and its committees about trends, issues, problems and activities in order to facilitate policy-making and provide recommendations to the Board on policy positions.
13. Help the Board articulate its own role and accountabilities, including its committees and individual members, and help evaluate performance regularly.
14. Work with the Board President to enable the Board to fulfill its governance functions and facilitate the optimum performance by the Board, its committees, and individual board members.
15. Along with the Board President, assist in focusing board attention on long-range strategic issues.
16. Work with the board officers and committee chairs to get the best thinking and involvement of each board member and to stimulate each board member to give his or her best.
17. Communicate with school legal counsel to ensure the filing of all legal and regulatory

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- documents and to monitor compliance with relevant laws and regulations.
18. Oversee the fiscal activities of SVCS, including budgeting, reporting, and auditing in accordance with generally accepted accounting principles and make regular financial reports to the Board.
  19. Promote programs and services that are produced in a cost-effective manner, employing economy while maintaining an acceptable level of quality.
  20. Work with the Board to ensure necessary financial planning to support short- and long-term goals.
  21. Attend all Board meetings and attend the necessary meetings at the Washington Unified School District (WUSD) as the charter representative.
  22. Foster an amicable relationship between WUSD and SVCS and facilitate a sharing of resources between both entities.
  23. Establish a Communication Model to facilitate communication among all the groups within the school, between SVCS and WUSD, and between SVCS and the community as a whole.
  24. Act as an advocate, within the public and private sectors, for issues relevant to SVCS, its services, and constituencies.
  25. Establish procedures designed to carry out Board policies.
  26. Create and submit for approval a school calendar to the Board.
  27. Manage communications between the WUSD Board and the Board as needed.
  28. Develop and present the School Annual Performance Audit to the Board and WUSD.
  29. Present fiscal audit to the Board and after said review, present a fiscal audit to the WUSD and the County Superintendent of Schools, the State Controller and the California Department of Education.

The above duties may be delegated or contracted as approved by the Board to other employee, a parent volunteer (only in accordance with student and teacher confidentiality rights) or to a third-party provider.

**Each individual member of the Board of Directors shall:**

1. Believe in and be an active advocate and ambassador for the values, mission, and vision of SVCS.
2. Work with fellow board members to fulfill the obligations of board membership.
3. Understand that the authority rests with the Board as a whole and not with individuals. This includes ensuring that no board member represents her/himself as speaking on behalf of the Board unless specifically authorized to do so.
4. Behave in ways that clearly contribute to the effective operations of the Board. This includes, but is not limited to:
  - Acting with dignity and understanding the implications of demeanor and behavior;
  - Focusing on the good of the organization and group, not on a personal agenda;
  - Supporting board decisions once they are made;
  - Keeping confidential matters confidential;
  - Recognizing and respecting differences of perspective and style on the Board and among staff, students, parents and the community;
  - Participating in an honest appraisal of one's own performance and that of the Board; and
  - Building awareness of and vigilance towards governance matters rather than management.
5. Regularly attend board and committee meetings. Prepare for these meetings by reviewing materials and bringing the materials to meetings. If unable to attend, notify the Board President, Principal, and/or the secretary to the Board.
6. Be prepared to contribute toward board service by attending monthly board meetings, being willing to participate on a board committee, reading materials, preparing for meetings, attending events at SVCS, participating in professional development, committing the time and energy necessary to be an informed and effective leader, and assisting with other tasks as needed.
7. Keep informed about SVCS and its issues by reviewing materials, participating in discussions, and asking strategic questions.
8. Use personal and professional contacts and expertise for the benefit of SVCS.
9. Serve as a committee or task force chair or member.

Inform the Board of SVCS of any potential conflicts of interest, whether real or perceived, and abide by the decision of the board related to the situation.



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School Operations

Public Random Drawings

Approved by Sacramento Valley Charter School Board of Directors \_\_\_\_\_

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## **Public Random Drawings**

### **Introduction**

Sacramento Valley Charter School (SVCS) will be nonsectarian in its programs, admission policies, and all other operations, and will not charge tuition nor discriminate against any student based upon any of the characteristics listed in Education Code Section 220.

