

## 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 2026. 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

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

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

**Responsibilities of Sacramento Valley Charter School**

- Secure the amount of \$54,400.00
- Invoiced in 4 payments of \$13,600.00

Services will be provided between August 15th 2025 and May 2026

Signatures:

  
SWEAT III Program Representative

Date: 6/22/25

\_\_\_\_\_  
(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)

**NEW HORIZON FLOORING**  
**Building Maintenance**  
**Office: (916) 599-5617**

June 19, 2025

Sacramento Valley Charter School  
2399 Sellers Way  
Sacramento, CA 95691

Attention:

Dr. Brown, Principal

Thank you for the opportunity to submit this proposal for janitorial services at this location.

The following pages contain detailed information and the task schedules as per your request for your office.

New Horizon Flooring will provide all paper goods and liners. New Horizon Flooring will provide all cleaning supplies for the purpose of cleaning and disinfecting all cleanable areas and all equipment necessary to perform these tasks in a professional manner.

This quote is based on 5 days a week (Monday through Friday) for the 10-month school year (August through May), as well as the 2-month floor maintenance period (June and July).

We at New Horizon Flooring appreciate this opportunity to serve you.

Sincerely,

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Cesar E. Corleto

Action A. 2/17  
Business



**NEW HORIZON FLOORING**  
**Building Maintenance**  
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**AREAS TO BE CLEANED, SANITIZED, AND FREQUENCY**

Daily Areas:

1. School Secretary Offices
2. Principal's Office
3. Restrooms (10)
4. Classrooms (24)
5. Staff Lounges (2)
6. Hallways and Lobby
7. Staircases (3)
8. Cafeteria
9. New Additional Space
10. Clean Sellers Building Perimeter (power wash as needed)
11. Exterior Wash Basins (6)
12. TK House

**Monthly Services:**

- Remove Cobwebs (as seen)
- Dust Blinds (as needed)

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**TASK SCHEDULES PER AREA**

Offices and General Areas:

- Empty and clean all wastebaskets; reline as needed
- Damp mop all hard floors
- Clean and sanitize drinking fountains
- Dust mop and vacuum carpets
- Spot clean spills and stains
- Clean walls near trash cans as needed

Restrooms:

- Sanitize and polish all fixtures
- Clean mirrors and glass
- Empty and reline containers
- Refill all dispensers
- Sweep and sanitize floors

**NEW HORIZON FLOORING**  
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**FLOOR CARE AND MAINTENANCE**

- Carpet extraction: once per year
- Bonnet clean carpets (as needed)
- Strip and wax floors: once per year (June & July)
- Scrub tile floors: once per year (June & July)

(Only includes areas described on Page 2)

**DISINFECTION SERVICES**

Fogging Method:

- Disinfect all classrooms and vehicles (buses and minivans) Monday–Friday

New Horizon Flooring will provide all materials and labor and will return and reposition all furniture as needed.

## **NEW HORIZON FLOORING**

### **Building Maintenance**

**Office: (916) 599-5617**

### **SERVICE SUMMARY**

Service	Description	Monthly Rate
Janitorial Services	Daily janitorial cleaning, day porter support, summer maintenance, floor care, and exterior upkeep (Mon-Fri, year-round). Includes all materials and supplies.	\$6,300.00
Classroom Disinfection	Routine fogging disinfection of all classrooms during the school year.	\$250.00
Additional Day Porter Services	Extra porter support billed hourly at \$23/hr based on school needs. Hours to be invoiced monthly.	Variable

Fixed Monthly Subtotal (Excluding Variable Porter Hours: \$6,550.00

Annual Fixed Total (Excluding Variable Porter Hours): \$78,600.00

\*Any additional work not listed above will be priced separately and added with prior approval.\*



**NEW HORIZON FLOORING**  
**Building Maintenance**  
**Office: (916) 599-5617**

**AGREEMENT**

This agreement is made this \_\_\_\_\_ day of \_\_\_\_\_, 2025, by and between New Horizon Flooring and Sacramento Valley Charter School.

The CLIENT desires New Horizon Flooring to supply janitorial, disinfection, and porter services as described in the Task Schedule (Pages 2-4) and Service Summary (Page 5) at the property commonly known as SVCS.

Either SVCS or New Horizon Flooring may terminate this contract with 30 days written notice.

Service Start Date: \_\_\_\_\_, 2025

New Horizon Flooring agrees to perform all services described herein in a professional, timely, and reliable manner.

**CLIENT REPRESENTATIVE**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

**NEW HORIZON FLOORING REPRESENTATIVE**

By: \_\_\_\_\_  
Name: Cesar E. Corleto  
Title: Owner

**NEW HORIZON FLOORING**  
**Building Maintenance**  
**Office: (916) 599-5617**

**NOTES**

## **Sacramento Valley Charter School**

### **JOB DESCRIPTION:**

#### **Extended Learning Programs & Student Data Coordinator**

**Monday-Friday**

**9:30 a.m. - 6:00 p.m.**

**Approx. 205 days/year**

**\$30.00-\$34.00/hour**

### **JOB DESCRIPTION:**

Under the direction of the school site administrator/s, assists in the development, coordination, and implementation of all Extended Learning Programs (Afterschool Program including the 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.

### **ESSENTIAL DUTIES:**

- Assist in planning and successful implementation of afterschool, Saturday school and summer school programs.
- Recruit and enroll students into the programs.
- Must be able to administer Over-the-Counter (OTC) and prescribed medications to students, with proper authorization from a parent/guardian.
- Must be able to provide medical support as needed to students with specialized health needs, as per a physician's recommendations.
- 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.

