

DRAFT
Memorandum of Understanding (MOU)
Sacramento Valley Charter School (SVCS)

PARTIES:

This Memorandum of Understanding (M.O.U.) is entered into between the Sikh Temple Sacramento (STS) and Sacramento Valley Charter School (SVCS).

PURPOSE:

To provide documented intent by SVCS to execute a long-term lease with the Sikh Temple Sacramento (STS) for use of the property at 2411 Sellers Way for additional space to operate its existing TK - 8th grade charter school.

TERM:

This M.O.U. shall become effective upon the date of execution by both parties and shall continue until either party provides a 30-day notice to discontinue the agreement or it is otherwise deemed invalid.

WITNESSTH:

WHEREAS, the STS has recently purchased 2411 Sellers Way consisting of land and building(s) adjacent/contiguous to its current location,

WHEREAS, the STS intends to lease the location to SVCS after STS secures required permits and makes improvements,

WHEREAS, Sacramento Valley Charter School operates at 2301 Evergreen Avenue, 2399 Sellers Way and has permission to from its authorizer to operate at 2255 Evergreen Avenue (pending occupancy permitting from the City of West Sacramento),

WHEREAS, SVCS is unable to enter into a lease until 2411 Sellers Way is approved for use by Washington Unified School District, as authorizer, by 1) approval of a Material Revision to the existing charter, 2) approval of the charter renewal with this property listed as a part of the SVCS facility and/or 3) by determination that the contiguous/adjacent nature is sufficient **and**,

WHEREAS, the Yolo County and/or City of West Sacramento zoning and planning approvals for a Conditional Use Permit (CUP) are in place to allow for the property to be used as a school,

WHEREAS, SVCS is operating near the maximum capacity of its current facilities and seeks additional educational facilities for its existing TK-8 grade California public charter school,

Action
A.1 1/2

NOW, THEREFORE, in consideration of the mutual promises set forth below, SVCS and STS hereby agree as follows:

Upon City and Authorizer approval and the facilities being ready for operational use by SVCS, SVCS shall enter into a lease with STS for use of the facilities at 2411 Sellers Way to operate its existing TK-8th grade California public charter school.

The lease term shall be consistent with the facilities lease for 2399 Sellers Way and 2301 Evergreen Avenue, which align with the charter term.

SVCS' Charter is up for renewal presently and may be renewed for a term of up to seven years (7/1/2027 – 6/30/2034).

If permissible, the lease will include the option to extend in alignment with subsequent charter renewal terms.

The lease shall be subject to Fair Market Valuation in accordance with the terms of SB740 Charter School Facilities funding.

Contact Information for Sikh Temple Sacramento:

Mahinder Dhanda, Treasurer
Sikh Temple Sacramento
2301 Evergreen Avenue
PO Box 851
West Sacramento, CA
916-600-1438

Contact Information for Sacramento Valley Charter School:

Dr. Vendetta Dozier-Brown, Principal
Sacramento Valley Charter School
2399 Sellers Way
West Sacramento, CA 95691
916-596-6422

Signed By:

Signature: _____

Name: _____

Title: _____

Date: _____

Sacramento Valley Charter School SVCS

Signature: _____

Name: _____

Title: _____

Date: _____

Sikh Temple Sacramento STS

RESOLUTION NUMBER 26-27 #001

**A RESOLUTION OF THE BOARD OF EDUCATION OF THE SACRAMENTO VALLEY
CHARTER SCHOOL APPROVING CHANGING BANKS**

WHEREAS, Sacramento Valley Charter School (SVCS) has been considering changing banking relationships to a local bank that will provide competitive interest rates on deposits and on loans,

WHEREAS, SVCS seeks the option for modernized banking products and practices to include positive pay and other fraud reduction options,

NOW THEREFORE BE IT RESOLVED THAT:

1. The Governing Board of Sacramento Valley Charter School hereby declares and formally approves opening bank accounts at WestAmerica Bank, transferring all funds from First Northern Bank to WestAmerica Bank and closing the accounts at First Northern Bank
2. The Governing Board authorizes the Board Chairman, Tirath Pal Sandhu, and the Board President, Narinder Thandi, to remain as the authorized signers on all accounts and for Vicky Dali, CPA Fiscal Consultant to retain view-only, online banking access to all SVCS.
3. The Governing Board authorizes the Board Chairman, Tirath Pal Sandhu, and the Board President, Narinder Thandi, to complete any and all paperwork or online documents with e-signatures to complete the process of changing banks.

ADOPTED by the following called vote on this 20th day of July, 2026.

AYE:

NO:

ABSENT:

ABSTAIN:

By: _____
Board Chairman

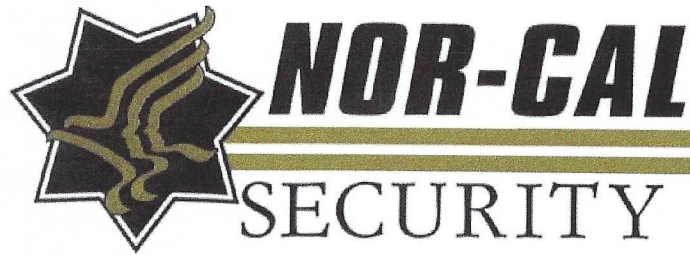
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CERTIFICATION

I, _____, Secretary/Clerk to the Governing Board of the Sacramento Valley Charter School do hereby certify that the foregoing is a full, true, and correct copy of the resolution adopted by the said Board at a regular meeting thereof held at its regular place of meeting at the time and by the vote stated, which resolution is on file in the office of the said Board.

Signature

Date



2308 Evergreen Ave, West Sacramento, Ca 95691 Ph 916-642-2759 Fax 916-371-8312

To Whom it may concern

We are Nor-Cal Security serving California from 2006, we are going to submit our proposal security services for your Sacramento valley charter school, West Sacramento, CA, 95691.

Unarmed uniformed security guard @30.00 an hour

\$28.00 as agreed

References are;

1. Shalom school 2320 Sierra Blvd, Sacramento, CA 95825 ,916-485-4151
2. Sunrise marketplace 5912 sunrise Mall, Citrus Hight, Ca, 95610, 916-769-5615
3. El Dorado Hills Parks and recreation 1021 Harvard Way, El dorado hills, CA, 95762
4. Sikh Gurdwara Sahib, San Jose 3636, Gurdwara Ave, San Jose CA, 408-569-6742

If you have any question regarding this, please call me

Thanks

Garry Sandhu

916-642-2759

www.norcalsecurityca.com

Actum A.3

Principal's Salary and Benefits Disclosure per SB 1436:

Board-approved	Salary	Annual	
		\$	161,000.00
Board-approved	Doctoral stipend		4,000.00
	Gross Salary Paid to Employee		165,000.00
Board-approved	Medical		16,460.09 ^
Board-approved	Dental		248.28 ^
Board-approved	Vision		76.44 ^
Board-approved	Life Insurance/AD&D and Long-Term Disability		193.80 ^
Board-approved	Cell phone stipend		120.00
Board-approved	Cash in lieu of medical benefits		-
Board-approved	401(k) Employer Matching at 2:1 match up to 8%		13,200.00
Statutory (required by law)	Medicare at 1.45%		2,392.50 *
Statutory (required by law)	Social Security at 6.2%		10,230.00 *
Statutory (required by law)	Unemployment EDD (6.2% on first \$7,000 income per year)		434.00
Statutory (required by law)	Worker's Compensation at 1.200586% (CharterSAFE JPA rate)		1,980.97 ^
	Estimated Position Expense for Fiscal Year 2026-27	\$	<u>210,336.07</u>

The Board has approved the benefits package for all full-time staff. The Principal receives the same Board-authorized benefits as all other full-time staff.

