

## SVCS 2026-27 DRAFT LCAP SUMMARY

The LCAP is a three-year document with 2026-27 being the third of three years.

Goal 1: With appropriately assigned, credentialed teachers, all SVCS students will meet or exceed State academic standards that will help prepare them to complete in the global society.

Action 1: Hire and properly assign credentialed teachers.

Action 2: Continue professional development in delivering CCSS-aligned curriculum, differentiated instruction, and using technology in the classroom, and STREAM programs to assist students in meeting and exceeding standards. New teachers with preliminary credentials will be scheduled for two years of BTSA (budgeted for five participants in 2021-22 funded with Title II).

Action 3: Purchase curriculum aligned with CCSS and Next Generation Science (NGS) through printed and/or digital instructional materials including TK and Special Ed.

Action 4: Provide intervention and assistance in classrooms, small groups, and individually to unduplicated and special education populations to meet grade-level expectations and enhance EL reclassification rates. IAs in early grades or shared between classes. Provide ELA and Math coaching to teachers for increased co-curricular effectiveness.

Action 5: Maintain, repair, replace and expand technology in the classrooms. Chromebooks and related technology to meet enrollment growth.

Goal 2: Continued improvement of the physical education (PE) program and visual and performing arts (VAPA) programs; and enhanced of World Language Punjabi through the purchase and implementation of instructional materials.

Action 1: Continue lesson plans that ensures 200 minutes of PE every 10 days. Identify and practice the fitness areas in the CA Physical Fitness Test to help students improve their readiness for the fitness testing.

Action 2: Continue music/fine arts integration onto the classrooms and school wide. Schedule performances at the school and/or as fieldtrips. Enhances the elective and extra-curricular dance program.

Action 3: Enhance students' experience learning World Language Punjabi with the addition of new and/or co-curricular instructional materials.

Goal 3: Adopt and implement a course of study that includes all the subject areas described in Education Code section 51210 and subdivisions (a) to (i), inclusive, of Section 51220, as applicable.

"Broad course of STREAM focus of study" includes the following, as applicable: Grades K-8: English, reading, mathematics, social sciences, science, visual and performing arts, health, physical education, and World Language Punjabi K-8. E.C. §51210

Action 1: Continue PD training aligned to CCSS curriculum with focus on STREAM

Public Hearing  
Draft LCAP 1/2

Action 2: Continue student support structures during the school day (tutoring, differentiated instruction, re-teaching) to improve student performance.

Action 3: At parent involvement meetings (such as Family Nights and PTO Meetings), remind parents of the importance of their student(s) attendance on learning outcomes. Reduce absences to improve student learning and retention.

Action 4: University and College campus visits to encourage students to perform well in elementary and high school and then pursue higher levels of education.

Action 5: Continue to work with parents of EL students through the English Learner Advisory Committee (ELAC) to maximize their understanding of the support and opportunities available to the students and their families.

Action 6: Offer After School, Intersession and Summer programs using available ELOP funding.

Goal 4: SVCS will continue to properly maintain and improve its facilities, transportation, and food service to enhance student safety, school connectedness and opportunities for well-being.

Action 1: The campus facilities will be repaired, maintained, and improved as budgetary resources allow. Emphasis is placed on safety-related items.

Action 2: SVCS will provide safe, reliable, and efficient home-to-school bus and van transportation.

Action 3: Students will be served fresh, wholesome, and nutritious meals prepared daily to help optimize learning conditions at no cost. Meals and/or snacks, as applicable, will be provided during summer and after-school programs using allowed funding sources. SVCS now operates fully-compliant federal and State meal programs.

Action 4: SVCS staff will receive training on student social-emotional learning, internet safety, suicide prevention, and anti-bullying.

Action 5: SVCS will increase awareness of and access to community resources such as library, county health and mental health services, authorizer-contracted services, State/County/City options.

Action 6: SVCS will continue providing Campus Safety Assistants for student safety at recesses, classroom transitions and during pick up/drop off times.

NEW/ADDITIONAL/CHANGES BRAINSTORMING:

- 1) Parent Involvement – more formalized structure/plan/timeline to have more opportunities to help guide parent support of their scholars (goals, roles, responsibilities, resources, etc.)
- 2) Add a Science Lab Assistant to be sure Science Lab is used with the equipment, manipulatives, and course outlines through Saavas Science Curriculum.
- 3) Resume trips to the library

**Sacramento Valley Charter School**  
**2026-27 Budget Development Narrative – Public Hearing**  
**May 21, 2026**

The following narrative is provided to highlight and explain significant changes since the 2nd Interim Report and identified elements of the CA May Revise.

**Revenue:**

**LCFF:** Net increase \$477,700 since we are estimating 1) higher enrollment, 2) the proposed “super” COLA of 4.31 and 3) much lower return of unspent ELOP and other state adjustments to prior year revenue. These three items more than offset the decrease in Concentration funding resulting from unduplicated reporting issues.

**Federal Revenue:** A one percent increase is proposed.

**Other State Revenue:** A one percent increase is proposed and will be reevaluated as State May Revise information is available.

**Local Revenue:** Increase of \$10,000 as actual receipts in 2025-26 were consistently greater than budgeted and are expected to remain at this level.

**Expenses:**

**Certificated:** Net increase of \$8,000. The teacher step and column increases, estimated cost to fill open position, reduced use of subs as open positions are filled and board-approved raises for two positions are included.

**Classified:** Net increase \$49,000 as the Transportation Supervisor and IT Manager positions are for a full year and SVCS offers more days of ELOP -funded intercession/after-school program.

**Benefits:** Increase of \$53,000 as the medical benefits renewal is estimated at 8%, more staff are eligible for benefits and more staff are participating in the 401(k) employer matching.

**Books and Supplies:** Increase of \$9,000 for higher fuel costs expected for the year.

**Services and Operating Expenses:** Decrease of \$296,000 for lower levels of ELOP placeholder since we are returning less unspent funding and the expenses are reflected in wages, benefits and supplies costs for ELOP programs.

**Capital Outlay/Other Sources (Uses):** Decrease of \$5,700 for one more vehicle being fully depreciated.

**Other Outgo/Financing Uses:** No change

*Public Hearing  
Draft Budget 4/4*

**Summary:**

As communicated at the 2025-26 Second Interim report, SVCS' overall financial position has shifted as the depletion of one-time funding and the return unspent ELOP funding has resulted in continued planned deficit spending. SVCS should still focus on revenue increases through improved attendance rates and expense reductions through reducing contracted services and evaluating closing or reducing FTE of positions when there are resignations or terminations or delaying hiring of open positions for short-term cost savings.

SVCS will be able to meet its future obligations while maintaining its reserves above the 5% level contained in Operations MOU.

NOTE: Due to the change in collecting data from parents for NSLP, we are experiencing a drop in Concentration Funding as it is based on a 3-year rolling average that has been impacted by low returns of NSLP eligibility forms. SVCS staff are fully aware of this issue and will be working closely with parents to complete the forms needed to receive the level of funding due to SVCS for serving a high percentage of unduplicated students (mostly socio-economically disadvantaged or English learners).

Items to be determined:

- 1) Classroom space for six sections of middle school (2 classes per grade level)
- 2) Certificated salary schedule revision
- 3) Food service and transportation raises
- 4) Principal and Assistant Principal compensation
- 5) Any other raises
- 6) Determination of year-to-year stipends
- 7) Other May Revise impacts – such as 14-weeks paid pregnancy disability leave
- 8) State adopted budget impacts

**Sacramento Valley Charter School**

Fiscal Year Budget Cycle	Budget	Draft
	2nd Interim	Budget
	3/11/2026	5/21/2026
	<u>2025-26</u>	<u>2026-27</u>
<b>Key Budget and Financial Variables</b>		
Enrollment	375	402
Estimated School P2 ADA	370	384
Unduplicated Count - EL/FRLE	255	262
<b>A. Revenues:</b>		
State (using FCMAT LCFF Calculator)		
Base Grade Span (includes CiL, EPA)	\$ 4,038,753	\$ 4,361,619
TK Add-On	102,361	119,214
Supplemental and Concentration plus Concentration Grant	823,946	600,638
PY Adj to Cil, EPA, State Aid, ELOP	(511,308)	(150,000)
Subtotal - State Revenue	<u>\$ 4,453,752</u>	<u>\$ 4,931,471</u>
Federal (ConApp Title I - IV, ESSER III, NSLP, Spec Ed)	390,023	393,923
Other State (Lottery, MBG, SB740 CSFGP, Spec Ed, ELOP, Meals)	1,750,896	1,768,405
Local (bus/van, interest, fund raising, donations, prop tx exempt, solar of	205,000	215,000
<b>Total Revenue</b>	<u><u>\$ 6,799,671</u></u>	<u><u>\$ 7,308,799</u></u>
<b>B. Expenditures:</b>		
<b>1000-1999 Certificated Personnel Salaries</b>	<b>\$ 2,378,753</b>	<b>\$ 2,386,779</b>
1100 Teachers (all)	1,578,643	1,742,187
1100.01 Substitutes (absence coverage)	202,000	50,000
1100 Hard-to-Fill (Math, Science)	4,000	4,000
1100 Other Stipends and Hourly Extra Duty	21,500	9,500
1100 Longevity Stipends Certificated	26,000	33,150
1200 Parent/Family Liaison Stipend (Title-funded, 1-yr extensior	5,000	-
1200 School Psychologist, Counselor	169,280	172,912
1200-1900 Cell Phone Stipends	330	330
1300 Instructional Coach	90,000	92,700
1300 AP/SPED Coord. @ 205 days/yr	122,000	122,000
1300 Principal @ 210 days/yr w PhD	160,000	160,000
<b>2000-2999 Classified Personnel Salaries</b>	<b>\$ 1,644,453</b>	<b>\$ 1,693,573</b>
2100 Instructional Aides/Assoc/Interpreter	482,411	500,000
2200 Non-Certificated Support (drivers, food srvc, tech)	484,173	484,173
2300 Classified Management and Supervisors	181,999	193,400
2400 School Office/Clerical	194,477	196,000
2900 Other Classified (CSA, After School)	235,982	250,000
2100-2900 Waived Ins (Other Coverage)	45,675	46,000
2100-2900 Cell Phone Stipends	3,970	4,000
2100-2900 Longevity Stipends Classified	15,765	20,000
<b>3000-3999 Employee Benefits</b>	<b>\$ 711,353</b>	<b>\$ 764,206</b>
3300 OASDI and Medicare	307,775	312,147
3400 Health & Welfare	195,888	211,559
3500 State Unemployment	22,000	23,500
3600 Worker's Compensation	48,190	49,000
3900 401(k) Employer Contributions	137,500	168,000
<b>4000-4999 Books and Supplies</b>	<b>\$ 526,000</b>	<b>\$ 534,000</b>
4100 Textbooks	96,000	96,000
4200 Other Books/Library	21,350	21,350
4300 Materials and Supplies	119,650	119,650
4300 Transportation - Gasoline	80,000	88,000
4400 Non-capitalized Furn/Equip (>\$500, <\$5,000)	43,000	43,000