SVCS shall admit all pupils who wish to attend SVCS. No test or assessment shall be administered to students prior to acceptance and enrollment into SVCS. SVCS will comply with all laws establishing minimum and maximum age for public school attendance in Charter Schools. Admission, except in the case of a Public Random Drawing, shall not be determined by the place of residence of the pupil or his or her parent or legal guardian within the state. In accordance with Education Code Sections 49011 and 47605(d)(2)(B)(iv), admission preferences shall not require mandatory parental volunteer hours as a criterion for admission or continued enrollment.

### **The Charter School Application Process**

SVCS shall require students who wish to attend to complete an application form. After admission, students will be required to submit an enrollment packet, which may include, but is not limited to, the following:

1. Completed student enrollment form
2. Proof of Immunization
3. Home Language Survey
4. Completed Emergency Medical Information Form
5. Proof of minimum age requirements
6. Release of records

Applications will be accepted during a publicly advertised "Open Enrollment" application period each year for enrollment in the following academic year. Existing students are guaranteed admission in following academic years and are not required to submit an application during the Open Enrollment application period once admitted to SVCS.

If an application has been determined to have intentional misrepresentations, the application shall be invalidated. The application will receive notice of this action and will have the opportunity to respond to the invalidation within five (5) business days. All applications are subject to random audit for documentation of the contents described therein.

### **Public Random Drawing Process**

Following the Open Enrollment application period each year, applications shall be counted for each grade level to determine whether that grade level has received more applications than the number of available spots. In the event that this happens, SVCS will hold a Public Random Drawing (or "lottery") to determine admission for the impacted grade level in the Spring for enrollment in Fall of that same year.

Approved by Sacramento Valley Charter School Board of Directors \_\_\_\_\_

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The Board of Directors (Board) will make all necessary efforts to ensure that the lottery procedures are fairly executed. Lottery applications are pulled in order of grade level by the designated lottery official, as appointed by the Executive Director. Separate lotteries shall be conducted for each grade in which there are fewer vacancies than pupils interested in attending. All lotteries shall take place on the same day in a single location. Lotteries will be conducted in ascending order, beginning with the lowest applicable grade level. There is no weighted priority assigned to the preference categories; rather, within each grade level, students will be drawn from pools beginning with all applicants who qualify for the first preference category. Once all open spaces from the first preference category have been selected then the next preference category will be drawn in the lottery, and the drawing shall continue through the preferences until all applications have been drawn for each grade level.

At the conclusion of the Public Random Drawing, all students who were not granted admission due to capacity shall be placed on a wait list according to their draw in the lottery. This wait list will allow students the option of enrollment in the case of an opening during the current school year. In no circumstance will the wait list carry over to the following academic year.

When a space becomes available, the next applicant on the wait list will be sent a notification that the student is eligible for admission. They will then have forty-eight hours to confirm their admission to SVCS. If the applicant does not accept admission the applicant will be moved to the end of the wait list and the next applicant in line will be available for promotion from the wait list.

Public Random Drawing rules, deadlines, dates and times will be communicated in the application form and on the SVCS website. Public notice for the date and time of the Public Random Drawing will also be posted once the application deadline has passed. SVCS will also inform parents of all applicants and all interested parties of the rules to be followed during the Public Random Drawing process via mail or email at least two weeks prior to the lottery date.

SVCS remains committed to continually monitoring the outcomes of the lottery and annually adjusting its practices in an effort to better reflect enrollment demographics within the Washington Unified School District.

SVCS will keep all written records regarding the execution of lottery procedures, including communication with applicants and waiting lists, on file for three years.

### **Preferences**

The Public Random Drawing shall be conducted in stages, by grade level, in accordance with the preferences and procedures as described herein. Preferences are defined as those which are documented and subsequently verified on the fully completed application packet. A child may have more than one Preference, and each documented and verified Preference increases the likelihood that a child may be drawn during the Public Random Drawing. These preferences are authorized in accordance with applicable law.

Admission preferences in the case of a Public Random Drawing shall be given to the following students in the following order:

1. Siblings of currently enrolled students
2. Children who are currently enrolled in or who reside in the elementary school attendance area of



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the public elementary school(s) in which SVCS is located and are "Title One" or eligible for "Free or Reduced Lunch" (for purposes of the Charter School Facility Grant Program)

3. Children of current Charter School employees, Board Directors, and Advisory Committee members
4. All other residents of the District
5. All other applicants

The Charter School and the District agree to adhere to the requirements related to admission preferences as set forth in Education Code Section 47605(d)(2)(B)(i)-(iv).