The Board has approved employee-only medical benefits at 100% of the cost of the selected base plan. The school provides a retirement benefit via employer discretionary matching on the 401(k) Plan with the current match at 2:1 up to a maximum of 8% of employee wages.

*Employees pay the employee share equal to the employer share of these two statutory benefits plus 1% State Disability Insurance withholding.

^ These are at 25-26 rates plus 10% on medical as an estimate for the 2026-27 renewal.



2026-2027 Yearbook Sales Agreement

Agreement Valid Through: 2026-2027

Account: Sacramento Valley Charter School

LID #: 416988

Phone #: 916-596-6422

Address: 2399 Sellers Way, West Sacramento, California, 95691

Enrollment: 450

Adviser Name: Gursharanjit Singh

Adviser Email:
gsingh@sacvalleycharter.org

Adviser Phone: 916-596-6422

Ship Yearbooks To: Account

Send Invoice To: Account

Yearbook Specification

Size: 7

Number of Pages: 60

Number of Copies:
251

Photographed By Lifetouch: Yes

Signing Info: 5 Free Books

	School	Consumer
Yearbook Pricing Per Copy	\$ 19.40	\$ 25.00

Yearbook Dates

Requested Arrival Date: 05/14/27

Website Activation Date: 06/30/26

YB Pay Type: Direct - Cash, Check and Online

YB Pay Activation Date: 06/30/26

Cover Deadline: 02/15/27

Final Page Deadline: 04/12/27

Final Quantity Deadline: 04/12/27

Cover and page deadlines will vary based on what enhancements are applied and based on the number of pages within your book. Exact deadline dates will be reflected on the Lifetouch Yearbook website dashboard upon enrollment.

DIGITAL COVER PROOFS: The school agrees to promptly review and approve digital cover proofs through the website. Delays in approval may impact the production schedule and result in a later yearbook delivery.

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Cover and Binding Type

	School	Consumer
Cover Type: Split - UV / Gloss	\$ 0.00	\$ 0.00
Hard Cover Upgrade: Split - UV / Gloss	\$ 6.20	\$ 6.20
Soft Cover: Split - UV / Gloss	\$ 0.00	\$ 0.00
Binding Type: Smythe Sewing	\$ 0.00	\$ 0.00
Cover Design: Original Cover	\$ 1.40	\$ 0.00
Endsheet Type: White Endsheet SFB	\$ 0.00	\$ 0.00

Cover Personalization

School Consumer

Consumer Enhancements

School Consumer

Comments and Additional Details

Actual tax and shipping will be displayed on the final invoice.
Agreement for school year 2026-2027.

Shipping and Handling

	Price
Shipping & Handling Model	Fixed per Book
	\$ 1.00
*Estimated School Total w Ship & Handling	\$ 5120.40
Per Copy (Including Shipping & Handling)	\$ 20.40
Deposit Rate	75 %

* School Price excludes any applicable taxes. Lifetouch will apply all applicable transaction taxes on the final invoice. If tax exempt, please supply official documentation. Changes to the estimated total will be documented for approval prior to finalization.

Signatures

The School, by its authorized representative, designates Shutterfly Lifetouch, LLC (Lifetouch) as the School's yearbook publisher for the Agreement years and authorizes and directs Lifetouch to print the materials as specified during the terms of this Agreement. This Agreement is subjected to the terms and conditions in this document.

Lifetouch Representative (Signature)

Lifetouch Representative

Date

Kathleen DeLapp

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Email Address: kathy.delapp@lifetouch.com

Authorized School Representative (Signature)

Authorized School Representative

Date

Gursharanjit Singh

Terms of Publication Agreement

THIS PUBLICATION AGREEMENT includes the Terms on the front and back of this form and cannot be changed except in writing, signed by the School and Shutterfly Lifetouch, LLC. ("Lifetouch")

LIFETOUGH will provide materials in the form of yearbook kits, layouts, envelopes, instructions and a production schedule for the programs selected to enable the School to prepare its yearbook for printing. The School agrees to prepare and submit all materials, including photographs, graphics and clip art in accordance with the instructions and deadline schedules.

INTERNET-BASED APPLICATION: Some of the Lifetouch products and services are provided through an Internet-based application ("Application"). By selecting an Application, the School authorizes Lifetouch to transmit information, including images, to and from the School and Lifetouch, its affiliated companies, their employees, agents and representatives. The School agrees to comply with the security features of the Application and to protect and control access to the Application, including without limitation, user access credentials. The Lifetouch Portal is a web-based tool and does not require a license.

EMAIL COMMUNICATIONS: Many yearbook communications between Lifetouch and the School will be by email. The Yearbook Adviser email address designated on the front of this Agreement, or such other email address as provided by the School, will be an agreed communication address and communication method. The School agrees to regularly monitor and keep secure the email address and advise Lifetouch promptly of any changes.

PHOTOGRAPHS AND GRAPHICS: Lifetouch reserves the right to crop photographs, graphics, clip art and other materials as deemed necessary by Lifetouch and is not liable for their loss or damage. Lifetouch will make a reasonable effort to return original materials but does not guarantee their return.

PROOFS: So that production will not be delayed, the School agrees to check proofs and return them in the envelope provided or approved via the Web site within 48 hours after receipt. Delay in returning proofs will delay delivery of the yearbooks.

DELIVERY: For on-time delivery, Lifetouch must receive the materials for the correct pages (including cover selection and final order quantity) on or before the deadline dates indicated on the front of this Agreement as may be updated via the Web site. Lifetouch is excused from meeting the requested ship date if pages are not in the plant by the specified deadline date. Handwork in the book or on the cover will require the final deadline to be one week earlier. Books will be shipped to the School.

ADDITIONAL CHARGE ITEMS: The School agrees to pay for artwork provided by Lifetouch, corrective work on School material and non-standard composition or layout. All artwork and custom design work provided by Lifetouch, including any embossing or debossing dies and designs developed at the School's expense, are provided to the School on a nonexclusive basis, and Lifetouch retains all copyrights therein. Charges will be discussed with a School Representative and appear on the final invoice.

END USER BOOK SALES: In all cases, the School, not Lifetouch, is the Seller of the yearbook to end users (parents and students). The School is responsible for paying Lifetouch for the contracted amount of yearbooks. As a convenience to the School, Lifetouch offers an online payment service (YBPay) to collect payments from end users on the School's behalf. Sales tax may or may not apply depending on applicable state and local laws. The School is solely responsible for collecting and remitting any taxes applicable to yearbook sales to end users.

PAYMENT PLAN: The School is the purchaser of the books. The School agrees to pre-sell all books. The School agrees to pay a minimum deposit per the Deposit Rate indicated in the Agreement Details above by the time final pages are submitted to Lifetouch's plant. A deposit notice will be sent at the later of on or about October 1 or 30 days after this Agreement has been signed. The deposit must be remitted to Shutterfly Lifetouch LLC, 2291 W Fourth St, Suite C, Ontario, OH 44906. A final invoice will be sent to the School approximately three days after book shipment. Full payment is due (to above address) within 10 days after books are received at the School.

PAYING BY CHECK: When the School pays by check, the School authorizes Lifetouch to process the payment as a check transaction, or to use information from the check to make a one-time electronic fund transfer from the School's checking account.

Funds may be withdrawn from the account on the day Lifetouch receives payment, and the financial institution will not return the check. A service fee may be charged on returned checks.

THE SCHOOL grants to Lifetouch and its related companies permission to reproduce, distribute and otherwise use reproductions of the School's materials, including without limitation the cover design and production materials, in sales and promotional literature and as samples, without compensation to the School.

MISC: Lifetouch may assign its rights and obligations hereunder. This Agreement binds and benefits the parties and their respective successors and assigns.

LIFETOUCH reserves the right to refuse to print any material, which in its opinion is tortious, illegal or violates any copyright or proprietary rights. Lifetouch assumes no obligation for reviewing or editing materials submitted by or on behalf of the School.