3/4

**Sacramento Valley Charter School**

Fiscal Year Budget Cycle	Budget	Draft
	2nd Interim	Budget
	3/11/2026	5/21/2026
	<b>2025-26</b>	<b>2026-27</b>
4700 Food	160,000	160,000
4700 After School Program Snacks	6,000	6,000
<b>5000-5999 Services and Other Operating Expenditures</b>	<b>\$ 2,141,164</b>	<b>\$ 1,845,076</b>
5200 Travel & Conferences (see PD 5855)	30,000	30,000
5300 Dues & Memberships	7,500	7,500
5400 Insurance	99,092	100,000
5501 Operations & Housekeeping	95,750	97,665
5530 Utilities	25,000	25,000
5610 Facility Rent/Lease	389,935	397,596
5600 Facility Maintenance	5,000	5,000
5630 Copier Leases	18,000	18,000
5670 Facility Security/Safety Improvements	2,000	2,000
5600 Transportation - Bus/Van Maint	65,000	70,000
5800 District Admin Oversight (1% State Aid)	44,538	49,315
5800 SELPA Admin Fee (decr to 3%)	12,579	13,000
5800 Nursing Services (screenings) est.	14,059	14,000
5800 Accounting Services	120,000	120,000
5820 Audit Services	19,487	21,000
5800 Fieldtrips	25,000	25,000
5820 ELOP Placeholder	345,000	100,000
5820 Art, Music, IM Block Grant Placeholder	40,000	20,000
5820 Prop 28 Art & Music in Schools Placeholder	52,000	32,000
5820 Student Success and PD BG Placeholder	90,000	90,000
5830 Legal Services	70,000	70,000
5800 Marketing/Recruiting	14,000	14,000
5800 Technology Upgrades	20,000	20,000
5800 Technology Support	21,000	21,000
5800 Other Contracted Services	433,225	400,000
5800 Professional Development (see 5200)	45,000	45,000
5900 Postage and Communications	38,000	38,000
<b>6000-6999 Capital Outlay</b>	<b>\$ 250,355</b>	<b>\$ 244,677</b>
6400 Furniture and Equipment (>\$5,000)		
6500 FF&E Replacement (>\$5,000)		
6898 Amortization Expense (non-cash)	13,417	16,594
6900 Depreciation Expense (non-cash)	236,938	228,083
<b>Total Expenditures</b>	<b>\$ 7,652,077</b>	<b>\$ 7,468,311</b>
Net Annual Operations	\$ (852,407)	\$ (159,512)
<b>7000-7999 Other Outgo/Other Financing (Sources)Uses</b>		
7438 Debt Service (bus loan interest 2 buses)	-	-
7438 Debt Service (bus loan interest 3 buses)	-	-
Total Other Outgo	\$ -	\$ -
Net increase (decrease):	\$ (852,407)	\$ (159,512)
Beginning Balance	5,825,983	5,223,576
Ending Balance*	\$ 4,973,576	\$ 5,064,065

4/4

**Transaction Report**  
**Sacramento Valley Charter School**  
**April 15-May 20, 2026**

Transaction date	Transaction type	Memo/Description	Amount
4/15/2026	Deposit	Employee Lunch	\$ 20.00
		Feb 2026 state meal reimb	16,515.75
		Feb 2026 fed meal reimb	14,593.20
		SB740 2025-26	61,684.14
		Health Ins rebates	671.70
		Overpayment refund	1,710.82
		Credit Refund	2,120.59
			<u>97,316.20</u>
5/5/2026	Deposit	Employee Lunch	40.00
		Employee Lunch	40.00
		Donation	120.00
		Student transportation	300.00
		Overpayment refund	16,848.63
		March 2026 state meal reimb	23,047.04
		March 2026 fed meal reimb	22,288.72
		Credit Refund	578.65
	<u>63,263.04</u>		
		<u>\$ 160,579.24</u>	

*Action*  
*A.1 1/4*

**Check Detail Report**  
**Sacramento Valley Charter School**  
**April 15-May 20, 2026**

Transaction date	Transaction type	Num	Name	Memo/Description	Amount
04/15/2026	Check	1045	Voyager Sopris Learning	For After-School Curriculum - KN to 3rd Grade	5,219.58
04/15/2026	Check	1042	Arjean Hayes	Reimbursement	297.00
04/20/2026	Check	1046	Nor- Cal Security	Security services 04/13 to 04/24	7,612.50
04/21/2026	Check	1050	Mary Meyer	Reimbursement	28.59
04/21/2026	Check	1049	Mariah Hess	Reimbursement	277.32
04/21/2026	Check	1048	Capitol Tent City	Talent Show	3,067.83
04/22/2026	Check	1052	Dixon Montessori Charter School	Referee fees	110.00
04/22/2026	Check	1053	Cascade Training Center	For CPR Training	1,615.00
04/22/2026	Check	1054	Elite Production, LLC	Talent Show	5,900.00
04/22/2026	Check	1055	The Stepping Stones Group LLC	Invoice = M0283195	1,331.00
04/22/2026	Check	1057	Broadway Auto Service	2017 Toyota invoice: 12307 AND License no: 7WKY428	218.63
04/23/2026	Check	1058	Elite Production, LLC	Talent Show	1,000.00
04/23/2026	Check	1059	NUSO,LLC	Phone service	586.45
04/24/2026	Check	1061	North Valley Fleet Services, Inc.	- Card Testing & Dot inspection 1yr invoice: NVCS105867 AND License no:8SKN726 - Card Testing & dot inspection 1yr invoice: NVCS105866 AND License no: 8SKN727 -Fleet Hazardous Waste invoice: NVCS104978 AND License no: 8SKN726	3,015.78
04/24/2026	Check	1062	North Valley Fleet Services, Inc.	Dot inspection and service call: License NO: 9VIR027 invoices: NVCS105860 and License no: 7HJU891 Invoices: NVCS105869 and License no: 9VIR138 Invoices: NVCS105863 and License no: 8WZP108	3,155.00
04/24/2026	Check	1060	Buswest, LLC	VIN: 1T7Y84G22L1155547 Service Order: RA410015129	8,939.78
04/29/2026	Check	1065	Tajinder Singh	Service to SVCS as on standby call	500.00
04/29/2026	Check	1066	Nor- Cal Security	Security services 04/27 to 05/8	8,067.50
04/29/2026	Check	1067	Bidwell H2O	For 5 gallons of water	89.55

04/30/2026	Check	1068 Promevo, LLC	Google Chrome Management	418.00
04/30/2026	Check	1069 Broadway Auto Service	2017 Toyota VIN: 807302, 2017 Toyota VIN 875380, 2017 Toyota VIN 875380, 2019 Ford VIN 02494, 2012 Ford VIN: 18218, 2012 Ford VIN: 18218	6,245.58
05/01/2026	Check	1070 North Valley Fleet Services, Inc.	Service Call, cooling system, marker system: -License # 7HJU891 -License # 8SKN727 -License# 9VIR138	1,215.37
05/04/2026	Check	1080 T-mobile	Monthly Hotspot & Phone service charges	1,041.04
05/04/2026	Check	1079 Nikita Dhir	Reimbursement	196.40
05/04/2026	Check	1072 Vicky Dali CPA LLC	Invoice # 26-05 Invoice for the month of April 2026	7,526.25
05/04/2026	Check	1071 Discard LLC	For Junk Removal	3,000.00
05/04/2026	Check	1074 K-12 Health	Comprehensive services and support	7,029.75
05/04/2026	Check	1075 Calpads+Rescue Extended Support Services	Annual Support Contract	1,800.00
05/04/2026	Check	1076 Vertex Support Services, LLC	For NSLP services	3,250.00
05/04/2026	Check	1078 Shutterfly Lifetouch, LLC	For School Yearbook Statement # 59736913	1,646.77
05/04/2026	Check	1077 Internal Revenue Service	Additional payroll taxes owed	85.96
05/04/2026	Check	1063 Ascend Rehab Services	4 Months of Speech Therapy	33,724.00
05/04/2026	Check	1073 ClassLink, Inc.	For sign-in software	1,550.00
05/07/2026	Check	1099 US Bank	Credit Cards	15,384.96
05/11/2026	Check	1081 Stericycle, Inc	For shredding contract	118.21
05/11/2026	Check	1082 Serve 3 Network	For maintain tech support	1,742.40
05/11/2026	Check	1083 Sweat III	For Physical Education services	14,025.00
05/11/2026	Check	1084 Clark Pest Control Of Stockton Inc	For Pest Control Services	466.00
05/11/2026	Check	1086 Barbara J. Gross, CPA	For Tax Filing	1,100.00
05/11/2026	Check	1087 Cintas Fire Protection	Fire Extinguishers inspection	304.96
05/11/2026	Check	1085 Bay Alarm Company	Sprinkler inspection and monitoring fee	620.79