Action C.2. <sup>1</sup>/<sub>4</sub>

- Maintain student attendance records.
- 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 maintaining assessment results
- 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.
- Perform other duties as assigned by site administrator/s.

#### **OTHER DUTIES:**

Perform related duties as assigned.

#### **Required Knowledge, Skills & 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 SUSD and Partner staff.
- 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 facilitate partner staff monthly reports.
- 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.
- School Health support Certificate
- Social, emotional and educational issues related to children, adolescents and various ethnic and cultural groups.
- Various techniques, strategies, curriculum and processes used to teach literacy and math to school age children.
- Operation of personal computers and software applications such as Synergy, Microsoft Word, Excel and Outlook.

#### **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.

#### **EDUCATION AND EXPERIENCE:**

- 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.

#### **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.

#### **WORKING CONDITIONS AND OTHER INFORMATION:**

##### **ENVIRONMENT:**

Employees in this position will be required to work indoors and outdoors in office, classroom and school environments.

##### **PHYSICAL DEMANDS:**

- Walking and/or running across campus when necessary.



- Dexterity of hands and fingers to operate a computer keyboard.
- Sit and stand for extended periods of time.
- See and read a computer screen and printed matter with or without vision aids, and to observe students.
- Hear and understand speech at normal levels and on the telephone, with or without hearing aids.
- Speak so that others may understand at normal levels and on the telephone.
- Lift and/or carry up to 25 lbs. at waist height for short distances.
- Reach overhead, above the shoulders and horizontally, grasp, push, pull.
- Bending at waist, kneeling, or crouching to reach materials and work with students.

**HAZARDS:**

Employees may encounter dissatisfied or abusive individuals.

*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:  
ASSISTANT PRINCIPAL / COORDINATOR OF SPECIAL EDUCATION**

**DUTY DAYS: 210, FULL TIME**

**ANNUAL SALARY RANGE: \$103,000 - \$118,000**

**GENERAL JOB DESCRIPTION:**

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

Under the direction of the school principal and director of the El Dorado County Office of Education SELPA, oversee and manage the special education programs at Sacramento Valley Charter School, ensuring compliance with regulations and the providing of support for students with special needs; assist special education team with the development and implementation of IEPs; collaborate with teachers and staff, to ensure that students receive appropriate accommodations and services.

**SPECIFIC DUTIES - GENERAL EDUCATION**

- Meet with the Principal to discuss the implementation of school policies and programs.
- Assist the Principal in supervising and evaluating all staff.
- Assist the Principal in organizing awards, promotion and graduation ceremonies.
- Assume responsibility over student attendance and discipline.
- Assist in the supervision of pupil activities which may occur in the evening or weekends.
- Prepare required local, state, and federal reports as assigned.
- Coordinate interim and state testing
- Assume responsibility for the documentation needed for mandated programs.
- Arrange for class coverage in case of teacher absence.
- Work with special services personnel and non-school agencies on pupil personnel problems.
- Meet with teachers, pupils, parents/guardians as needed.
- Assist the Principal in conducting orientation for incoming students.
- Attend monthly Board of Education meetings when requested.
- Be knowledgeable of school goals and programs.
- Maintain an effective, positive working relationship with staff.
- Prepare and submit all reports, as requested by Principal, in proper writing and/or oral style and structure.
- Portray an effective role model for staff, students, parents/guardians, community members.
- Be knowledgeable of new educational trends.
- Assist the Principal in writing Professional Growth Plans for staff.
- Be visible in the halls and other parts of the buildings and campus.
- Prepare and complete paperwork after school hours.
- Confer with the Principal and office staff on decisions concerning student attendance and discipline.
- Perform similar or related duties as assigned.

**SPECIFIC DUTIES: SPECIAL EDUCATION**

- Oversee the special education program, including planning, development, staff training and implementation of services.
- Ensure compliance with and adherence to federal and state regulations as they pertain to special education laws such as IDEA.
- Work collaboratively with teams to create and implement IEP's
- Provide guidance and support to special education teachers and paraprofessionals; provide and/or arrange for staff professional development and training.
- Ensure that there are adequate staffing, resources, and materials available to support special education programs.

*Action C. Personnel  
4. D. 1/2*

- Build relationships with parents, families, and community agencies to foster collaboration and support.
- Analyze data related to student progress and program effectiveness
- Prepare reports in a timely manner; meet all special education deadlines.
- Address issues and challenges related to special education services, and collaboratively develop workable solutions.

#### **ESSENTIAL SKILLS:**

- Knowledge of Special Education Laws and Regulations
- Communication and Interpersonal Skills: Ability to communicate effectively with students, parents, teachers, and other professionals.
- Organizational and Leadership Skills: Ability to manage programs, supervise staff, and allocate resources effectively.
- Problem-Solving and Analytical Skills: Ability to analyze data, identify issues, and develop solutions.
- Communicate with other administrators, personnel, and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information.
- Conduct regular meetings and training for special education staff.

#### **QUALIFICATIONS:**

- 5 years of successful teaching experience in Grades K-12
- Master's Degree in Education or Related Discipline
- Administrative Services Credential
- Demonstrated ability to relate to students, professional staff, parents/guardians, and members of the community.
- Preference will be given to candidates with special education backgrounds

#### **OTHER INFORMATION:**

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