THE SCHOOL is responsible for the content of the book and materials submitted to Lifetouch for printing. Upon request, the School agrees to obtain such authorizations as considered necessary by Lifetouch. The School releases Lifetouch and, to the extent permitted by applicable law, will indemnify and hold harmless Lifetouch, its affiliated companies, employees, agents and representatives from any and all claims, demands, actions, losses, costs, expenses and reasonable attorney fees arising out of or in connection with the printing of any materials submitted by the School, its faculty, administrators, students, employees, representatives, agents or breach of the School's obligations for Applications.

CANCELLATION: This Agreement is not subjected to cancellation by either party during the term of this Agreement except by written consent of both the School and Lifetouch.

NEITHER PARTY is liable for delays or losses as a result of strikes, accidents, government restrictions, acts of God, acts of war, or other causes beyond its control, and such delays will not constitute a breach of contract.

Remit Payment To:
Shutterfly Lifetouch LLC
2291 W Fourth St
Suite C
Ontario, OH 44906

Yearbook Adviser Support
Email: yearbookadvisersupport@lifetouch.com
Phone: 1.800.736.4761

Hi Joseph,

I'm delighted to inform you that Sacramento Valley Charter is shortlisted as the **'Top Charter School 2026'** in our magazine's upcoming edition, based on the nominations from our subscribers.

With respect to this, we want to feature an engaging profile that clearly demonstrates why you stand out as the best Charter School. This profile will highlight your well-equipped facilities, the quality of education, and your distinct advantages. We extend reprint rights for this recognition to you.

Those who received similar recognitions from our magazine were impressed by the impactful visibility they received. They appreciated the strong response from subscribers and website visitors. Similarly, Sacramento Valley Charter can elevate its visibility by leveraging the recognition's reprints in its outreach efforts to enhance its reputation in the education ecosystem and increase student admissions.

Our senior manager would be delighted to discuss the particulars of this feature and how you will be showcased in this edition. Let me know a time that works for you.

Regards,

Courtney Collins

Senior Relationship Associate

510 558 2274

[600 S Andrews Ave Suite 405, Fort Lauderdale, FL 33301](#)

Actum A.6



Sacramento Valley Charter School

STUDENT CELL PHONE USE POLICY

2026 - 2027

Board approved: 07-20-2026

The overarching goals are to promote focus on academic, enrichment, and in-person social connections while at school, promote student safety by limiting exposure to unmonitored internet access, decrease risks posed by unmonitored social media access/posting, and reduce the potential for unconsented photography/videography/audio recording. To support these goals:

1. During regular school hours, during field trips, and during regular hours of on-campus afterschool activities the following rules apply:
 - a) Cell/Smartphone ***use is not permitted***. Any such devices, ***AND any electronic device with phone and/or internet functionality must be turned off and stored in the owner's backpack and powered off during these times***—students are not permitted to keep such devices in their pockets/clothing, in their desks, or otherwise within easy reach. The device should be fully inside of the backpack and not visible.
 - b) Other internet-connected devices, such as tablets, smartwatches, Meta Glasses, or other similar Smart Glasses eyewear, cannot be used in any capacity that mimics a cell/smartphone (e.g., for internet access, communication, or recording).
 - c) Unsupervised use of tablets or laptops to work on assignments is only allowed when specifically permitted by a teacher, field trip facilitator, or afterschool program. In such cases, using the device for activities not directly related to the assignment (e.g., general web browsing, watching videos, playing games, etc.) is not permitted.
 - d) Use of tablets or laptops for other purposes is only allowed under the direct permission and supervision of an instructor (i.e., a teacher or an activity facilitator) as part of an established instructional activity.
2. Use of devices are allowed under the following limited circumstances and for the following limited purposes:

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1. After a regular school day has ended, a cell/smartphone may be used solely for the purpose of coordinating pickup with a caregiver. To use a cell/smartphone for this purpose, a student must go to the school office, retrieve their device from their backpack and power it on only when in the school office. Power the device off and re-store it when use is complete, and adhere to any guidance from school personnel regarding pausing or stopping use.
 2. Similarly, when a student's time at a field trip or on-campus afterschool activity is ending, a cell/smartphone may be used solely for the purpose of coordinating pickup with a caregiver. To use a cell/smartphone for this purpose, a student must ask the field trip facilitator or afterschool instructor for permission to retrieve their device from their backpack and power it on, use the device in an area designated by their instructor and where the instructor can see the student while using the cell/smartphone, and adhere to any guidance from the instructor regarding pausing or stopping use.
 3. Cell/smartphones, Meta Glasses, Smart Glasses eyewear, tablets, laptops, and related devices may be used at other times and in other ways if indicated as a part of an accommodation on a student's Individualized Education Program or 504 plan (or if otherwise part of guidance from a student's licensed medical providers). Cell/smartphones, tablets, laptops, and related devices may be used for translation purposes if express permission has been given by the applicable instructor or staff member. Cell/smartphones, tablets, laptops, and related devices may also be used in service of a documented medical need, such as to monitor blood sugar levels.
 4. Pupils are not prohibited from possessing or using a smartphone in the case of an emergency, or in response to a reasonable belief of threat of danger.
-
3. Use of cell/smartphones, other internet-connected devices, or other devices of any kind for photography, videography, or audio recording is not permitted at any time.
 4. Violation of this policy may result in confiscation of a device until a caregiver can pick it up. Future use of such a device may be prohibited for any violation. Upon discovery of any violation of this policy, the SVCS staff member or volunteer who

discovered the violation will take steps to ensure that the parent(s) or guardian(s) of the violating student are informed of the violation in writing. Students who violate the policy multiple times shall lose the privilege to use cell/smartphones for at least one week (5 school days), and for as much time as deemed appropriate based upon the discretion of the student's teacher, or administrator. Additional discipline may also result for any breach of applicable school rules, at the discretion of the appropriate instructor, staff, or administrator.

5. Notwithstanding any of the above-mentioned potential disciplinary actions, use of cell/smartphones shall not be prohibited in the following situations:
 1. In the case of an emergency, or in response to a perceived threat of danger.
 2. When a teacher or administrator of the school district, county office of education, or charter school grants permission to a pupil to possess or use a smartphone, subject to any reasonable limitation imposed by that teacher or administrator.
 3. When a licensed physician and surgeon determines that the possession or use of a smartphone is necessary for the health or well-being of the pupil.
 4. When the possession or use of a smartphone is required in a pupil's individualized education program.

Sacramento Valley Charter School is **NOT** responsible for lost or stolen items. SVCS does not recommend that elementary children have internet access on their cell phones or smart watches. In addition, the administration advises against students having access to social media sites.



SACRAMENTO VALLEY CHARTER SCHOOL

Student Technology Use Agreement

Draft v0.2

INTERNAL WORKING DRAFT — NOT ADOPTED OR APPROVED FOR DISTRIBUTION

School Year: _____

Purpose and Scope

Sacramento Valley Charter School ("SVCS") provides students with access to computers, Chromebooks, school-managed accounts, internet services, and other digital resources to support teaching and learning.

SVCS technology, accounts, networks, and digital resources are provided for SVCS-related educational purposes. Students may use them only for classwork, homework, school-related communication, and other activities directed or specifically authorized by an SVCS employee.

In this agreement, "authorized digital resources" means applications, accounts, websites, and other digital resources assigned, provided, or specifically authorized by SVCS staff for the educational activity.

This agreement applies when a student uses:

- An SVCS-owned or SVCS-managed device;
- An SVCS account;
- The SVCS network or internet connection;
- Authorized digital resources;
- SVCS technology away from school; or
- A personally owned device to access an SVCS account, network, system, or digital resource.

This agreement does not authorize SVCS to search a student's personally owned device, personal account, or personal cloud storage. Use of personal cell phones, smartwatches, smart glasses, and similar connected devices is governed separately by applicable SVCS rules and staff directions.