05/11/2026	Check	1089 Bay Alarm Company	Security Alarm Monitoring Services	235.44
05/11/2026	Check	1088 North Valley Fleet Services, Inc.	Air leak and service call License # 8WZP108 & License # 8SKN727	3,452.52
05/13/2026	Check	1093 New Horizon Flooring	May janitorial and disinfection services	9,448.00
05/13/2026	Check	1095 WageWorks	For Cobra Services	100.00
05/13/2026	Check	1097 Girl Scouts Health of Central California	Girl Scouts After-School Club	3,800.00
05/13/2026	Check	1091 Nor- Cal Security	Security services 05/11 to 05/22	7,612.50
05/13/2026	Check	1092 SchoolWise Technologies	Annual renewal for School Wise Tech (Year 2026-27)	7,576.00
05/13/2026	Check	1096 North Valley Fleet Services, Inc.	Invoice: NVCS106432 AND license no 8SKN725	313.59
05/13/2026	Check	1098 West Sacramento Truck Stop	Fuel	8,877.29
05/13/2026	Check	1090 Dr. Vendetta Dozier-Brown	Reimbursement	8,943.04
05/13/2026	Check	1094 Pearson	For Special Education material	112.70
05/14/2026	Check	1126 Stuart Neves	Reimbursement	60.00
05/14/2026	Check	1100 Mary Meyer	Reimbursement	60.00

Memorandum of Understanding Between SWEAT III and Sacramento Valley Charter School

This agreement specifies the expectations of the partnership between Sacramento Valley Charter School and SWEAT III Program at 826 Lighthouse Dr. West Sacramento, CA 95605. The partnership takes effect upon approval through May 2027. SWEAT III will provide Fitness, Nutrition and Social Emotional Learning lessons.

**Student Focus**

The five Social Emotional Learning (SEL) competencies: Self-management, Self-awareness, Social Awareness, Responsible Decision-Making and relationship skills, which would in turn increase overall academic student achievement.

**Instructional Focus/Design**

The intent of the SWEAT III TEAM is to extend learning opportunities for students in the areas social skills and positive behavior supports in common areas, in and out of the classroom, to increase successful student learning behaviors and academic achievement. The SWEAT III Program aligns with specific school site themes or behavior systems. The SWEAT III program provides lessons to directly impact student's academic achievement by encouraging students to set attainable goals both academically and socially and reinforcing the benefit of positive decisions, which will lead to more on task time in the daily classroom environment, and strategies to yield expected outcomes.

**Services**

Fitness Lessons, Nutritional Education and Social Emotional Learning.

**Responsibilities of Contractor:**

**SWEAT III**

- Provide Coaches
- Provide Equipment
- Provide Materials
- Provide Training to Staff

**Middle School Fitness (6<sup>th</sup> - 8<sup>th</sup>)**

- 3 days a week
- Full days
- 1 Head Coach
- Equipment Provided

Actum A. 2<sup>1/6</sup>

**Responsibilities of Sacramento Valley Charter School**

- Secure the amount of \$56,200.00
- Invoiced in 4 payments of \$14,050.00

Services will be provided between August 2026 and May 2027

Signatures:

  
 \_\_\_\_\_  
 SWEAT III Program Representative

Date: 4/10/26

\_\_\_\_\_  
 (Site/School) Representative

Date: \_\_\_\_\_

\_\_\_\_\_  
 Sacramento Valley Charter School

Date: \_\_\_\_\_

**Cancellation Clause:** This agreement is in effect upon signatures through June 2021. This agreement may be adjusted to meet the needs of one or both parties when alterations are made in writing and approved by both parties.

Either party may terminate this contract upon a thirty-day written notice.

**Basic Indemnification and Insurance Language for Contracts**

*This language may vary depending the nature of the scope of work performed under the contract. All contracts are to be reviewed by Risk Management and Fiscal Services before final approval.*

**Indemnity:** Except with respect to claims arising from a Party's separate negligence or willful acts, which shall remain the Party's personal obligation, each Party agrees to defend, indemnify and hold harmless the other Party and its directors, officers, and employees with respect to a claim arising from the Party's actual or alleged act, failure to act, error, or omission in the performance of their obligations under this Agreement or any governing law or regulations.

**Insurance:** Each Party shall purchase and maintain throughout the term of this Agreement insurance or indemnify protection that is co-equal with its indemnity obligations. This shall include, but not necessarily be limited to (1) broad commercial general liability coverage (including, as appropriate, products coverage if goods are being provided, and completed operations coverage, if construction-related services are being provided), (2) personal/commercial automobile liability insurance (including , as

appropriate, owned, hired, and borrowed auto coverages), and (3) professional liability/errors and omissions (if legal, accounting, consulting, day care, IT consulting, or similar professional services are provided). The limit of liability for such coverage shall be no less than \$1 million per claim/occurrence, \$2 million in the aggregate. The other Party and its directors, officers, and employees, to the extent of the owed indemnity obligations, shall be "additional insureds" under such policies. Each Party's insurance/coverage shall be primary with respect to their liability. And, each Party shall also maintain workers' compensation insurance.

Potential Add-ons we may need depending upon the nature of the Agreement: Property insurance (leases/rentals); Fidelity (money/trust); Builders Risk (construction); Molestation (student related)

Memorandum of Understanding Between SWEAT III and Sacramento Valley Charter School

This agreement specifies the expectations of the partnership between Sacramento Valley Charter School and SWEAT III Program at 826 Lighthouse Dr. West Sacramento, CA 95605. The partnership takes effect upon approval through May 2027. SWEAT III will provide Fitness, Nutrition and Social Emotional Learning s.

**Student Focus**

The five Social Emotional Learning (SEL) competencies: Self-management, Self-awareness, Social Awareness, Responsible Decision-Making and relationship skills, which would in turn increase overall academic student achievement.

**Instructional Focus/Design**

The intent of the SWEAT III TEAM is to extend learning opportunities for students in the areas social skills and positive behavior supports in common areas, in and out of the classroom, to increase successful student learning behaviors and academic achievement. The SWEAT III Program aligns with specific school site themes or behavior systems. The SWEAT III program provides lessons to directly impact student's academic achievement by encouraging students to set attainable goals both academically and socially and reinforcing the benefit of positive decisions, which will lead to more on task time in the daily classroom environment, and strategies to yield expected outcomes.

**Services**

Fitness Lessons, Nutritional Education and Social Emotional Learning.

**Responsibilities of Contractor:**

**SWEAT III**

- Provide Coaches
- Provide Equipment
- Provide Materials
- Provide Training to Staff

**Middle School Fitness (6<sup>th</sup> - 8<sup>th</sup>)**

- 3 days a week
- Full days
- 1 Head Coach
- Equipment Provided

**Elementary School (5<sup>th</sup> grade)**

- 1 day a week
- 2 hours a day
- 1 head coach
- 1 assistant coach
- Equipment included

**Resp**

**y Charter School**

- Secure the amount of \$64,500.00
- Invoiced in 4 payments of \$16,125

Services will be provided between August 2026 and May 2027

Signatures:

  
 \_\_\_\_\_  
 SWEAT III Program Representative

Date: 4/10/26

\_\_\_\_\_  
 (Site/School) Representative

Date: \_\_\_\_\_

\_\_\_\_\_  
 Sacramento Valley Charter School

Date: \_\_\_\_\_

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*This language may vary depending the nature of the scope of work performed under the contract. All contracts are to be reviewed by Risk Management and Fiscal Services before final approval.*

**Indemnity:** Except with respect to claims arising from a Party's separate negligence or willful acts, which shall remain the Party's personal obligation, each Party agrees to defend, indemnify and hold harmless the other Party and its directors, officers, and employees with respect to a claim arising from the Party's actual or alleged act, failure to act, error, or omission in the performance of their obligations under this Agreement or any governing law or regulations.

**Insurance:** Each Party shall purchase and maintain throughout the term of this Agreement insurance or indemnify protection that is co-equal with its indemnity obligations. This shall include, but not necessarily be limited to (1) broad commercial general liability coverage (including, as appropriate, products coverage if goods are being provided, and completed operations coverage, if construction-related services are being provided), (2) personal/commercial automobile liability insurance (including , as

appropriate, owned, hired, and borrowed auto coverages), and (3) professional liability/errors and omissions (if legal, accounting, consulting, day care, IT consulting, or similar professional services are provided). The limit of liability for such coverage shall be no less than \$1 million per claim/occurrence, \$2 million in the aggregate. The other Party and its directors, officers, and employees, to the extent of the owed indemnity obligations, shall be "additional insureds" under such policies. Each Party's insurance/coverage shall be primary with respect to their liability. And, each Party shall also maintain workers' compensation insurance.

