

Sacramento Valley Charter School

Transaction Report

June 27, 2025 - July 23, 2025

	Account	Amount
Total for 8220- Child Nutrition(Federal)	V RESTRICTED REVENUE:5310 - NSLP SBP Food Service	\$ 24,818.34
Total for 8520 - Child Nutrition (State)	V Restricted:5310 - NSLP SBP Food Service	\$ 20,175.45
Total for Miscellaneous	UNRESTRICTED REVENUE:0000 - Unrestricted:8699 - Other Local Income:Miscellaneous , Donation	\$ 623.53
Total for 8311 - Special Education - State	V RESTRICTED REVENUE:6500 - Special Education - 24-25 June SacVly	\$ 29,752.00
	24-25June NPSRTC SacVly	-382.00
		29,370.00
Total		\$ 74,987.32

Action
Business A.I. 1/4

Sacramento Valley Charter School
Check Detail
June 26 - July 23, 2025

Date	Transaction Type	Num	Name	Memo/Description	Amount
06/26/2025	Check	6294	MetLife	For AD&D/LTD	\$ 479.47
06/26/2025	Check	6295	T-mobile	For School Cell Phones - Billing Period 5/21/2025 to 6/20/2025	\$ 240.96
07/07/2025	Check	6296	Vicky Dali CPA LLC	Invoice for the month of June 2025	9,880.00
				CA Secretary of State - Statement of Information fee reimbursement	25.00
					<u>\$ 9,905.00</u>
07/07/2025	Check	6297	Vertex Education, LLC	Invoice = CINV -00010055 For NSLP Services and NSLP Administration	\$ 6,500.00
07/07/2025	Check	6298	The Stepping Stones Group LLC	Invoice = M0247202 (04/27/2025 to 5/10/2025) Invoice =M0244698 (04/13/25 to 4/26/2025) Invoice = M0251276 (5/25/25 to 6/7/2025) For OT Services 4/27 - 6/7/25	\$ 1,638.00
07/07/2025	Check	6299	Ascend Rehab Services	Invoice = SV6152025 For Speech Therapist - June 1 to June 15,2025	\$ 1,980.00
07/07/2025	Check	6300	Discard LLC	Replaces check# 6293. Bank did not accept the check. Assembling 2 bookshelves, doors and cabinets and remove furniture	\$ 3,650.00
07/07/2025	Check	6301	SchoolWise Technologies	Annual renewal for SchoolWise Tech (Year 2025-2026)	\$ 6,528.00
07/07/2025	Check	6302	T-mobile	For Hotspot Connection Fee	\$ 400.00
07/07/2025	Check	6303	Young, Minney & Corr, LLP	For Legal Fees	\$ 2,383.00
07/07/2025	Check	6304	Health Equity INC	For POP Annual Compliance fee Aug 2025	\$ 100.00
07/07/2025	Check	6305	California Charter Schools Association	For Renewal Membership 2025-2026	\$ 6,640.00
07/07/2025	Check	6306	Sandip Kang	Reimbursement for P.D Conference - Las Vegas	\$ 2,157.76
07/07/2025	Check	6307	West Sacramento Truck Stop	For Fuel	1,788.85
				For Fuel - Summer Blast (K-6th grades)	1,639.98
				For Fuel - Summer Blast (7th-8th grades)	182.22
					<u>\$ 3,611.05</u>
07/09/2025	Check	6308	Laureen Riddick	For New Teacher Orientation	\$ 3,600.00
07/09/2025	Check	6309	Thanh Nguyen	Reimbursement for classroom library books and supplies	\$ 200.00
07/09/2025	Check	6310	Apparjit Duhra	Aug 7th)	\$ 533.22
07/09/2025	Check	6311	Melanie Reis	Reimbursement for PCL Conf - Flight Ticket SAC to SEA (Aug 4th - Aug 7th)	\$ 276.00
07/09/2025	Check	6312		Void	\$ -
07/09/2025	Check	6313	Wave Broadband	For Phone, Internet Services	\$ 1,441.02
07/10/2025	Check	6314	Rebecca Mathis	Reimbursement for PLC Conf - Las Vegas (06/23/2025-06/27/2025)	\$ 2,123.62
07/11/2025	Check	6315	Mariah Hess	Reimbursement for Con Las Vegas (06/23/2025-06/27/2025)	\$ 1,476.59
07/11/2025	Check	6316	Jasmyn L Nadra	Flight Ticket	\$ 2,073.48
07/11/2025	Check	6317	Manjit Sekhon	Reimbursement for PLC Conf Seattle (08/04/25-08/07/25) Hotel Booking	\$ 1,009.80