1. Authorized Educational Use

I understand and agree that:

- I will use SVCS technology only for SVCS-related educational purposes.
- Authorized purposes may include classwork, homework, teacher-directed research, school-related communication, authorized digital resources, and other activities directed or specifically authorized by an SVCS employee.
- I will follow the directions of teachers, administrators, technology staff, and other authorized SVCS employees.
- Permission to use a device, account, website, or digital resource for one class or assignment does not automatically authorize its use for another purpose.
- I will stop using a device, website, account, or digital resource when directed by an SVCS employee.
- I will not use SVCS technology for personal business, commercial activity, entertainment, games, social media, or other noneducational activity unless the activity has been specifically authorized by an SVCS employee.
- I will not use SVCS technology to interfere with instruction, school operations, another student's learning, or another person's access to an SVCS device, account, or service.

2. Account and Login Security

I understand and agree that:

- I will use only the SVCS account assigned to me.
- I will keep my password, verification codes, recovery information, and other login information private.
- I will not share my password, verification codes, recovery information, or other login information with another person.
- I will not allow another person to use my assigned account.
- I will not ask another person to share a password, verification code, or account.
- I will not attempt to access, use, guess, reset, or interfere with another person's account.
- I will not misrepresent my identity or sign in as another person.
- I will log out when directed or when using a shared device.
- I will not approve a login or verification request that I did not initiate.

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- I will promptly report a lost or exposed password, an unexpected login or verification request, activity in my account that I did not perform, suspected unauthorized access, a suspicious request for login information, or any other reason to believe that my account may not be secure.
- I understand that promptly reporting an account-security mistake is better than hiding it or allowing the problem to continue.

3. Internet and Digital Resource Use

I understand and agree that:

- I will use the internet and digital resources only for authorized SVCS educational activities.
- I will follow teacher and staff directions regarding websites, searches, accounts, files, and online communication.
- I will use only authorized digital resources.
- I will not attempt to bypass or disable internet filtering, device-management controls, account restrictions, security settings, network protections, or other SVCS technology controls.
- I will not use a proxy, virtual private network, alternate network, modified browser, remote-access tool, or similar method to evade an SVCS restriction or security control.
- I will not install software, applications, browser extensions, certificates, operating systems, or hardware unless specifically authorized by SVCS technology staff.
- I will not share passwords, verification codes, classroom access information, meeting links or access codes, restricted school documents, security information, or another person's private information.
- If inappropriate, disturbing, unsafe, or unrelated material appears accidentally, I will stop interacting with it, avoid forwarding, saving, copying, or sharing it, and notify a teacher or another trusted adult promptly.
- I will tell a trusted adult if I receive a threatening or inappropriate message, a suspicious link or file, a request for private information, a request for my login information, a request to hide an online communication, a message that makes me feel unsafe, or another communication that may place a student or SVCS system at risk.
- I understand that internet filtering and supervision reduce risk but cannot guarantee that every inappropriate or unsafe item will be blocked.

4. Privacy, Photographs, Recordings, and School Information

I understand and agree that:

- I will protect my own private information and the private information of other students.
- I will not post, transmit, or disclose another person's private or identifying information without authorization. This may include:
 - Home address;
 - Telephone number;
 - Personal email address;
 - Password or login information;
 - Daily schedule;
 - Transportation information;
 - Medical information;
 - Live location; or
 - Other private or identifying information.
- I will not photograph, record, livestream, or screenshot another student, employee, class, or meeting without specific authorization from an SVCS employee.
- I will not post or distribute another person's image, voice, recording, private communication, or schoolwork without specific authorization.
- This restriction does not prohibit captions, assistive technology, accessibility features, accommodations, or instructional recording specifically authorized by SVCS.
- I will not share classroom access information, meeting links, passwords, restricted school documents, or security information.
- I will check the intended recipient before sending an email, message, file, photograph, recording, or shared-document invitation.
- I will promptly notify an SVCS employee if I accidentally send private or restricted information to the wrong person.
- I understand that permission for SVCS to publicly use my name, photograph, voice, video, or likeness is addressed through a separate media-consent process and not through this agreement.

5. Care of SVCS Devices and Equipment

I understand and agree that:

- I will handle SVCS devices and accessories carefully.

- I will follow staff directions regarding carrying, charging, storing, and using school equipment.
- I will keep food and liquids away from devices unless an SVCS employee gives permission.
- I will not intentionally damage, mark, dismantle, or misuse Chromebooks, computers, screens, keyboards, chargers, cases, headphones, cables, cameras, interactive displays, or other school equipment.
- I will not remove or alter asset tags, identification labels, barcodes, cases, filters, management settings, or security markings.
- I will not change device settings in a way that interferes with security, management, instruction, accessibility, or another person's use.
- I will not factory-reset a device, enable developer mode, alter its operating system, or attempt another major configuration change unless specifically authorized by technology staff.
- I will not attempt to repair school equipment unless specifically authorized by technology staff.
- I will not use another student's assigned device without permission.
- I will promptly report damage, loss, theft, missing accessories, malfunction, or another condition that may make the equipment unsafe or unusable.
- I will provide accurate information about known damage or loss.
- I will return devices, chargers, cases, and other accessories when requested.
- I understand that promptly reporting accidental damage is preferable to hiding the damage or continuing to use unsafe equipment.

Restitution or financial responsibility may apply only when permitted by law and an applicable SVCS policy or separate agreement.

6. School Ownership, Management, and Limited Privacy

I understand that:

- SVCS-owned devices, school-managed accounts, networks, and systems are school property or are provided under school authority.
- School-managed accounts and resources are provided for educational and school-operational purposes.
- My privacy is limited when I use an SVCS-owned or SVCS-managed device, an SVCS account, the SVCS network, school email, school-provided digital storage, or another SVCS system or resource.
- As permitted by law, SVCS may access, monitor, manage, restrict, or preserve information within school-owned or school-managed resources when reasonably necessary for educational operations, maintenance, account or system security, student or staff safety, investigation of suspected misuse, enforcement of applicable school rules, or compliance with legal requirements.
- SVCS may restrict or suspend access to a device, account, network, application, or feature when reasonably necessary to protect school property, secure a system, respond to a safety concern, or investigate suspected misuse.
- Personal files or communications should not be stored in an SVCS account unless they serve an authorized school purpose.
- Use of a personally owned device to access an SVCS account or network does not make the private contents of the device or a personal account school property.
- This agreement does not authorize SVCS to search a student's personally owned device, personal account, or personal cloud storage.

7. Reporting Technology Problems or Misuse

I agree to promptly report:

- Lost or stolen school equipment;
- Device damage or malfunction;
- Suspected account compromise;
- Unexpected login or verification requests;
- Suspicious links, files, downloads, or attachments;
- Accidental access to inappropriate content;
- Unauthorized photographs or recordings;
- Threatening or unsafe messages;
- Cyberbullying or harassment involving an SVCS account, device, network, or system;
- Attempts to obtain another person's password;
- Attempts to bypass SVCS filtering, security, or device management; and
- Any other activity that may place a student, employee, or SVCS system at risk.

Reports may be made to a teacher, school administrator, technology staff member, counselor, classified employee, parent or guardian, or another trusted SVCS employee.

Students should not independently investigate suspected misuse, attempt to access another person's account, confront a suspected offender, redistribute inappropriate material as evidence, or place themselves or another person at additional risk.

If a sexual image or recording involving a minor appears, I will not save, screenshot, download, copy, forward, upload, reopen, or circulate it. I will report it immediately to a trusted adult and provide only non-content information when possible, such as the sender's name, account, platform, date, and time.

A student who accidentally encounters prohibited or inappropriate material and promptly follows the reporting instructions will not be disciplined merely for the accidental exposure.