Potential Add-ons we may need depending upon the nature of the Agreement: Property insurance (leases/rentals); Fidelity (money/trust); Builders Risk (construction); Molestation (student related)

**Playtime Pony Rides/  
Funny Farm Petting Zoo**

PO Box 5986  
Auburn, CA 95604  
Phone (916)407-9867



**QUOTE**

MAY 15, 2026

Sac Valley Charter School  
2399 Sellers Way  
Sacramento, CA 95691  
ATTN : Dr. Brown  
vdbrown@sacvalleycharter.org

**We offer the following quote to furnish the following;**

**Friday May 22, 2026 9-12 School carnival day**

**3 hour Festival Zoo \$1825**

**Includes an insurance certification naming the school  
on the cert and the trip charge**

**To secure this date on our schedule, we will require a  
credit card deposit of \$900 due now. Please call  
Cheryl to do so. (916)407-9867. Our May dates are  
going fast so please let me know asap**

**The balance due can be paid with a check upon our  
arrival to the event or by credit card a day before by  
phone**

Thanks  
Cheryl  
Funny Farm Petting Zoo  
cmeemsmc@gmail.com  
(916)407-9867

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Company Address 130-A W. Cochran St.  
Simi Valley, CA 93065  
US

Created Date  
Expiration Date

Prepared By Keith Lew  
Sales Email keith.lew@stseducation-us.com  
Sales Phone (805) 791-2732  
Fax (888) 801-3381  
Bill To Name Sacramento Valley Charter School  
Bill To 2399 Sellers Way  
West Sacramento, CA 95691

Quote Number Q-53922  
Account Name Sacramento Valley Charter School  
Contact Name  
Contact Phone  
Contact Email  
Ship To Name Sacramento Valley Charter School  
Ship To 2399 SELLERS WAY  
WEST SACRAMENTO, CA 95691-3046

Quantity	Product Name	Product Description	Sales Price	Calculated Total Price
1	Promethean OPS-C1-CP8R256S-NA-1	Promethean Chromebox OPS - P/N: OPS-C1-CP8R256S-NA-1	\$599.00	\$599.00
1	Google Chrome License	Google Chrome Management Console, Education Perpetual License	\$35.00	\$35.00
1	CA Environ Fee 35+" Collected	CA Environmental Electronic Waste Fee - Collected 35+" - \$6 per unit	\$6.00	\$6.00
1	ActivPanel Medium 5 Year OSS	ActivPanel Medium (size up to & including 79") - Extension, On Site Support, 5 years - P/N: APM5YROSS	\$99.00	\$99.00
1	AP-WALLMNT-2	Promethean Wall mount for use with Interactive Touchscreen Display - P/N: AP-WALLMNT-2	\$69.00	\$69.00
1	AP10-B55-NA-1	ActivPanel 10 Premium 55" - 2 x Pens 1 x ActivPen 1 x All-in-One Remote & Cable Pack. 2 x ActivSuite Licenses included - P/N: AP10-B55-NA-1	\$1,775.00	\$1,775.00
1	Installation Services - TPI	Installation Services - Wall Installation	\$850.00	\$850.00
1	Liftgate Required	Liftgate Required for Delivery per customer instruction	\$0.00	\$0.00

Total Price \$3,433.00  
Tax\* \$225.98  
Grand Total \$3,658.98

We are committed to providing our customers with competitive pricing. Due to dynamic global market conditions, quoted prices may be subject to adjustment prior to order confirmation. Please contact your account representative for the most current pricing information.

\*Sales tax is added for quoting purposes; if your organization is exempt from sales tax; please provide your tax exemption certificate. All sales are subject to applicable sales tax at the time of shipment.

Financing options are available with approved credit.

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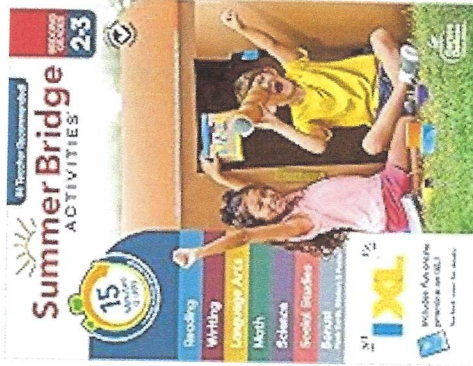
**BOARD AGENDA ITEM: SUMMER BRIDGE MATERIALS**

**Total Cost for TK-5 + 6th - 8th = \$3,800.80**

**JUSTIFICATION:** All scholars will receive Summer Bridge Packets which contain workbooks, flashcards, and other items to help alleviate summer learning loss. The same or similar materials were ordered and sent home with scholars last year on the last day of school. There will be an incentive for scholars who return their completed workbooks in the fall.

**TK-5TH GRADE SUMMER BRIDGE WORKBOOKS**

**TOTAL = \$3,009.00**



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**SACRAMENTO VALLEY CHARTER SCHOOL**  
Instructional Calendar 2026-2027

JULY 2026							AUGUST 2026							SEPTEMBER 2026							OCTOBER 2026						
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
26	27	28	29	30	31		23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
30	31						30	31																			

NOVEMBER 2026							DECEMBER 2026							JANUARY 2027							FEBRUARY 2027						
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S
1	2	3	4	5	6	7	6	7	8	9	10	11	12	3	4	5	6	7	8	9	1	2	3	4	5	6	
8	9	10	11	12	13	14	13	14	15	16	17	18	19	10	11	12	13	14	15	16	7	8	9	10	11	12	13
15	16	17	18	19	20	21	20	21	22	23	24	25	26	17	18	19	20	21	22	23	14	15	16	17	18	19	20
22	23	24	25	26	27	28	27	28	29	30	31			24	25	26	27	28	29	30	21	22	23	24	25	26	27
29	30													31							28						

MARCH 2027							APRIL 2027							MAY 2027							JUNE 2027						
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
28	29	30	31				25	26	27	28	29	30	23	24	25	26	27	28	29	27	28	29	30				

MARCH 2027							APRIL 2027							MAY 2027							JUNE 2027						
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S
1	2	3	4	5	6		4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
7	8	9	10	11	12	13	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
14	15	16	17	18	19	20	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
21	22	23	24	25	26	27	25	26	27	28	29	30	23	24	25	26	27	28	29	27	28	29	30				

Regular Student Attendance Day: 8:40 a.m. - 3:15 p.m.  
 Teacher Workday / PD - No Students  
 Kindergarten Orientation: Fri, Aug 7<sup>th</sup> - 8:30 - 11:30 a.m.  
 Back-to-School Night: Thu, Sep 3<sup>rd</sup> - 4:30-6:00 p.m.  
 PROGRESS REPORTS DUE 10/9/26  
 REPORT CARDS ISSUED →  
 Transitional Kindergarten (TK) Graduation: 5/26/27

Minimum Day for Students: 8:40 a.m. - 1:45 p.m. (PLCs)  
 Early Release Day for Students @12:30 (PT Conferences)  
 First and Last Day of School for Students  
 Holiday - No School  
 New Teacher Orientation: August 6, 7 @8:30-2:00  
 Spring Break - No School  
 Total Student Instructional Days = 177 Days  
 Total Teacher Work Days = 180 Days  
 1<sup>st</sup> Trimester Ends: 11/12/26  
 2<sup>nd</sup> Trimester Ends: 2/11/27  
 3<sup>rd</sup> Trimester Ends: 5/24/27  
 Wed., Nov 18, 2026  
 Wed, Feb 24, 2027  
 Fri, May 28, 2027  
 Kindergarten Graduation: 5/27/27  
 8th Grade Promotion: 5/28/27

*Action B.4.*

## Sacramento Valley Charter School

### **JOB DESCRIPTION: CLERICAL ASSISTANT (PUNJABI FLUENT)**

**205 days; 8-hours/day**

**Pay Range: \$24.00 - \$28.00/hour**

**Board approved, revised: 05-21-2026**

#### **Job Description:**

The Clerical Assistant is a full-time, year-round position. The Clerical Assistant serves as the first point of contact for families, visitors, students, staff, and members of the community, and provides a wide range of clerical, office, and administrative support in order to ensure a safe, well organized, and efficiently run office and campus environment. This position may occasionally require overtime to maintain student/staff safety or to meet important timelines. The Clerical Assistant reports directly to the Principal.

#### **Essential Job Duties and Responsibilities:**

- Greet and assist parents and visitors
- Distribute passes to parents and visitors once clearance guidelines have been met
- Take and deliver messages
- Call parents to share important information, including, but not limited to matters of illness, injury, or student discipline.
- Cumulative files Management
- Route student discipline matters to the teacher first, then to the school counselor or administrator.
- Apprise the school secretary and principal when contracts are about to expire
- Do not allow vendor/other contracts to expire; alert school secretary, principal, and tech team as appropriate.
- Supervise and/or monitor
- Record and files management
- Mail and file student report cards
- Maintain confidentiality of students' and employees' sensitive information
- Maintain confidentiality of employee information and/or records
- Enroll students; withdraw students
- Send and request cumulative files
- Assist the Transportation Dept. in Field Trip coordination, processing and management.
- Student Attendance

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- a) Record daily student attendance in SCHOOLWISE
  - b) Update student records in CALPADS on a regular basis
  - c) Receive approval for and manage Independent Study requests and Independent Study packets
  - d) Maintain accurate student records
- Event Coordination - Assist in the scheduling, preparation, and set-up of staff PD's, assemblies, celebrations, and school events.
  - Handling cash/checks and processing payments for school activities, fees, etc.
  - Apply first aid for students' minor injuries
  - Store, maintain, and replenish medical supplies
  - Order materials, supplies, and equipment as approved by principal
  - Process employee leave slips
  - Call substitute teachers as needed
  - Order and place substitute teachers for teacher absences
  - Prepare for Events including but not limited MPR decorations and set up, TK, K, and Middle School Promotion, parties, etc. as directed by principal
  - Prepare Board Agenda packets
  - Filing, photocopying, scanning, faxing as requested by principal
  - Fulfill all required duties and procedures as a Mandated Reporter
  - Call 911 for staff or student illnesses or injuries that may require emergency medical intervention; notify an administrator immediately after 911 call to apprise him/her of the situation.
  - Update student emergency cards; implement and manage an easily accessed binder system.
  - Order/replace new curriculum as approved by principal
  - Order teacher supplies and materials
  - Answer office phones; route calls and emails to appropriate personnel
  - Translate for parents as necessary
  - Receive packages, deliveries, and mail; sort mail; route to appropriate personnel
  - Assist with reports as requested by principal
  - Prepare documents as requested by the principal.
  - Maintain a neat and well-organized office environment
  - Keep an inventory of office supplies; order new materials and supplies as needed
  - Handle travel-related bookings
  - Create documents, including correspondence and reports, as requested by the principal or school secretary.
  - Maintain supplies and order more when inventory is low; order supplies before they run out to maintain efficiency in all departments.