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7/14/2025	Check	6318 Dr. Vendetta Dozier-Brown	Reimbursement for PLC Conf Las Vegas (06/23/25-06/27/25)	796.47
			For Modesto Field Trip & Snacks	1,485.91
			Supplies for Awards	402.62
			For Graduation Supplies	48.88
			For LinkedIn Job posting	1,215.99
				<u>\$ 3,949.87</u>
07/14/2025	Check	6319 Sabrina Victoria Rios	Reimbursement for PLC Conf Las Vegas (06/23/25-06/27/25)	\$ 1,726.36
07/14/2025	Check	6320 Great America Financial	For Copier Lease	\$ 1,031.83
07/14/2025	Check	6321 Apparjit Duhra	Reimbursement for socks for bowling (Summer Blast Program)	\$ 54.46
07/14/2025	Check	6322 Solution Tree,INC	Reg for PLC Training - Seattle, WA (08/04/25-08/07/25)	\$ 7,690.00
07/14/2025	Check	6323 Sarbjeet Nijjar	Registration for PLC Training - Seattle, WA (08/04/25-08/07/25) Flight ticket Reimbursement	\$ 256.61
07/14/2025	Check	6324 Amarjit Nijjar	Reg for PLC Training - Seattle, WA (08/04/25-08/07/25) Flight Ticket/ Hotel Reservation Reimbursement	\$ 2,217.10
07/14/2025	Check	6325 US Foods, Inc	For Summer Blast - School Breakfast & Lunch Invoices (06/12/2025-07/10/2025)	\$ 6,293.38
07/15/2025	Check	6326 Capitol Flooring & Design Inc	Balance for upstairs new office remodeling	\$ 8,163.87
07/15/2025	Check	6327 Leonardo Preciado-Chavez	Ticket	\$ 211.60
07/16/2025	Check	6328 Dr. Vendetta Dozier-Brown	For Manual Check - Extra WorkDays	\$ 4,885.91
07/16/2025	Check	6329 Zowee Church	For Manual Check - July16 to July18th pay period (Summer School)	\$ 605.38
07/16/2025	Check	6330 Thanh Nguyen	For Manual Check - July 16th to July 18 pay period	\$ 699.24
7/16/2025	Check	6331 Parkash Kaur	For Manual Check - July 16 to July 18 (K to 6th Grade)	271.74
			For Manual Check - 7th Grade	30.19
				<u>\$ 301.93</u>
7/16/2025	Check	6332 Manjinder K Padda	For Manual Check - July 16 to July 18,2025 (K to 6th Grdae)	247.96
			For Manual Check - July 16 to July 18,2025 (7th Grade)	27.55
				<u>\$ 275.51</u>
7/16/2025	Check	6333	Void	0.00
7/16/2025	Check	6334	Void	0.00
07/16/2025	Check	6335 1One Work Place L. Ferrari, LLC	For Classroom Student desk and Chairs - 50% Paid Amount	\$ 21,457.98
7/17/2025	Check	6336 Jose Gaonna	For Tent - Summer School	\$ 500.00
7/17/2025	Check	6337 Bounce and Beyond Rental	For Water Slides - Summer School (K to 6th)	675.00
			For Water Slides - Summer School (7th)	75.00
				<u>\$ 750.00</u>
7/17/2025	Check	6388 LightGabler LLP	For Legal Fee	2,265.50
07/17/2025	Check	6341 Dr. Vendetta Dozier-Brown	For New Job Posting -Linkedin	4,088.26
			For office Supplies	185.76
				<u>\$ 4,274.02</u>
7/18/2025	Check	6339 New Horizon Flooring	Invoice for the month of July 2025	6,300.00
			Additional Day Porter Services - Summer School	1,035.00
				<u>\$ 7,335.00</u>