8. Consequences of Unauthorized or Improper Use

I understand that unauthorized or improper use may result in one or more of the following:

- Instruction, correction, or redirection;
- A warning;
- Parent or guardian notification;
- Increased supervision while using technology;
- Restriction of particular websites, applications, account features, or technology privileges;
- Temporary collection or reassignment of a school device;
- Modification of account or device settings;
- School disciplinary action consistent with applicable SVCS rules and law;
- Restitution or financial responsibility when permitted by law and an applicable SVCS policy or separate agreement; or
- Other appropriate corrective or protective action.

The response may consider:

- The student's age and developmental level;
- The seriousness of the conduct;
- Whether the conduct was intentional, reckless, or accidental;
- Whether the conduct was repeated;
- Whether the student promptly reported or attempted to correct the problem;
- The effect on another person;
- The effect on instruction or school operations;
- The risk to school property, privacy, security, or safety;
- Any applicable disability-related needs, accommodations, or protections; and
- Applicable SVCS rules and law.

Technology restrictions should be related to the conduct and should not be broader or longer than reasonably necessary to address the misuse, protect safety, or secure school systems.

When technology is required for instruction, an individualized education program, a Section 504 plan, assistive technology, or another legally protected educational need, SVCS will provide appropriate supervised, restricted, modified, or alternative access.

Student Acknowledgment

Please read each statement and initial. A teacher, parent, guardian, or other authorized adult may explain the statements in age-appropriate or accessible language.

Initials: _____	I have received, read, or had explained to me the Student Technology Use Agreement.
Initials: _____	I understand that SVCS technology may be used only for SVCS-related educational purposes and activities directed or specifically authorized by an SVCS employee.
Initials: _____	I agree to protect my password, account, school equipment, personal information, and the private information of others.
Initials: _____	I agree to follow teacher and staff directions when using SVCS devices, accounts, internet access, and authorized digital resources.
Initials: _____	I understand that my privacy is limited when I use SVCS-owned or SVCS-managed devices, accounts, networks, and systems.
Initials: _____	I agree to promptly report account problems, unsafe messages, inappropriate content, device damage, loss, or other technology concerns.
Initials: _____	I understand that unauthorized or improper use may result in supervision, restriction of particular technology privileges, parent or guardian notification, or other appropriate consequences.

Student Information

Student's printed name: _____

Grade: ☐ TK ☐ K ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8

Teacher or homeroom: _____

Student Signature

I have received, read or had explained to me, and agree to follow the Student Technology Use Agreement.

Student signature: _____

Date: _____

For a student whose age, language, disability, or access needs make independent review inappropriate, an authorized adult may explain this agreement in accessible and developmentally appropriate language. The parent or guardian acknowledgment may serve as the primary acknowledgment when student initials or a student signature would not be developmentally meaningful.

Parent or Guardian Acknowledgment

I acknowledge that:

- I have received and reviewed the Student Technology Use Agreement.
- I have discussed or will discuss these expectations with my child in a developmentally appropriate manner.
- I understand that SVCS technology is provided for SVCS-related educational purposes.
- I understand that my child is expected to use only authorized digital resources.
- I understand that, as permitted by law, school-owned devices, school-managed accounts, networks, and systems may be accessed, monitored, managed, restricted, or preserved as described in this agreement.
- I understand that this agreement does not authorize SVCS to search my child's personally owned device, personal account, or personal cloud storage.
- I understand that unauthorized or improper use may result in supervision, restriction of particular technology privileges, parent or guardian notification, or other appropriate consequences.
- I understand that required instructional, disability-related, assistive-technology, and accommodation-related access will be preserved through appropriate supervised, restricted, modified, or alternative access.
- I agree to promptly notify SVCS if I become aware of a lost or stolen school device, suspected account compromise, unauthorized account use, damage to school equipment, an unsafe or threatening communication involving an SVCS system, or another technology-related concern.
- I understand that permission for public use of my child's name, photograph, voice, video, or likeness is addressed separately and is not granted by this agreement.

Parent or Guardian Information

Parent or guardian's printed name: _____

Primary telephone number: _____

Email address: _____

Parent or Guardian Signature

I have received, read, understood, and discussed or will discuss this agreement with my child.

Parent or guardian signature: _____

Date: _____

School Use Only

Agreement received by: _____

Date received: _____

Follow-up: ☐ No Follow-Up Needed ☐ Family Contact Needed ☐ Supervised or Alternative Access Plan Needed

Notes: _____



SACRAMENTO VALLEY CHARTER SCHOOL

Student Photo and Media Consent Form

Draft v0.3

INTERNAL WORKING DRAFT — NOT ADOPTED OR APPROVED FOR DISTRIBUTION

School Year: _____

Purpose

Sacramento Valley Charter School ("SVCS") may photograph, record, display, or publish students and selected student work to document learning, recognize student achievement, communicate with families, and share information about school programs and activities.

This form allows a parent or guardian to choose which optional uses are permitted. Consent is voluntary. Declining optional media consent will not affect a student's enrollment, grades, educational services, or ordinary participation in school programs and activities.

How Selections Are Interpreted

No box will be preselected. An unanswered, incomplete, conflicting, or unsigned selection will be treated as no optional consent for the affected use until SVCS receives clarification from an authorized parent or guardian.

Student Information

Student's printed name: _____

Grade: ☐ TK ☐ K ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8

Teacher or homeroom: _____

Part 1 - School-Controlled Nonpublic Use

Examples may include:

- Classroom or hallway displays located on campus;
- Student projects and presentations shared within the school community;
- Password-protected or access-limited communications to SVCS families;
- Nonpublic SVCS events or presentations.

This section does not include internal staff training or professional-development use. Any such use would require separate review and, when appropriate, separate permission.

Please select one:

- ☐ I permit SVCS to photograph or record my child and to display or share my child's image, voice, performance, or selected work through the school-controlled nonpublic uses described above.
- ☐ I do not permit optional school-controlled nonpublic use of my child's image, voice, performance, or selected work.

Part 2A - School Yearbook

Please select one:

- ☐ I permit my child's image, name as authorized in Part 4, and selected school-related information to appear in the SVCS yearbook.
- ☐ I do not permit optional yearbook use.

Actin A.9.1/6

Part 2B - Other SVCS-Controlled Public Use

Examples may include:

- The official SVCS website;
- Official SVCS social-media accounts;
- Publicly available school newsletters;
- Brochures, flyers, posters, and enrollment materials;
- Public presentations or reports about SVCS programs;
- School-produced videos; and
- Displays at public school or community events.

Please select one:

☐ **I permit** SVCS to photograph or record my child and to publish or display my child's image, voice, performance, or selected work through the SVCS-controlled public uses described above.

☐ **I do not permit** optional SVCS-controlled public use of my child's image, voice, performance, or selected work.

SVCS will make reasonable efforts not to intentionally feature, identify, or publish a readily identifiable student whose parent or guardian has declined SVCS-controlled public use.

Declining consent cannot prevent a student from appearing incidentally in photographs or recordings independently created by parents, visitors, attendees, or news organizations at an event open to the public. This form does not control independent activity that SVCS did not arrange, create, or provide.

Publicly posted material may be copied, downloaded, indexed, reshared, or retained by persons or services outside SVCS's control.

Part 3 - External News and Community Organizations

External organizations may include:

- Newspapers, television stations, or other news organizations;
- Community organizations covering a school activity;
- Charter-school associations or educational organizations;
- Event partners; and
- Nonprofit educational or community organizations identified by SVCS in connection with a specific named school program or event.

When reasonably practical, SVCS will identify the outside organization and event to families before intentionally arranging student participation.

Please select one:

☐ **I permit** SVCS to intentionally arrange for external news or community organizations to photograph, record, or interview my child during an SVCS-related event or activity.

☐ **I do not permit** SVCS to intentionally arrange for external news or community organizations to photograph, record, or interview my child.