- Maintain office equipment in good working order; work with Tech team to maintain equipment
- Prepare and distribute End-of-School Year parent packets
- Prepare and distribute First-Day-of-School Packets
- Assist in updating and distributing school Handbooks as directed by principal
- Facilitate communication between various entities as appropriate

**NOTE:** *This job description is not a complete statement of essential functions, responsibilities, or requirements but is representative of the minimum level of knowledge, skill and abilities needed. The principal retains the discretion to add or change typical duties or a position at any time.*

### **Essential Skills**

- Impeccable customer service
- Exude positivity and a joyful attitude in the work environment
- Work amicably and collaboratively with the Office, Tech, After-School Program, and Transportation teams.
- Strong organizational skills
- Ability to multi-task and prioritize projects
- Adaptability
- Attention to Detail
- Problem-solving skills
- Good judgment during emergencies and/or other challenging situations
- Demonstrating courtesy and tact in interactions with students, parents, SVCS employees, and visitors.
- Working knowledge of office equipment
- Efficient time management
- Flexibility
- Ability to prioritize tasks
- Strong interpersonal communication skills, including the ability to demonstrate empathy where appropriate when dealing with parents, students, staff, and the public.
- Organization
- Maintain confidentiality as appropriate
- Fluent in Punjabi writing, reading, speaking and listening skills
- Knowledge of and ability to provide basic first aid
- Excellent written and verbal skills

- Proficiency in MS Office, MS Word, Excel, and Google platforms such as Google Sheets and Google Docs

**PRE-REQUISITE REQUIREMENTS AND SKILLS:**

1. High School Diploma or Equivalent commensurate with California High School Requirements
2. Ability to maintain professionalism and confidentiality at all times
3. Proficiency in Microsoft and Google applications
4. Excellent reading, writing, and speaking skills in English
5. Fluent in Punjabi reading, writing, listening, and speaking
6. Previous work with the public in an office or equivalent setting is preferred
7. Experience in school-based data systems or ability to learn quickly
8. Experience working with QuickBooks is desirable
9. Experience working in a school setting is preferred
10. CPR Certificate (within 3 weeks of hiring)
11. Mandated Reporter training (within 4 weeks of hiring)

**Physical Demands:**

*The usual and customary methods of performing the job's functions require the physical demands outlined below. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.*

- Walking and/or running across campus when necessary
- Pushing and pulling; reaching above/at shoulder; climbing; balancing; crawling, grasping firmly; fine manipulation; twisting back; stooping; bending; crouching; kneeling.
- Ability to hear alarms, respond to students' needs and emergencies
- Dexterity of hands and fingers to operate a computer keyboard
- Hear and understand speech at normal levels and on the telephone, with or without hearing aids

- Speak so that others can understand at normal levels and on the telephone
- Sitting or standing for extended periods of time
- Lift and/or carry up to 25 lbs. at waist height for short distances
- See and read a computer screen and printed matter without vision aids, and to observe students.
- Vision ability to see near, distant, depth-wise, and peripherally.
- Seeing to read a variety of materials
- Bending at the waist, kneeling, or crouching to reach materials and/or assist students

**HAZARDS:**

- Employees may encounter disruptive students and/or dissatisfied or abusive individuals
- Employees may inadvertently come into contact with a student's bodily secretions, bodily fluids, urine, fecal matter, blood, infectious agents, or offensive odors. If exposed, appropriate measures must be taken as per SVCS Employee Vector Training and OSHA guidelines
- Variations in indoor and outdoor temperatures

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

**Sacramento Valley Charter School**  
**JOB DESCRIPTION:**  
**Human Resources (HR)/Payroll Technician**  
**205 days; 8-hours/day**  
**Pay Range: \$32.00 - \$37.00/hr.**  
**Board approved: 05-21-2026**

**Job Description:** The HR/Payroll Technician is a full-time position. The HR/Payroll Technician performs a wide variety of personnel duties, human resources, and payroll services for classified and certificated employees; performs duties related to position classification, compensation, recruitment, selection and staffing; ensures compliance with applicable laws, codes, rules and regulations; maintains a comprehensive electronic employee information database and physical employee files. Other duties may include assisting with employee complaints. This position may occasionally require overtime to maintain student/staff safety or to meet important timelines. The HR/Payroll Technician reports directly to the principal.

**Essential Job Duties and Responsibilities:**

- Assist in the recruitment, selection, and assignment of qualified certificated and classified personnel; communicate with managers regarding position requirements
- Assist in the screening of employment applications; answer inquiries regarding job openings; conduct new employee orientation
- Ensures that each employee has received mandated first aid and other California mandated employee training as per SVCS' Vector training online platform
- Assist in processing, processing, tracking and inputting assignments, transfers, dismissals, and promotions of personnel; ensure information is relayed to the principal.
- Maintain a comprehensive and well-organized employee personnel records system for employees, including personnel action forms, pay history, performance evaluations, and disciplinary documents; manage records according to State of California records retention procedures and schedules
- Assure certificated personnel and substitutes hold valid and appropriate credentials for their assignment and are paid at the appropriate level: Notify employees of credential expiration dates; process related paperwork; notify employees regarding missing items; maintain record of college units earned

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for proper placement on salary schedule employees regarding missing items; maintain record of college units/degrees earned for proper placement on salary schedule.

- Manage the fingerprinting process for volunteer, certificated and classified employees
- Assist in communicating with certificated and classified staff, administrators, applicants and others regarding workplace issues, staffing and other personnel issues
- Maintain the accuracy of substitute system for classified and certificated employee classifications
- Assist with matters related to employment, wages and salary, leave policies, personnel policies, supervision, complaints, rules and regulations, and other areas necessary to accomplish the objectives of SVCS.
- Generate all certificated, classified, and management payroll for the purpose of distributing payroll in both manual (if applicable) and electronic format in accordance with published schedules.
- Assist in maintaining SVCS records and transactions related to payroll
- Monitor processes that support payroll system
- Process and maintains employees' vacation, sick, and other leave programs
- Respond to inquiries regarding various procedures and requirements (e.g. payroll procedures, record keeping requirements, leave policies, wage garnishments, savings, contributions, direct deposits, etc.) for the purpose of ensuring payroll procedures are administered in accordance with the department's overall objectives and legal requirements and/or providing necessary information for making decisions.
- Assist the Budget & Accounting Specialist with maintaining and balancing ledger accounts (i.e. health & welfare benefit and payroll tax clearing accounts); checks for and recommends adjustments for irregularities.
- Plan and coordinate open enrollment for active employees
- Provide assistance in monitoring reporting processes and procedures
- Acts, under the supervision of the principal, as information source between employees, various governmental and insurance agencies regarding SVCS payroll and human resource expenditures, and related record keeping requirements, standards and procedures
- Attend a variety of meetings, workshops, and conferences to maintain current knowledge of laws, codes, rules and regulations
- Operate a variety of office equipment, including a computer and assigned software

- Attend a variety of meetings, workshops, and conferences to maintain current knowledge of laws, codes, rules and regulations
- Operate a variety of office equipment including a computer and assigned software.
- Perform related duties as assigned

**KNOWLEDGE OF:**

- Human resources office functions, practices, and procedures
- Practices and procedures related to certificated and classified personnel
- Board Policies
- Progressive discipline and due process requirements
- School and chartering district's organizations, operations, policies and objectives
- Applicable laws, codes, rules and regulations
- State of California credential requirements and procedures
- Fingerprinting methods, practices, and records
- Record-keeping and report preparation techniques
- Modern office practices, procedures, and equipment, including operation of a computer and assigned software
- Correct English usage, grammar, spelling, punctuation, and vocabulary
- Interpersonal skills using tact, patience, and courtesy
- Oral and written communication skills
- Mathematical computations
- Public speaking techniques
- State and federal regulations regarding payroll management
- Accounting methods and requirements as related to payroll tax deductions and public school payroll systems

**ABILITIES:**

- Learn SVCS' organization, operations, policies and procedures
- Interpret, apply and explain policies, procedures, rules and regulations
- Communicate effectively in both oral and written forms
- Establish and maintain cooperative and effective working relationships with others
- Analyze situations accurately and adopt an effective course of action
- Prioritize and schedule work efficiently
- Maintain records and reports

- Operate standard office and classroom equipment including but not limited to a computer and assigned software
- Identify and recommend areas for improvement
- Maintain consistent and punctual attendance

**QUALIFICATIONS:**

- California public school experience
- Employee onboarding
- Computer Operation
- Payroll Tax
- Handling wage garnishments
- Leave Management
- Basic Math
- Public Speaking
- Filing
- HR legal compliance
- General ledger maintenance
- English
- Compensation administration
- Databases
- Personnel records management
- Driver's license
- Task prioritization
- Financial record maintenance
- Implementing HR recruitment processes
- Recruiting
- Payroll

**PREREQUISITE SKILLS:**

1. High school Diploma or Equivalent commensurate with California High School Requirements
2. Ability to maintain professionalism and confidentiality at all times
3. Proficiency in Microsoft and Google applications
4. Excellent reading, writing, and speaking skills in English
5. Preferred: Fluent in Punjabi reading, writing, listening, and speaking
6. Previous work with the public in an office or equivalent setting is preferred
7. Experience in school-based data systems or ability to learn quickly
8. Experience working with QuickBooks is desirable

9. Experience working in a school setting is preferred
10. CPR Certificate (within 3 weeks of hiring)
11. Mandated Reporter training (within 4 weeks of hiring)
12. College/University units in Human Resources desirable