07/18/2025	Check	6340 Bidwell H2O	For 5 water bottles - Refill Water Dispenser	99.50
07/18/2025	Check	6342 Discard LLC	For Removal - doors and broken office furniture	1,200.00
07/22/2025	Check	6343 Solution Tree,INC	For Teacher Resources Books	248.88
7/22/2025	Check	6344 Rebecca Mathis	Reimbursement for Classroom Supplies	457.79
7/22/2025	Check	6345 US Bank	For Classroom Supplies	423.74
			For Nuso	579.34
			For Microsoft, Google Account, WaveCloud and Adobe	899.02
			For Six Flags	1,635.64
			For Graduation - TK & K	672.53
			For Classroom - Summer Supplies	2,195.17
			For Robotics Supplies - 3rd to 6th	2,711.00
			For Robotics Supplies - 7th Grade	301.94
			For Staff PD training and Refreshment	1,104.90
			For Mailing Stamps	256.24
			For PD - Summer School	551.86
			For Summer School Field Trips - K to 6th	4,176.68
			For Summer School Field Trips - 7th	464.07
			For PD - Las Vegas	1,670.02
			For Office Supplies	768.19
			For Transportation Supplies	142.99
			For HR Professional Magazine Membership	299.00
			For Summer Packet Mailing - K to 6th Grade	1,070.38
				<u>19,922.71</u>
07/22/2025	Check	6346 McGraw Hill	For Science, Social Science and ELA Curriculum - K to 8th Grade (5 Years Contract)	127,843.67

**Sacramento Valley Charter School
2025-26 45-Day Budget Update
July 23, 2025**

The following narrative is provided to explain that the State budget was adopted with the 2.30% cost of living adjustment (COLA) as planned at the May Revise. There are no material changes based on the State's adopted budget.

Accordingly, SVCS is not required to have a board-approved 45-Day Budget.

Once school starts, we will provide the board with an update on school enrollment and attendance at the August Board Meeting.

The First Interim Report, which will be presented to the Board at the December 2025 meeting, will include:

- 1) the principal's board-approved salary,
- 2) adjustments for open positions that remain open,
- 3) open positions that have been filled,
- 4) contracts approved for open positions or approved at rates different than budgeted
- 5) staffing and other changes approved since the budget adoption on June 26.
- 6) benefit costs reflecting the WHA Silver HMO B base plan.
- 7) other known changes to the many variables in this budget.

Actual Business
A.2.

**Sacramento Valley Charter School
Education Protection Account
2025-26 Spending Plan
For Action on July 23, 2025**

BACKGROUND

The creation of the Education Protection Account (EPA) by Proposition 30, *The Schools and Local Public Safety Protection Act of 2012*, approved by the voters on November 6, 2012, temporarily increased the states sales tax rate for all taxpayers and the personal income tax rates for upper-income taxpayers.

Revenues generated from Proposition 30 have been deposited into the state account called the EPA and local agencies have the sole authority to determine how the funds received from the EPA are spent, with these provisos:

- The spending plan must be approved by the governing board during a public meeting
- EPA funds cannot be used for the salaries or benefits of administrators or any other administrative costs
- Each year, the local agency must publish on its website an accounting of how much money was received from the EPA and how the funds were expended

EPA funds are not additional revenue, it is an offset to the funds due under the LCFF. Approximately 20% of the school's total LCFF funding must be accounted for under the SACS resource code 1400.

In addition to the above requirements, the school's annual financial audit must include verification that the EPA funds were used as specified by Proposition 30.