The Public Random Drawing shall be conducted in accordance with the following procedure, by grade level:

1. First, in an effort to keep families at the same school, the first preference, "Siblings of currently enrolled students", will be drawn from the applicant pool.
2. Next, in an effort to provide an increased level of enrollment opportunity, 20% of grade-level openings will be drawn from the pool of applicants who indicated they qualify for the third preference, "Children who reside in the Washington Unified School District and meet the federal school guidelines for economic support known as "Title One" or "Free or Reduced Lunch" subsidy." Applicants not drawn for enrollment during this phase will be moved to their next preference providing an automatic, additional opportunity for enrollment.
3. Next, in recognition of our current Sacramento Valley Charter School employees and volunteer Board, the third preference, "Children of current Charter School employees, Board Directors, and Advisory Committee members", will be drawn from the applicant pool.
4. Next, in an effort to provide an enrollment opportunity to the rest of the District. "All other residents of the District" applicants, will be drawn from the pool.
5. Lastly, all other applicants will be drawn, exhausting all applications received at that grade level.

### **Planned Public Random Drawing, and Admission Schedule**

After Public Random Drawing:

- Admission notification and enrollment packets distributed to parents and children who have been drawn in the Public Random Drawing. Completed enrollment packets due back to the Charter School, will include proof of immunizations, proof of residency, proof of age requirements and proof of withdrawal from prior school and district of residence.

Subsequent Applications:

- Additional Open Enrollment application periods and subsequent Public Random Drawings held

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School Operations

Public Random Drawings

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if additional applications are submitted after the initial Public Random Drawing is held.

**Issues Not Covered Under this Policy**

In the case that these procedures herein do not cover a situation that arises during the admissions process, the Executive Director will take any additional steps necessary to execute the admissions process consistent with the SVCS Charter approved by the Washington Unified School District's Board of Trustees and applicable law.

**Complaint**

Complaints or appeals regarding the Public Random Drawing can be made to Sacramento Valley Charter School in accordance with the Sacramento Valley Charter School complaint policy.





## Sacramento Valley Charter School

### Principal Report

January 9, 2020 – February 12, 2020

#### **Professional Development, Friday, January 17, 2020:**

Teachers got training in using Pearson's Elevate Science, K-8 program. A live webinar was arranged so that teachers could use the program to implement Next Generation Science Standards (NGSS). Two sessions, 1:00pm-2:30pm, and 2:30pm-4:00pm, K-5 and 6-8 respectively were arranged.

**Google Classroom Training:** Teachers, grade 4-5, attended a professional development on Google classroom. Four substitutes were arranged to cover their classes.

**Progress Reports:** Before the end of the second trimester, teachers updated parents about their scholars' progress in school. The report cards will be mailed to parents in the first week of March after the conclusion of the second trimester.

**Award Assembly:** SVCS teachers recognized their scholars of the month in the February assembly. These students have worked hard to achieve these awards.

#### **State of the State in California Education, February 5, 2020**

The conference was organized by Yolo County Office of Education to shed light on Governor's budget on education. The SVCS principal attended the conference to get firsthand knowledge about the financial implications of the budget.

**Staff Meeting:** The staff meeting focused on two research studies on Reading Comprehension for English Learners and Non-English Learners. Teachers and Instructional Assistances participated in it and presented their perspective on addressing learning needs of SVCS scholars. Teacher were directed to administer Interim Smarter Balanced Assessments.



**Staff Update:** \_\_\_\_\_, Instructional Assistant, didn't show for work after January 7, 2020. On enquiring she told she couldn't work due to her personal reasons. \_\_\_\_\_, holding a Bachelor of Commerce (B. Com) and Diploma in Computer Application has been hired to fill up the position vacated by \_\_\_\_\_. \_\_\_\_\_ has a lot of clerical and administrative experience and is proving herself as a valuable member of the staff.

**Fall 2 Report:** The SVCS office is working on Fall 2 report that is due by March 20, 2020. The report will include information on the following:

- Student Course Enrollments
- Staff Assignments and full-time equivalent (FTE)
- English Learner Education Services

**SB740 Award 2019-2020:** In view of the award according to the expired lease, Vicky Dali and I reviewed the loss incurred. Vicky prepared a letter to represent our position and decided to go for a valid lease appraisal that has been order through CBRE.

**School Accountability Report Card 2018-2019 (SARC)** has been submitted to the Department of Education website. SARC report is now available to the public.