SVCS will communicate the identification limit selected in Part 4 before intentionally arranging an interview or featured appearance. SVCS will not intentionally arrange participation when the selected limitation cannot reasonably be honored.

This form limits what SVCS may authorize or intentionally arrange. It does not purport to restrict lawful independent news reporting or recording at a public event that does not depend on SVCS permission.

Independent organizations control material they create or receive. SVCS may have limited ability to remove or control material after it has been published or distributed by an outside organization.

This permission does not authorize an outside vendor or organization to use the student for commercial advertising, product endorsement, unrelated marketing, data profiling, artificial-intelligence training, or another purpose not described on this form.

Part 4 - Student Identification

When permission for public or external use is granted, please select the greatest level of name identification SVCS may intentionally use:

- ☐ **No name.**
- ☐ **First name only.**
- ☐ **First name and last initial.**
- ☐ **Full name.**

SVCS may use less identifying information than the option selected.

The identification selection limits names, captions, labels, and identifying information intentionally supplied by SVCS. It does not guarantee that the student will be anonymous or unrecognizable from the student's image, voice, clothing, activity, location, or surrounding context.

This permission does not authorize disclosure of the student's address, telephone number, personal email address, schedule, transportation information, medical information, disability-related information, disciplinary information, counseling information, live location, or other confidential or sensitive information.

Part 5 - Student-Created Work

Student-created work may include writing, artwork, photographs, music, performances, recordings, presentations, designs, and other original work.

Please select one:

- ☐ **I permit** SVCS, on a nonexclusive and royalty-free basis, to reproduce, display, publish, and distribute selected original work created by my child solely through the uses I authorized in this form and for the educational, recognition, family-communication, and school-program purposes described here.
- ☐ **I do not permit** optional publication or distribution of my child's selected original work beyond ordinary classroom and instructional use.

Ownership of the student's original work remains with the student. Permission applies only to rights the student or parent or guardian may lawfully grant. It does not authorize publication of third-party copyrighted material or another person's image, voice, private information, or original work without any separately required permission.

SVCS may edit the work for formatting, length, accessibility, spelling, captioning, display, or publication layout, but will not materially change its meaning or falsely attribute altered content to the student.

When reasonably practical, SVCS will follow the identification choice selected in Part 4 when publishing student work.

Part 6 - Limits on Consent

Permission granted through this form does not authorize:

- Commercial endorsement of a third-party product, vendor, service, or organization;
- Paid third-party advertising featuring the student;
- Sale of the student's image, voice, likeness, or work;
- Training a facial-recognition or generative-artificial-intelligence system using the student's image, voice, or work;
- Cloning or synthesizing the student's voice or appearance;
- Creating a false image, video, recording, statement, or performance attributed to the student;
- Materially altering the student's appearance, speech, conduct, or work in a misleading manner;
- Portraying or identifying the student as receiving special education, Section 504 accommodations, counseling, health services, disciplinary intervention, or another confidential service or protected status;
- Unrestricted sublicensing or reuse by vendors or outside organizations; or
- Recording classroom instruction without any separately required authorization.

Ordinary editing for school publication - such as cropping, resizing, captioning, lighting correction, sound adjustment, formatting, and layout - is permitted when it does not materially misrepresent the student or the student's work.

Separate, specific permission should be obtained before using a student in third-party advertising, vendor marketing, commercial endorsement, or a feature substantially focused on sensitive or confidential personal circumstances.

Part 7 - Uses Not Governed by Optional Media Consent

This section does not itself create authority to photograph, record, retain, use, or disclose student information. Each use listed below must have an independent lawful and operational basis, must be limited to the purpose for which it is created or maintained, and must comply with applicable privacy requirements and SVCS procedures.

Declining optional consent does not prevent SVCS from creating, maintaining, or using photographs, recordings, or documentation when independently permitted and reasonably necessary for:

- Student identification and school records;
- Security-camera operations;
- Campus safety and security;
- Documentation of an accident, incident, threat, injury, or property damage;
- Investigation of suspected misconduct;
- Required educational records;
- Classroom assessment or instructional documentation that is not publicly disclosed;
- An individualized education program, Section 504 plan, accommodation, assistive-technology need, or other legally required educational purpose;
- Compliance with a court order, subpoena, legal obligation, or official investigation; or
- Another specifically identified school-operational purpose independently permitted by law and any applicable SVCS procedure.

Material created or maintained under this section may not be used for optional public, promotional, or external-media purposes unless separately authorized through this form or another lawful process.

Those uses remain subject to applicable privacy laws and school procedures.

This form does not authorize a parent, student, visitor, employee, news organization, or other person to record classroom instruction. Classroom recording remains subject to separately applicable authorization requirements.

Part 8 - Duration and Withdrawal

Permission granted through this form applies only to the school year identified above.

A parent or guardian may withdraw optional consent prospectively by providing written notice to the SVCS office or another contact designated by the school.

SVCS will make reasonable efforts to honor a withdrawal after receiving and processing the written notice. Withdrawal does not require SVCS to:

- Recall materials already printed or distributed;
- Remove material from completed yearbooks or archived publications;
- Recover copies downloaded, shared, or republished by other persons;
- Remove material independently created or published by an outside organization; or
- Eliminate records that SVCS is legally required or authorized to retain.

Expiration or withdrawal prevents new optional uses after the applicable date. It does not require removal of material lawfully created, published, printed, distributed, or incorporated into a completed publication while permission was in effect.

Such material may remain in completed yearbooks, archived webpages, newsletters, reports, videos, presentations, historical records, or other completed publications. SVCS will not repurpose the material in a new publication or new promotional use after consent expires or is withdrawn without obtaining any newly required permission.

Withdrawal does not affect uses that occurred before the withdrawal was received and processed.

Parent or Guardian Acknowledgment

I acknowledge that:

- I have reviewed the choices and limits described in this form;
- My selections are voluntary;
- Declining optional consent will not affect my child's enrollment, grades, educational services, or ordinary participation;
- An unanswered, incomplete, conflicting, or unsigned selection will be treated as no optional consent for the affected use until clarified;
- The permissions I grant apply only to the school year identified above;
- I may withdraw optional consent prospectively in writing;
- SVCS may not be able to recover or remove material already printed, distributed, archived, downloaded, or independently published by others;
- This form does not authorize commercial endorsement, vendor advertising, AI training, synthetic replication, or disclosure of confidential student information;
- Permission for classroom recording is not granted solely through this form;
- Necessary school records, identification, security, safety, and legally required documentation are governed separately; and
- I certify that I am the student's parent or legal guardian, or that I otherwise hold legal authority to make the selections recorded on this form.

Parent or Guardian Information

Printed name:

Relationship to student:

Primary telephone number:

Email address:

Parent or Guardian Signature

I have reviewed this form and authorize only the uses I selected above.

Signature:

Date:

School Use Only

Date received:

Received by:

Selections entered by:

Date entered:

Later written withdrawal received: ☐ No ☐ Yes

Withdrawal effective date:

Notes:

Legal and Policy Basis

This internal approval draft is informed by the following authorities. Their inclusion does not mean that every photograph, recording, or use described above requires affirmative consent when another lawful basis applies.