RECOMMENDATION AND DESCRIPTION OF RESULTS

Approve the 2025-26 EPA Plan based on the \$687,929 estimated and included in the Board-approved budget. The funds will be used for teachers' salaries and, if funding exceeds unrestricted teachers' salaries then the EPA funding will be used for unrestricted teacher statutory and/or health & welfare benefits. The use of QuickBooks and ADP make it impractical to code specific staff to the EPA resource code so the accounting will continue to be by journal entry following the quarterly wire transfer of funds from Yolo County Office of Education/Yolo County Treasury to SVCS.

EPA Spending Plan 2025-26

<u>REVENUE (EST.)</u>	<u>SACS Resource</u>	<u>SACS Object</u>	
LCFF Redirected to EPA	1400	8012	\$687,929*
<u>EXPENDITURES (EST.)</u>			
Teacher Salaries (non-admin)	1400	1100	\$687,929

*As calculated in the FCMAT LCFF Calculator for 2025-26 Budget Adoption at 6-26-2025

All EPA funds will be expended only on non-administrative costs.

Actm Business
A.3.

Sacramento Valley Charter School

Job Description:

Office Technician-Punjabi Speaking

Hourly Rate: \$24.00 – \$28.00- Full Time 205 Days

Basic Function:

The Office Technician provides essential administrative and basic technical support to Sacramento Valley Charter School (SVCS). This role acts as the first point of contact in the front office and supports staff and students by ensuring smooth daily operations.

Essential Duties and Responsibilities:

- Serve as front office support: greeting visitors, managing phone lines, and direct inquiries.
- Answering phones and directing calls: Taking messages and providing information to callers.
- Greeting visitors: Directing visitors to the appropriate person or office.
- Must have basic First Aid understanding
- Any training to improve skillset (must get permission)
- Mail handling: Sorting and distributing incoming and outgoing mail.
- Takes deposits to the bank, as needed
- Write out checks. Notify a signer for bank account transfers and check signing.
- Document management: Processing and maintaining documents, records, and reports.
- Office supplies: Ordering and maintaining office supplies and inventory.
- Data entry: Entering data into databases, QuickBooks, Schoolwise, and spreadsheets, as needed.
- General office duties: Filing, photocopying, and other administrative tasks.
- Assisting with projects: Helping with special projects and events, Set up meetings for SARB program.
- Operating office equipment: Using computers, printers, copiers, and other office machines.
- Maintaining confidentiality and privacy: Protecting sensitive information, communication and documents.
- Communicating effectively: Communicating with staff, customers, and the public.
- Following procedures: Adhering to approved school policies and procedures and established office procedures, policies and protocol.
- Maintaining a clean and organized workspace: Keeping the office tidy and efficient.

Actum Personnel
C. B. V

- Schoolwise: Enrollment, attendance, reports, create sections, enroll students in classes, transcripts, immunization (all immunization records sent to Yolo County) and independent study.
- Monitor and maintain daily student and staff attendance records and generate reports.
- Calpads: Enroll students, enroll students in different programs, transfer data, create SSID's, disenroll students as directed by the Principal or the Principal's designee, generate reports, as needed.
- Coordinate substitute teacher schedules and related communications.
- Maintain and order office supplies as needed.
- Support internal communications; prepare certificates and messages for student recognition.
- Assist in planning, decorating and coordination of school events.
- Support management of medication records, health documentation, and compliance with guidance from the health aide/nurse.
- Other office-related tasks, projects and assignments, as needed.

Required Knowledge, Skills & Abilities

- Strong organizational, communication, and multitasking skills.
- Proficient in Google Workspace (Docs, Sheets, Drive, Gmail, Calendar).
- 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.

Preferred Qualifications

- Experience in office administration, school settings, or technical support roles.
- Bilingual in English and Punjabi.

Physical Demands

- Prolonged periods working on a computer and sitting at a desk.
 - Occasional lifting of materials up to 25 lbs.
 - Frequent walking across campus to support staff and office operations.
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Work Environment

- Office-based role with dynamic movement across campus.
 - Fast-paced environment requires adaptability, flexibility, and multitasking.
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Equal Employment Opportunity

Sacramento Valley Charter School is an equal opportunity employer. All employment decisions are made 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.