

MINUTES  
**REGULAR MEETING**  
BOARD OF DIRECTORS  
SACRAMENTO VALLEY CHARTER SCHOOL  
2301 Evergreen Ave, West Sacramento, CA (Library)  
Wednesday, December 11, 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-2024---2025.html>
2. Members of the public who wish to speak on any agenda items or under the general category of “Oral Communications” will need to attend the meeting in person.
  - a. “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.
  - b. 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.

Any person wishing to speak is asked to complete a Request to Speak Form which will be available at the meeting. Speakers are asked to state their full name when it is their turn to speak on an “Oral Communication” or a specific agenda item and adhere to the time limits set forth. \*Persons requiring an interpreter shall receive a maximum of six (6) minutes.

3. The following Zoom link is being provided for members of the public who wish to observe the meeting (Zoom attendees will not attend closed session and will remain muted during open session):

**Please click the link below to join the Board Meeting as an attendee:**

<https://us06web.zoom.us/j/81704460464?pwd=5Db1BtPtxHqbRwrieQC14qt4XPT6LJ.1>

**Passcode: 013230**

4. 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-2024---2025.html>

**I. PRELIMINARY**

**A. CALL TO ORDER**

Meeting was called to order at 4:11 PM.

**B. ROLL CALL**

	Present	Absent
Narinder Thandi	<u>X</u>	_____
Daljit Ghuman	_____	<u>X</u>
Pritam S. Thind	<u>X</u>	_____
Tirath Pal Sandhu	<u>X</u>	_____
_____	_____	_____

**II. OPEN SESSION**

**III. APPROVED THE MEETING AGENDA** as Motioned by N. Thandi, Seconded by P. Thind and approved by a vote of 3 – Ayes, 1 – Absent, 0 – Noes.

**IV. APPROVED THE MEETING MINUTES** from the November 13, 2024 Regular Meeting as Motioned by N. Thandi, Seconded by P. Thind and approved by a vote of 3 – Ayes, 1 – Absent, 0 – Noes.

**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.

Instructional Assistant (K. Walters) spoke and shared with the Board that the matter she had with the teacher has been resolved and she apologized to the teacher.

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

**VI. ANNOUNCEMENT OF ITEMS TO BE DISCUSSED IN CLOSED SESSION**

**VII. PUBLIC COMMENTS REGARDING CLOSED SESSION ITEMS** None

**VIII. CLOSED SESSION** began at approximately 4:30 PM

**A. Public Employee: Discipline/Dismissal/Release**

**B. Conference With Legal Counsel – Existing Litigation (Government Code Section 54957.1)**

Significant Exposure to Litigation Pursuant to Section 56956.9(b): 2 cases

**IX. RECONVENED OPEN SESSION** at approximately 4:57 PM

**X. ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION**

No action taken.

**XI. ITEMS SCHEDULED FOR ACTION**

**A. BUSINESS (40 minutes)**

1. Reviewed and approved the Revenue and Expense Reports as Motioned by T. Sandhu, Seconded by N. Thandi and approved by a vote of 3 – Ayes, 1 – Absent, 0 – Noes.
2. Reviewed and approved the 2024-25 First Interim Report and budget revision as Motioned by N. Thandi, Seconded by P. Thind and approved by a vote of 3 – Ayes, 1 – Absent, 0 – Noes.
3. Reviewed and approved the \$1,600 quote from Mister Paint for painting the school office interior as Motioned by N. Thandi, Seconded by T. Sandhu and approved by a vote of 3 – Ayes, 1 – Absent, 0 – Noes.
4. Tabled the review and approval for converting space in the Temple to two offices and a staff lounge at a \$6,750 quote from Mister Paint for painting the walls, cabinets and ceiling.
5. Approved renewals with Document Tracking Services (DTS) for \$425 and QuickBooks Online for \$2,538 for 2025 as Motioned by N. Thandi, Seconded by T. Sandhu and approved by a vote of 3 – Ayes, 1 – Absent, 0 – Noes.
6. Revised the members and the timing for the Board Member Recommendation Committee to replace the PTO President with Resham Nagra (grandparent of SVCS student) and set the January meeting for the Board to nominate the fifth board member as Motioned by N. Thandi, Seconded by T. Sandhu and approved by a vote of 3 – Ayes, 1 – Absent, 0 – Noes.
7. Reviewed and approved adding an Employee Assistance Program (EAP) as an addition to our existing plan at an estimated cost of \$30.00/month for all SVCS employees enrolled in the MetLife Life/ADD/LTD plan as Motioned by N. Thandi, Seconded by P. Thind and approved by a vote of 3 – Ayes, 1 – Absent, 0 – Noes.
8. Approved selling adult breakfast \$3.81, adult lunch \$5.52, sides \$.75, milk \$.75 and juice \$.75 (the NSLP minimum adult prices) to school employees beginning January 1, 2025 as Motioned by N. Thandi, Seconded by T. Sandhu and approved by a vote of 3 – Ayes, 1 – Absent, 0 – Noes.
9. Tabled the review and approval of the quote from EdPuzzle for \$2,380.00
10. Reviewed and approved quote for technology upgrades from Serv3 for \$11,964.16 as Motioned by N. Thandi, Seconded by T. Sandhu and approved by a vote of 3 – Ayes, 1 – Absent, 0 – Noes.