**PHYSICAL DEMANDS:**

*The usual and customary methods of performing the job's functions require the physical demands outlined below. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.*

- Walking and/or running across campus when necessary
- Pushing and pulling; reaching above/at shoulder; climbing; balancing; crawling, grasping firmly; fine manipulation; twisting back; stooping; bending; crouching; kneeling.
- Ability to hear alarms, respond to students' needs and emergencies
- Dexterity of hands and fingers to operate a computer keyboard
- Hear and understand speech at normal levels and on the telephone, with or without hearing aids
- Speak so that others can understand at normal levels and on the telephone
- Sitting or standing for extended periods of time
- Lift and/or carry up to 25 lbs. at waist height for short distances
- See and read a computer screen and printed matter without vision aids, and to observe students.
- Vision ability to see near, distant, depth-wise, and peripherally.
- Seeing to read a variety of materials
- Bending at the waist, kneeling, or crouching to reach materials and/or assist students

## HAZARDS:

- Employees may encounter disruptive students and/or dissatisfied or abusive individuals
- Employees may inadvertently come into contact with a student's bodily secretions, bodily fluids, urine, fecal matter, blood, infectious agents, or offensive odors. If exposed, appropriate measures must be taken as per SVCS Employee Vector Training and OSHA guidelines
- Variations in indoor and outdoor temperatures

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**Sacramento Valley Charter School**  
**JOB DESCRIPTION:**  
**Extended Learning, Student Data & Health Coordinator**  
**Full-time, hourly (approx. 205 days/year)**  
**Pay rate range: \$33.00-\$38.00/hour**  
**Board approved: 07-23-2025, revised 05-21-2026**

**JOB SUMMARY:**

Extended Learning: Under the direction of the school site administrator/s, assists in the development, coordination, and implementation of all Extended Learning Programs (Afterschool Program including Intersessions and Summer School) at Sacramento Valley Charter School., including, but not limited to, academic enrichment; sports and recreation; visual and performing arts; health/nutrition; technology; environmental/outdoor education; Open House, STEAM, etc. Other duties include scheduling and supervision of staff, coordination and implementation of school-site activities, assisting administration in project meetings, evaluation and data collection activities, monitoring program budgets and submitting required school and charter-authorizer reports. Activities include integrated academic assistance and enrichment; English language assistance; technology applications; integrated drug, alcohol, tobacco prevention; recreation and sports; applied nutrition and health education; school readiness; career preparation; and cultural experiences. Intended outcomes are to improve academic achievement in reading and math, alcohol, tobacco, and drugs prevention, increase school attendance, increase use of computer technology, reduce disruptive school behaviors, and plan for project sustainability.

Student Data: Collection, dissemination, and management of student attendance data, parent communication regarding pupil attendance, and working collaboratively with teachers, staff and the administration to plan for and resolve school attendance issues.

Health: Providing routine first aid, maintaining students' health records, assisting and supporting students with health conditions requiring staff support and/or intervention, such as diabetes, ensuring compliance with state immunizations and screening mandates, and being the first point of contact for medical or health concerns involving students.

**Extended Learning: Essential Functions:**

- Management of the Extended Year/Extended Day Programs at Sacramento Valley Charter School, including supervision, planning and successful implementation.
- Assists in the development, coordination, and implementation of all Extended Learning Programs at Sacramento Valley Charter School, including, but not limited to summer school, winter intersession, spring intersession, academic enrichment, VAPA, health/nutrition, technology applications, environmental/outdoor education, Open House, Back-to-School Night, STEAM and other after school events and activities
- Scheduling and supervision of the After School, Summer School, Winter Intersession, and Spring Intersession programs
- Coordination and implementation of school-site events and activities
- Assisting administration in project meetings
- Evaluation and data collection activities
- Monitoring program budgets and submitting required school and charter-authorizer reports.
- Integrated academic assistance and enrichment; English language assistance

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- Integrated drug, alcohol, tobacco prevention; recreation and sports; applied nutrition and health education; school readiness; career preparation; and cultural experiences; these intended outcomes are to improve academic achievement in reading and math, alcohol, tobacco, and drugs prevention, increase school attendance; increase use of computer technology; reduce disruptive school behaviors, and plan for project sustainability.
- Recruit and enroll students into the programs.
- Develop knowledge of all program funding and regulations to maintain compliance with program requirements
- Develop a comprehensive understanding and use of CalPADS, SchoolWise, CBEDS and other student data systems.
- Maintain and provide program-required records to the auditor.
- Provide academic assistance and support to all students during designated times.
- Promote participation of students, school staff, volunteers, and parents.
- Plan and implement a variety of extra-curricular activities for after school.
- Gather and maintain student data for evaluation efforts.
- Communicate and coordinate activities with school and community representatives.
- Work and communicate well with parents and community.
- Implement student discipline in coordination with site administration.
- Participate in all necessary systems to support the afterschool, Saturday school and summer school program activities including recordkeeping, data collection, and the maintenance of assessment results
- Provide academic assistance and support to all students during designated times.
- Provide leadership, develop models, approaches, systems and procedures and other tools for use by
- after school program, Saturday school and summer school staff in strengthening work plans and
- initiatives for the promotion of quality extended learning programs.
- Implement staff development and trainings (one on one or in group setting) to advance understanding and application of ASP components and action plans,
- Facilitate and support relationship between site administrator/s, teachers, parents, and program
- coordinator and parents, site administrators/s, teachers, and classified staff.
- Collaborate with school site administration and academic hour teachers based on academic program intervention needs.
- Gather and maintain student data for evaluation efforts.
- Perform other duties as assigned.

**Student Data: Essential Functions:**

The Student Data Coordinator segment of the position focuses on the collection, dissemination, and management of student attendance data, parent communication regarding pupil attendance, and working collaboratively with teachers, staff and the administration to plan for and resolve school attendance issues.

**Health: Essential Functions:**

- First point of contact for student first aid

- Evaluate student injuries and illnesses, administer basic first aid, and determine if an emergency requires further medical attention or parent pickup.
- Make parent phone calls in the case of student minor or major injuries; apprise parent of any student injury, regardless of how seemingly minor.
- Medication Administration: Dispense prescription and over-the-counter medications to students according to district guidelines and medical protocols.
- Maintain confidential student health records, immunization logs, and daily health office visit reports; verify compliance with state immunization laws.
- Assist the school nurse during state-mandated health screenings (such as vision, hearing, and scoliosis tests).
- Administrative Support: Order medical supplies, compile data for health reports, and manage paperwork for communicable disease.
- Must be able to provide medical support as needed to students with specialized health needs, as per a physician's recommendations.
- Notify parents/guardians about student health issues, injuries, or non-compliance with state immunization laws.
- Order and maintain medical inventory (like bandages and first aid supplies), stock classroom emergency kits, and prepare health reports
- Must be able to administer Over-the-Counter (OTC) and prescribed medications to students, with proper authorization from a parent/guardian.
- Implements federal, state, and local laws, regulations, and procedures related to school health services.
- Implements laws, regulations, policies and procedures to control communicable disease within the school setting.
- Assists the school nurse in conducting in state-mandated vision, hearing, height, weight, and dental screenings.
- Serves as the school-based health and safety designee; reports unsafe conditions to site administration.
- Assists with health office infection control practices; maintains cleanliness, supplies, and equipment of sick/well rooms.
- Observes for student health, psychosocial and other needs and refers student appropriately.
- Maintains accurate, confidential, and appropriate records.
- Communicates necessary medical information in a timely manner to appropriate school personnel, parents/guardians, and the California Department of Public Health, while maintaining confidentiality.
- Maintains school emergency procedure information for students and staff
- Supports health promotion for students, staff, parents, and community
- Performs other duties as assigned.

#### **QUALIFICATIONS AND REQUIREMENTS:**

- Bachelor's Degree from an accredited college or university, or two years of college level courses (48 units), plus work in recreation, psychology, health, or other related fields.
- Two years' experience in youth programs such as academic enrichment, visual/performing arts, health/nutrition, technology, sports/recreation, etc.
- Strategies for language arts and mathematics instruction.
- Basic computer and technology skills.

- Demonstrated experience working with diverse cultures and populations.
- Background in Health Sciences
- Valid CPR and First Aid certifications
- TB test and background check clearances
- Skills: Proficiency in basic office software, strong clerical and typing skills, and the ability to maintain strict student confidentiality.
- Environment: Strong interpersonal skills to work empathetically with children, parents, and school staff.
- Communicate complex and difficult issues in an agreeable and professional manner.

#### **PREREQUISITE KNOWLEDGE, SKILLS, AND ABILITIES:**

- Working as an Extended Learning Program & Data Coordinator or facilitator.
- Assisting students in developing a positive self-image and interpersonal relationship with peers and adults by interacting with students, parents and other SVCS staff.
- Background in social, emotional and educational issues related to children, adolescents and various ethnic and cultural groups.
- Group leadership and facilitation skills.
- Maintaining and inventorying supplies for tutorials and enrichment programs.
- Maintaining and preparing daily, weekly and monthly reports on attendance and progress of students and facilitating partner staff monthly reports.
- Strong organizational, communication, and multitasking skills.
- Proficient in Google Workspace (Docs, Sheets, Drive, Gmail, Calendar)/MS Office.
- Familiarity with standard office equipment and basic troubleshooting methods.
- Ability to learn new digital tools and platforms quickly.
- Professional demeanor and strong interpersonal skills.
- Discretion in handling confidential or sensitive information.