1. **Family Educational Rights and Privacy Act consent requirements, 34 C.F.R. § 99.30.** When written consent is used to disclose personally identifiable information from education records, the consent must be signed and dated and must identify the records, purpose, and recipient or class of recipients. Electronic consent may be used when it authenticates the person granting it. [Official source](#)
2. **FERPA directory-information requirements, 34 C.F.R. § 99.37.** Directory-information disclosure depends on prior notice identifying the information, the right to refuse disclosure, and the response period; any stated limits on parties or purposes must be honored. [Official source](#)
3. **California Education Code § 49073, where applicable.** This provision addresses local designation, notice, identified recipients, and parent objection concerning pupil directory information. This form does not represent that SVCS currently relies on a directory-information framework. [Official source](#)
4. **California Education Code § 49075, where applicable.** Written parental consent for access to pupil records must specify the records to be released and identify the party or class of parties to whom they may be released. The recipient must be notified that further transmission without written parental consent is prohibited. [Official source](#)
5. **California Education Code § 51512.** Classroom use of an electronic listening or recording device requires prior authorization under the statute; this parent form does not independently provide that authorization. [Official source](#)
6. **California Civil Code § 3344.** This provision addresses specified commercial uses of a person's name, voice, photograph, or likeness and supports excluding third-party commercial endorsement from general school-media permission. [Official source](#)
7. **IDEA confidentiality requirements, including 34 C.F.R. § 300.622, when applicable.** General media permission does not replace consent required for disclosure of personally identifiable special-education information. [Official source](#)
8. **Copyright ownership, 17 U.S.C. §§ 201 and 204.** Copyright generally begins with the author, and a transfer of ownership ordinarily requires a signed writing; this form grants limited permission rather than transferring ownership of student work. [Official source](#)
9. **FERPA guidance concerning photographs and videos.** A photograph or video may become an education record when it is directly related to a student and maintained by the school or a party acting for the school. [Official source](#)



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ORDER FORM FOR:

SACRAMENTO VALLEY CS
2399 SELLERS WAY
WEST SACRAMENTO, CA 95691
ACCOUNT NUMBER: 4430535

SUBSCRIPTION/DIGITAL CONTACT:

CONTACT:

SALES REP INFORMATION:

Christy Freese
christy.freese@mheducation.com
(707) 772-7024

Section Summary	Product Subtotal
INSPIRE	\$0.00
CA INSPIRE, GRADE 6	\$2,010.48
CA INSPIRE, GRADE 7	\$2,010.48
CA INSPIRE, GRADE 8	\$2,010.48
CA IMPACT, GRADE 6	\$684.54
CA IMPACT, GRADE 7	\$684.54
CA IMPACT, GRADE 8	\$684.54
WONDERS 2023, GRADE 2	\$3,230.22
WONDERS 2023, GRADE 3	\$3,230.22
WONDERS 2023, GRADE 4	\$3,230.22
WONDERS 2023, GRADE 5	\$3,230.22
WONDERS 2020, GRADE 6	\$3,334.50
CA STUDYSYNC, GRADE 7	\$519.36
CA STUDYSYNC, GRADE 8	\$519.36
PRODUCT TOTAL*	\$25,379.16
ESTIMATED S&H**	\$0.00
ESTIMATED TAX**	\$2,347.56
GRAND TOTAL*	\$27,726.72

* Price firm for 90 days from quote date. Price quote must be attached to school purchase order to receive the quoted price and free materials.

**Shipping and handling charges shown are only estimates. Actual shipping and handling charges will be applied at time of order. Taxes shown are only estimates. If applicable, actual tax charges will be applied at time of order.

Comments:

PLEASE INCLUDE THIS PROPOSAL WITH YOUR PURCHASE ORDER

SEND ORDER TO:

McGraw Hill LLC | PO Box 182605 | Columbus, OH 43218-2605
Email: orders_mhe@mheducation.com | Phone: 1-800-780-0246 | Fax: 1-866-513-8081

QUOTE DATE: 07/14/2026

ACCOUNT NAME: SACRAMENTO VALLEY CS

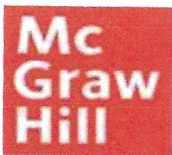
EXPIRATION DATE:10/12/2026

QUOTE NUMBER: SWERRB-07082026034113-001

ACCOUNT #: 4430535

PAGE #: 1

Action B.I.^{1/4}



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Product Description	ISBN	Qty	Unit Price	Line Subtotal
INSPIRE				
INSPIRE Subtotal:				\$0.00
CA INSPIRE, GRADE 6				
INSPIRE SCIENCE CA GRADE 6 STUDENT EDITION VOL 1	978-0-07-674690-3	2	\$25.13	\$50.26
INSPIRE SCIENCE CA GRADE 6 STUDENT EDITION VOL 2	978-0-07-682745-9	2	\$25.13	\$50.26
INSPIRE SCIENCE GRADE 6 CALIFORNIA STUDENT EDITION VOL 3	978-0-07-684105-9	2	\$25.13	\$50.26
INSPIRE SCIENCE GRADE 6 CALIFORNIA STUDENT EDITION VOL 4	978-0-07-684108-0	2	\$25.13	\$50.26
INSPIRE SCIENCE CA GRADE 6 TEACHER EDITION	978-0-07-682900-2	4	\$113.09	\$452.36
INSPIRE SCIENCE CALIFORNIA GRADE 6 TEACHER EDITION VOLUME 2	978-0-07-684702-0	4	\$113.09	\$452.36
INSPIRE SCIENCE CALIFORNIA GRADE 6 TEACHER EDITION VOLUME 3	978-0-07-684703-7	4	\$113.09	\$452.36
INSPIRE SCIENCE CALIFORNIA GRADE 6 TEACHER EDITION VOLUME 4	978-0-07-684706-8	4	\$113.09	\$452.36
CA INSPIRE, GRADE 6 Subtotal:				\$2,010.48
CA INSPIRE, GRADE 7				
INSPIRE SCIENCE CA GRADE 7 STUDENT EDITION VOL 1	978-0-07-682746-6	2	\$25.13	\$50.26
INSPIRE SCIENCE CA GRADE 7 STUDENT EDITION VOL 2	978-0-07-682747-3	2	\$25.13	\$50.26
INSPIRE SCIENCE GRADE 7 CALIFORNIA STUDENT EDITION VOL 3	978-0-07-684109-7	2	\$25.13	\$50.26
INSPIRE SCIENCE GRADE 7 CALIFORNIA STUDENT EDITION VOL 4	978-0-07-684110-3	2	\$25.13	\$50.26
INSPIRE SCIENCE CA GRADE 7 TEACHER EDITION	978-0-07-682901-9	4	\$113.09	\$452.36
INSPIRE SCIENCE CALIFORNIA GRADE 7 TEACHER EDITION VOLUME 2	978-0-07-684707-5	4	\$113.09	\$452.36
INSPIRE SCIENCE CALIFORNIA GRADE 7 TEACHER EDITION VOLUME 3	978-0-07-684708-2	4	\$113.09	\$452.36
INSPIRE SCIENCE CALIFORNIA GRADE 7 TEACHER EDITION VOLUME 4	978-0-07-684711-2	4	\$113.09	\$452.36
CA INSPIRE, GRADE 7 Subtotal:				\$2,010.48
CA INSPIRE, GRADE 8				
INSPIRE SCIENCE CA GRADE 8 STUDENT EDITION VOL 1	978-0-07-682748-0	2	\$25.13	\$50.26
INSPIRE SCIENCE CA GRADE 8 STUDENT EDITION VOL 2	978-0-07-682749-7	2	\$25.13	\$50.26
INSPIRE SCIENCE GRADE 8 CALIFORNIA STUDENT EDITION VOL 3	978-0-07-684112-7	2	\$25.13	\$50.26

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Email: orders_mhe@mheducation.com | Phone: 1-800-780-0246 | Fax: 1-866-513-8081