**B. CURRICULUM AND INSTRUCTION (20 minutes)**

1. Tabled the Attendance Policy.
2. Tabled the updated Independent Study Policy and forms.
3. Tabled the Student Discipline Handbook.

4. Reviewed and provided Board recommendation for a Provisional Instructional Permit for TK Teacher, Vera Andrievskaya as Motioned by T. Sandhu, Seconded by N. Thandi and approved by a vote of 3 – Ayes, 1 – Absent, 0 – Noes.

**C. PERSONNEL (50 minutes)**

1. Reviewed and approved a "Professional Improvement Plan" (PIP) process for teachers who have "Needs Improvement" or "Unsatisfactory" in one or more California Teacher Performance Expectations as Motioned by N. Thandi, Seconded by P. Thind and approved by a vote of 3 – Ayes, 1 – Absent, 0 – Noes.
2. Reviewed and approved the revised job description for Instructional Assistant as Motioned by N. Thandi, Seconded by P. Thind and approved by a vote of 3 – Ayes, 1 – Absent, 0 – Noes.
3. Reviewed and approved revised job descriptions for the Food Service Manager, Food Service Lead and Food Service Worker positions as Motioned by N. Thandi, Seconded by P. Thind and approved by a vote of 3 – Ayes, 1 – Absent, 0 – Noes.
4. Reviewed and approved a job description and salary range for a Human Resources/Risk Management Manager as Motioned by N. Thandi, Seconded by P. Thind and approved by a vote of 3 – Ayes, 1 – Absent, 0 – Noes.
5. Tabled working with Roth Staffing Companies/Ultimate Staffing at a 25% direct hire fee for recruiting an HR/Risk Management Manager if the position does not attract qualified candidates by Jan. 3, 2025 through Edjoin, Indeed or similar posting sites.
6. Tabled finding a recruiting to identify and refer candidates for the Vice Principal, Instructional Coach, K-5 Teacher and Health Assistant positions.
7. Reviewed and approved job descriptions and pay rates for: Technology Coordinator, Computer Support Technician and Technology Specialist and approve advertising and interviewing a Technology Specialist as Motioned by N. Thandi, Seconded by P. Thind and approved by a vote of 3 – Ayes, 1 – Absent, 0 – Noes.
8. Tabled the job description for Lead Bus Driver.
9. Tabled the job description for Bus and Van Driver.
10. Reviewed and approved the job description for School Psychologist as Motioned by N. Thandi, Seconded by P. Thind and approved by a vote of 3 – Ayes, 1 – Absent, 0 – Noes.
11. Reviewed and approved the job description for School Counselor as Motioned by N. Thandi, Seconded by P. Thind and approved by a vote of 3 – Ayes, 1 – Absent, 0 – Noes.
12. Reviewed and approved the job description for Speech Pathologist as Motioned by N. Thandi, Seconded by P. Thind and approved by a vote of 3 – Ayes, 1 – Absent, 0 – Noes.
13. Tabled the job description for Yard Duty Staff.
14. Tabled the review and approval of additional paid holidays that fall within the school year for classified staff (currently there are five paid holidays during the school year and one paid holiday during Summer Boost when held in the last two weeks of June).

**D. PUPIL SERVICES**

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

**A. BUSINESS (10 Minutes)**

1. Received an update from GrowSchools regarding long term facilities solutions, timing and next steps.

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

1. Principal's Report

**C. PERSONNEL**

**D. PUPIL SERVICES**

**XIII. ITEMS FROM THE BOARD**

**XIV. ADJOURNMENT**

The meeting was adjourned at 7:20 PM as Motioned by N. Thandi, Seconded by P. Thind and approved by a vote of 3 – Ayes, 1 – Absent, 0 – Noes.