#### **ABILITY TO:**

- Design a plan for improving a site-based After-School Program
- Communicate complex and difficult issues in an agreeable and professional manner.
- Attend required training and meetings as requested.
- Organize work projects; establish priorities and timelines for project management and report preparation.
- Establish and maintain cooperative working relationships with site staff, school site employees, and employees from partner agencies.
- Speak and write clearly and effectively.
- Maintain confidentiality/confidential records.
- Work with culturally diverse students, staff and parents.
- Understand and interpret school and chartering district policies and guidelines, grant requirements and program plans.
- Work an alternate shift schedule.
- Hold student and community success as a primary goal.
- Practice principles of collaboration and teamwork.

- Work productively with independent initiative.
- Organize and implement a variety of extracurricular activities for students of all ages.
- Encourage active involvement and investment of students.
- Communicate effectively in oral and written expression.
- Prepare, maintain, and submit accurate and timely reports.
- Use technology to maintain student records.

#### **LICENSE OR CERTIFICATE:**

- Possession of valid California driver's license required.
- Possession of a valid First Aid Certificate is required within six months from the date of hire.
- Possession of valid CPR Certificate is desirable.

#### **PHYSICAL DEMANDS:**

*The usual and customary methods of performing the job's functions require the physical demands outlined below. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.*

- Walking and/or running across campus when necessary
- Pushing and pulling; reaching above/at shoulder; climbing; balancing; crawling, grasping firmly, fine manipulation; twisting back; stooping; bending; crouching; kneeling.
- Ability to hear alarms, respond to students' needs and emergencies
- Dexterity of hands and fingers to operate a computer keyboard
- Hear and understand speech at normal levels and on the telephone, with or without hearing aids
- Speak so that others can understand at normal levels and on the telephone
- Sitting or standing for extended periods of time
- Lift and/or carry up to 25 lbs. at waist height for short distances
- See and read a computer screen and printed matter without vision aids, and to observe students.
- Vision ability to see near, distant, depth-wise, and peripherally.
- Seeing to read a variety of materials
- Bending at the waist, kneeling, or crouching to reach materials and/or assist students

#### **HAZARDS:**

- Employees may encounter disruptive students and/or dissatisfied or abusive individuals
- Employees may inadvertently come into contact with a student's bodily secretions, bodily fluids, urine, fecal matter, blood, infectious agents, or offensive odors. If exposed, appropriate measures must be taken as per SVCS Employee Vector Training and OSHA guidelines
- Variations in indoor and outdoor temperatures

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**Sacramento Valley Charter School**  
**JOB DESCRIPTION:**  
**READING INTERVENTION TEACHER**  
**Board-approved: 05-21-2026**

**JOB SUMMARY:**

Under the supervision of the principal, the Reading Intervention Teacher (RIT) works extensively with students who require extra support in accessing grade-level-specific reading standards. Through a direct one-on-one or small group instruction format, the RIT will provide support to students in reading skills such as letter naming, word identification, decoding, reading fluency, phonics, and reading comprehension. The RIT will receive a recommendation from the classroom teacher, school counselor, instructional coach, and principal to address the specific needs of a student when regular classroom instruction is not sufficient. The RIT will work with the classroom teacher to design methods of learning that are most appropriate for each child.

**ESSENTIAL FUNCTIONS:**

- Teach reading to students in a small group or one-on-one setting
- Consult frequently with the classroom teachers on matters relating to assigned students' reading instruction and students' progress
- Receive professional development and training on SVCS' adopted Reading Intervention Program
- Implement SVCS' adopted Reading Intervention Program with fidelity
- Administer Reading Intervention Program Assessments
- Using the recommended progress monitoring tool to keep track of each student's progress.
- Provide a weekly report to the classroom teacher and instructional coach about each individual student's progress
- When requested, design interventions and write lesson plans detailing methods and materials.
- Assist in the evaluation of ongoing reading intervention programs and make recommendations as necessary
- Assist teachers and instructional assistants in implementing the school reading program.
- Help teachers diagnose reading strengths and weaknesses and match these skills with appropriate techniques and materials.
- Keep the parents informed as to the purposes and progress of their child's progress.

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- Work with support staff and school administrators to facilitate the coordination of the reading program as part of the total curriculum.
- Consult with curriculum committees studying such topics as textbook selection, vocabulary development, concept development, supplementary materials and the development of study skills.
- Promote the joy of and interest in reading.
- Documented instructional planning
- Effective classroom management as evidenced by well-established and maintained norms, rules, procedures and systems to ensure an orderly learning environment.
- Deliver a well-organized, coherent program of instruction on a daily basis.
- Use information about individual students' academic strengths, needs, and progress in planning.
- Support and cooperate with colleagues in order to promote a professional school culture and improve student learning outcomes.
- Closely monitor student learning in order to understand how students are progressing toward the learning objectives and provide students with instructive and timely feedback that will advance their learning
- Establish a positive, safe and supportive learning environment
- Participate in Individualized Education Plan (IEP) meetings with administrators, faculty, parents, and other parties involved to develop an IEP for eligible students if requested.
- Follow established policies and procedures for reporting incidents (e.g., child abuse, substance abuse, harassment, and violence).
- Reflect on practice and student work to determine what went well and what changes could improve instruction and use self- reflection to inform future instruction.
- Evaluate the performance of assigned Instructional Assistants
- Adhere to assigned work schedule/hours

#### **KNOWLEDGE AND ABILITIES:**

- Thorough knowledge of reading content and pedagogy necessary for effective instruction
- Imagination and creativity in teaching the necessary skills for academic success
- Ability to differentiate instruction to meet diverse student learning needs.
- Ability to work effectively with students, parents, staff members, and community representatives in providing a rigorous educational program.
- Understanding of the physical, intellectual, social, and emotional developmental growth patterns of children

- Ability to work effectively with all racial, ethnic, linguistic, disability, and socioeconomic groups.
- Ability to communicate effectively including giving clear concise instructions, using academic language, and appropriate level of delivery, and listening without bias and providing appropriate feedback/reinforcement.
- Ability to compose and comprehend written communication.
- Ability to properly use and to care for the materials, supplies, and equipment employed in teaching.
- A commitment to the education and well-being of all students
- Professional appearance, decorum, and attire
- Poise, tact, and good judgement in interacting with students, parents, colleagues, administrators, and the educational community

**PHYSICAL DEMANDS:** The usual and customary methods of performing the job's functions require the physical demands outlined below. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

- Walking and/or running across campus when necessary
- Pushing and pulling; reaching above/at shoulder; climbing; balancing; crawling, grasping firmly; fine manipulation; twisting back; stooping; bending; crouching; kneeling.
- Ability to hear alarms, respond to students' needs and emergencies
- Dexterity of hands and fingers to operate a computer keyboard
- Hear and understand speech at normal levels and on the telephone, with or without hearing aids
- Speak so that others can understand at normal levels and on the telephone
- Sitting or standing for extended periods of time
- Lift and/or carry up to 25 lbs. at waist height for short distances
- See and read a computer screen and printed matter without vision aids, and to observe students.
- Vision ability to see near, distant, depth-wise, and peripherally.
- Seeing to read a variety of materials
- Bending at the waist, kneeling, or crouching to reach materials and work with students

**REQUIREMENTS:**

- Baccalaureate or higher degree from an accredited college or university. (Note: For a Multiple Subject Teaching Credential, the degree major must be in liberal studies or an interdisciplinary major that includes coursework in the content areas identified in subdivision (b) of California Education Code section 44282.)
- California Multiple Subject Teaching Credential

- English Learner Authorization
- Physical and mental fitness to engage in teaching service as certified by a licensed physician and surgeon or medical officer pursuant to Education Code Section 44839 and evidence of freedom from active tuberculosis pursuant to Education Code Section 49406
- TB Test, LiveScan fingerprint clearance
- Completion of assigned training, including Mandated Reporter
- CPR and First Aid certificate

**HAZARDS:**

- Employees may encounter disruptive students and/or dissatisfied or abusive individuals
- Employees may inadvertently come into contact with a student's bodily secretions, bodily fluids, urine, fecal matter, blood, infectious agents, or offensive odors. If exposed, appropriate measures must be taken as per SVCS Employee Vector Training and OSHA guidelines
- Variations in indoor and outdoor temperatures

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**Sacramento Valley Charter School**  
**Job Description: Instructional Aide I**  
**Pay Range: \$20.00 - \$21.00/hour**  
**Board approved: 05-21-2026**

**JOB SUMMARY:** Under the direction, guidance and supervision of the assigned certificated teacher (s), the Instructional Aide I will assist the certificated teacher (s) in the instruction, supervision, and training of individual or groups of students, support the certificated teacher in the maintenance of a safe and effective learning environment, monitor and ensure the safety and well-being of students, carry out a variety of instructional support activities, and perform clerical duties as assigned. Employees in this classification require a high degree of positive contact and communication with students, parents, administrators, and other school staff, and are expected to maintain the highest levels of ethical conduct and professionalism. The Instructional Aide will report directly to the assigned certificated teacher (s).

**SUPERVISOR:** Principal and Assigned Certificated Teacher

**ESSENTIAL DUTIES:**

- Assists teacher in instructing individual or small groups of students in various learning situations, including basic academic areas subject areas; tutors students as assigned
- Instructs/tutors individual or small groups of students, including those with Individualized Educational Plans, 504 Plans, PBIP (Positive Behavior Intervention Plans) and those who may be at risk academically.
- Follows classroom schedule which addresses each student's IEP/ITP goals including community and vocational goals, group instruction, any designated instructional services (DIS) and/or schedule revisions.
- Assists teacher in implementing curriculum for assigned area/s of instruction
- Under the guidance and direction of the teacher, assists in supervising students to maintain an effective learning environment, noting behavioral concerns observed and applying appropriate discipline.
- Provides positive feedback to students regarding instructional and behavioral achievements.
- Prepare student award certificates for each award recipient.
- Supervises students on the playground to ensure safety and enforcement of school rules.
- Assists in maintaining a safe, well organized, neat, hygienic classroom environment, including organizing equipment and materials and sanitizing work surfaces at the end of each day.
- Maintains safety and security of the instructional environment through close observation and monitoring of students, maintaining optimal physical proximity, remaining alert at all times, and using analytical forethought to anticipate potentially volatile or unsafe situations to proactively intervene.
- Provides appropriate crisis intervention as necessary using the least restrictive method by anticipating and responding quickly to escalating behaviors, utilizing appropriate de-escalation techniques to diffuse the situation, correctly prioritizing

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safety concerns, following proper physical restraint techniques, and displaying neutral emotions.

- Takes daily attendance and prepares attendance forms as directed by teacher.
- Supervises the preparation and serving of snacks as directed.
- Assists with the planning and preparation of educational materials and activities and maintaining individual student data binders and communication devices/books.
- Assists in setting up classroom wall displays, equipment, and learning stations; organizes instructional areas; sets up equipment as assigned; ensures that classroom equipment is in good working order.
- Gathers and prepares resources and instructional materials for teacher and student use (i.e., photocopying, organizing and distributing student worksheets and other instructional materials, collating, stapling, hole-punching.)
- Participating in the data collection process by collecting, recording, and maintaining data required by student programs, classroom records, and data computer systems as assigned by teacher.
- Under the direction of the teacher, scores students' tests, assignments, and homework
- Prepares answer keys for worksheets and tests
- Monitors and assists students during their use of Chromebooks and other school-assigned technology
- Maintains informational and operational records and files including assessment results and homework completion, attendance information, meal counts (if needed), student work folders, learning station recording, and records related to books, materials, equipment and supplies as directed by the teacher.
- Monitors inventories, orders, and equipment functionality
- As directed by the teacher, communicate school-related information to parents such as meeting scheduling, appointment scheduling, and to verify/obtain information.
- Monitors and supervises students during lunch recess, field trips, etc. as assigned
- Supervises students on the playground to ensure safety and enforcement of school rules
- Provides emotional support, problem-solving strategies, and general guidance to students
- Escorts students to and from classroom, playground, cafeteria, other scheduled classes, and during arrival and dismissal.
- Performs basic first aid in accordance with SVCS guidelines and policies
- Maintains confidentiality of student records
- Serves as an appropriate role model for SVCS students, staff, and families.
- Meets school and regulatory training requirements by attending all mandatory meetings and training sessions as required.
- Participates as a team member and promotes a positive work environment by demonstrating cooperation, compromise, appropriate expression of opinion, and by treating others with consideration, courtesy, and respect.
- Performs related duties as assigned.

This job description is not a complete statement of essential functions, responsibilities, or requirements, but are representative of the minimum level of knowledge, skill and abilities needed. The principal retains the discretion to add or change typical duties or a position at any time.

**KNOWLEDGE OF:**

- Child guidance principles and practices, especially as they relate to English Language Learners.
- Basic academic subject matter understanding for the assigned grade level
- Instructional materials and techniques
- Safe practices in a classroom environment
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Reading, writing, and oral communication skills in English
- Record keeping techniques
- Basic clerical practices and procedures

**ABILITY TO:**

- Work with students one-on-one and in groups
- Under the direction of the teacher, schedule and coordinate activities
- Gather and collect student data
- Prepare and maintain accurate student records
- Prepare documents following prescribed formats as directed by certificated teacher
- Use basic, job-related equipment
- Present information to parents as directed by the certificated teacher
- Assist with problem solving by following the lead and direction of the teacher
- Learn methods, procedures, and functions of assigned duties

**QUALIFICATIONS:**

- 1) High school diploma or the equivalent
- 2) Demonstrates significant annual progress towards reaching IA II qualifications (which requires either two years of college/48 units **OR**: A.A. Degree or Higher **OR**: Pass a local assessment of knowledge and skills in assisting in instruction. (If passed, attach CBEST, or evidence of passing a Paraprofessional Exam in compliance with the Elementary and Secondary Education Act (ESEA)).
- 3) Prefer a minimum of 2 years' prior experience working with children in an educational and/or classroom setting.
- 4) Ability to pass TB Test and Fingerprint Clearance
- 5) Completes assigned training including Mandated Reporter (within 4 weeks of hire)

**WORKING CONDITIONS AND OTHER INFORMATION:**

**ENVIRONMENT:**

- School environment
- Classroom, play areas, playground, cafeteria, buses during field trips, hallways, multipurpose room, other classroom spaces
- Constant interruptions
- Possible interactions with dissatisfied, hostile, or irate individuals

**PHYSICAL DEMANDS:** The usual and customary methods of performing the job's functions require the physical demands outlined below. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

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- Speak so that others can understand at normal levels and on the telephone
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- Seeing to read a variety of materials
- Bending at the waist, kneeling, or crouching to reach materials and work with students

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**Proposal to the Sacramento Valley Charter School Board of Education** 5/6/26

Members of the Board of Education for Sacramento Valley Charter School, I would like to propose the following for a salary increase for the Assistant Principal/ Coordinator of Special Education/ Title IX Coordinator - Dr. Seamus Eddy

My current salary with a Doctorate Degree stipend is \$122,000. I would like to propose a 5% raise (\$6,100 to \$128,100) based on my job performance and in taking on additional Special Education Teacher duties and my administrative evaluation to have a job performance based pay increase. I would also be willing to take on additional administrative job duties as needed determined by the Board or Principal. A comparative salary for a Coordinator of Special Education based on Washington Unified School District Coordinator is \$141,655.59 with a Doctorate Degree. The proposed raise would still be \$13,555.59 less salary per year than the current Washington Unified salary scale but would be more in proportion to the percentages of teachers and other staff. I would also be willing to work more assigned days, rising from my current 205 working days to 210.

Currently my position does not have an increasing salary scale that other districts possess. I would like Dr. Brown to advocate for my salary increase to the Board. My proposal is based on mutual respect and goodwill.

Thank you for your consideration in this matter.

Dr. Seamus Eddy

(Item Tabled)

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# Sacramento Valley Charter School

Learn. Compete. Excel.

2399 Sellers Way

West Sacramento, CA 95691

Front Office: 916.596.6422

Fax: 916.372-7249

## DRAFT - 2026-27 Certificated Salary Schedule

Step	Column 1 Credential	Column 2 Credential plus MA/MS
1	\$61,200	\$64,200
2	\$63,000	\$66,090
3	\$64,854	\$68,037
4	\$66,764	\$70,042
5	\$68,731	\$72,108
6	\$70,756	\$74,234
7	\$72,843	\$76,425
8	\$74,992	\$78,682
9	\$77,206	\$81,006
10	\$79,486	\$83,400
11	\$81,835	\$85,867
12	\$84,254	\$88,407

### NOTES:

The schedule reflects a \$1,200 per step/column increase over the 2025-26 salary schedule.

Column 2 replaces the master's degree stipend.

Placement on step 10 is the maximum experience credit for external hires.

On August 22, 2024, SVCS' Board approved a 3% factor for the Education Specialist position that will be added to the applicable cell on the schedule above.

All documentation for initial salary placement must be submitted no later than thirty (30) calendar days from the first date of employment with SVCS. An employee is not eligible for retroactive salary adjustment/placement when official verification of experience and/or transcripts is submitted more than thirty (30) days after initial employment.

Board approval date: 05-21-2026

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**Vicky Dali** <vdali@sacvalleycharter.org>  
To: "Dr. Vendetta Dozier-Brown" <vdbrown@sacvalleycharter.org>  
Cc: Salvador Valadez <svaladez@sacvalleycharter.org>

Hi, Dr. B.

I've added pay ranges to the attached food service (FS) worker, FS lead and FS Manager job descriptions.

My recommendation to the Board will be raises for 2026-27:

FS Manager from \$24 to \$26/hr

FS Lead from \$21 to \$23/hour


FS Worker from \$20 to \$21/hour (with sub remaining at \$20/hr)

--  
Vicky Dali, CPA

Fiscal Consultant to Sacramento Valley Charter School (SVCS)  
916-996-3943

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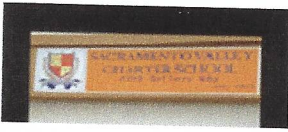
**3 attachments**

 **SVCS Food Service Manager Job Description revised 12-11-2024, rev 5-21-26.docx**  
3407K

 **SVCS Food Service Lead Job Description revised 12-11-2024, revised 5-21-26.docx**  
3411K

 **SVCS Food Service Worker Job Description revised 12-9-2024, revised 5-21-26.docx**  
3411K

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Vicky Dali <vdali@sacvalleycharter.org>

# Added bus and bus/van driver pay range to the job description and recommending \$1/hour raises

2 messages

Vicky Dali <vdali@sacvalleycharter.org>

To: "Dr. Vendetta Dozier-Brown" <vdbrown@sacvalleycharter.org>

Cc: Salvador Valadez <svaladez@sacvalleycharter.org>

Wed, May 20, 2026 at 8:34 PM

Dr. B.

For each bus and van driver, I will propose a \$1.00/hour raise effective for 2026-27.

Thank you,  
Vicky Dali, CPA  
Fiscal Consultant to Sacramento Valley Charter School (SVCS)  
916-996-3943



**BUS DRIVER, BusVan Driver JOB DESCRIPTION 12-9-24, revised 05-21-26.docx**

21K

Dr. Vendetta Dozier-Brown <vdbrown@sacvalleycharter.org>

To: Vicky Dali <vdali@sacvalleycharter.org>

Thu, May 21, 2026 at 9:53 AM

Thank you!

Dr. B

[Quoted text hidden]

Dr. Vendetta Dozier-Brown  
Chief Business Official/Principal  
Sacramento Valley Charter School  
2399 Sellers Way  
West Sacramento, CA 95691  
(916) 596-6422

(Item Tabled)

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