QUOTE DATE: 07/14/2026

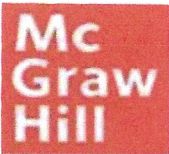
ACCOUNT NAME: SACRAMENTO VALLEY CS

EXPIRATION DATE: 10/12/2026

QUOTE NUMBER: SWERRB-07082026034113-001

ACCOUNT #: 4430535

PAGE #: 2



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Product Description	ISBN	Qty	Unit Price	Line Subtotal
INSPIRE SCIENCE GRADE 8 CALIFORNIA STUDENT EDITION VOL 4	978-0-07-684113-4	2	\$25.13	\$50.26
INSPIRE SCIENCE CA GRADE 8 TEACHER EDITION	978-0-07-682972-9	4	\$113.09	\$452.36
INSPIRE SCIENCE CALIFORNIA GRADE 8 TEACHER EDITION VOLUME 2	978-0-07-684712-9	4	\$113.09	\$452.36
INSPIRE SCIENCE CALIFORNIA GRADE 8 TEACHER EDITION VOLUME 3	978-0-07-684713-6	4	\$113.09	\$452.36
INSPIRE SCIENCE CALIFORNIA GRADE 8 TEACHER EDITION VOLUME 4	978-0-07-684715-0	4	\$113.09	\$452.36

CA INSPIRE, GRADE 8 Subtotal:

\$2,010.48

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QUOTE DATE: 07/14/2026

ACCOUNT NAME: SACRAMENTO VALLEY CS

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QUOTE NUMBER: SWERRB-07082026034113-001

ACCOUNT #: 4430535

PAGE #: 3



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Product Description	ISBN	Qty	Unit Price	Line Subtotal
CA IMPACT, GRADE 6				
IMPACT CALIFORNIA G6 INQUIRY JOURNAL WORLD HISTORY & GEOGRAPHY ANCIENT TIMES	978-0-07-906349-6	2	\$22.69	\$45.38
IMPACT CALIFORNIA G6 TEACHER EDITION WORLD HISTORY & GEOGRAPHY ANCIENT TIMES	978-0-07-675586-8	4	\$159.79	\$639.16
CA IMPACT, GRADE 6 Subtotal:				\$684.54
CA IMPACT, GRADE 7				
IMPACT CALIFORNIA G7 INQUIRY JOURNAL WRLD HIST & GEOG MEDIEVAL ERLY MODERN TIMES	978-0-07-906350-2	2	\$22.69	\$45.38
IMPACT CALIFORNIA G7 TEACHER EDITION WRLD HIST & GEOG MEDIEVAL ERLY MODERN TIMES	978-0-07-675588-2	4	\$159.79	\$639.16
CA IMPACT, GRADE 7 Subtotal:				\$684.54
CA IMPACT, GRADE 8				
IMPACT CALIFORNIA G8 INQUIRY JOURNAL US HIST & GEOG GROWTH & CONFLICT	978-0-07-906340-3	2	\$22.69	\$45.38
IMPACT CALIFORNIA G8 TEACHER EDITION US HIST & GEOG GROWTH & CONFLICT	978-0-07-675570-7	4	\$159.79	\$639.16
CA IMPACT, GRADE 8 Subtotal:				\$684.54

PLEASE INCLUDE THIS PROPOSAL WITH YOUR PURCHASE ORDER

SEND ORDER TO:

McGraw Hill LLC | PO Box 182605 | Columbus, OH 43218-2605
Email: orders_mhe@mheducation.com | Phone: 1-800-780-0246 | Fax: 1-866-513-8081

QUOTE DATE: 07/14/2026

ACCOUNT NAME: SACRAMENTO VALLEY CS

EXPIRATION DATE: 10/12/2026

QUOTE NUMBER: SWERRB-07082026034113-001

ACCOUNT #: 4430535

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Product Description	ISBN	Qty	Unit Price	Line Subtotal
WONDERS 2023, GRADE 2				
READING WONDERS TEACHER EDITION PACKAGE GRADE 2	978-1-26-557679-0	4	\$769.08	\$3,076.32
READING WONDERS READING WRITING COMPANION PACKAGE GRADE 2	978-1-26-558776-5	6	\$25.65	\$153.90
WONDERS 2023, GRADE 2 Subtotal:				\$3,230.22
WONDERS 2023, GRADE 3				
READING WONDERS TEACHER EDITION PACKAGE GRADE 3	978-1-26-558160-2	4	\$769.08	\$3,076.32
READING WONDERS READING WRITING COMPANION PACKAGE GRADE 3	978-1-26-558959-2	6	\$25.65	\$153.90
WONDERS 2023, GRADE 3 Subtotal:				\$3,230.22
WONDERS 2023, GRADE 4				
READING WONDERS TEACHER EDITION PACKAGE GRADE 4	978-1-26-558325-5	4	\$769.08	\$3,076.32
READING WONDERS READING WRITING COMPANION PACKAGE GRADE 4	978-1-26-559204-2	6	\$25.65	\$153.90
WONDERS 2023, GRADE 4 Subtotal:				\$3,230.22
WONDERS 2023, GRADE 5				
READING WONDERS TEACHER EDITION PACKAGE GRADE 5	978-1-26-558496-2	4	\$769.08	\$3,076.32
READING WONDERS READING WRITING COMPANION PACKAGE GRADE 5	978-1-26-559328-5	6	\$25.65	\$153.90
WONDERS 2023, GRADE 5 Subtotal:				\$3,230.22
WONDERS 2020, GRADE 6				
READING WONDERS TEACHER EDITION PACKAGE GRADE 6	978-0-07-698461-9	4	\$821.94	\$3,287.76
READING WONDERS READING WRITING COMPANION PACKAGE GRADE 6	978-0-07-698457-2	2	\$23.37	\$46.74
WONDERS 2020, GRADE 6 Subtotal:				\$3,334.50

PLEASE INCLUDE THIS PROPOSAL WITH YOUR PURCHASE ORDER

SEND ORDER TO:

McGraw Hill LLC | PO Box 182605 | Columbus, OH 43218-2605
Email: orders_mhe@mheducation.com | Phone: 1-800-780-0246 | Fax: 1-866-513-8081

QUOTE DATE: 07/14/2026

ACCOUNT NAME: SACRAMENTO VALLEY CS

EXPIRATION DATE: 10/12/2026

QUOTE NUMBER: SWERRB-07082026034113-001

ACCOUNT #: 4430535

PAGE #: 5



Because learning changes everything.®

Product Description	ISBN	Qty	Unit Price	Line Subtotal
CA STUDYSYNC, GRADE 7				
STUDYSYNC CORE ELA GRADE 7 READING AND WRITING COMPANION UNIT 1	978-1-94-469579-8	2	\$8.22	\$16.44
STUDYSYNC CORE ELA GRADE 7 READING AND WRITING COMPANION UNIT 2	978-1-94-469580-4	2	\$8.22	\$16.44
STUDYSYNC CORE ELA GRADE 7 READING AND WRITING COMPANION UNIT 3	978-1-94-469581-1	2	\$8.22	\$16.44
STUDYSYNC CORE ELA GRADE 7 READING AND WRITING COMPANION UNIT 4	978-1-94-469582-8	2	\$8.22	\$16.44
STUDYSYNC CORE ELA GRADE 7 READING AND WRITING COMPANION UNIT 5	978-1-94-469583-5	2	\$8.22	\$16.44
STUDYSYNC CORE ELA GRADE 7 READING AND WRITING COMPANION UNIT 6	978-1-94-469584-2	2	\$8.22	\$16.44
STUDYSYNC CALIFORNIA GRADE 7 TEACHER EDITION 4 VOLUME SET	978-0-07-896825-9	4	\$105.18	\$420.72

CA STUDYSYNC, GRADE 7 Subtotal:

\$519.36

CA STUDYSYNC, GRADE 8				
STUDYSYNC CORE ELA GRADE 8 READING AND WRITING COMPANION UNIT 1	978-1-94-469585-9	2	\$8.22	\$16.44
STUDYSYNC CORE ELA GRADE 8 READING AND WRITING COMPANION UNIT 2	978-1-94-469586-6	2	\$8.22	\$16.44
STUDYSYNC CORE ELA GRADE 8 READING AND WRITING COMPANION UNIT 3	978-1-94-469587-3	2	\$8.22	\$16.44
STUDYSYNC CORE ELA GRADE 8 READING AND WRITING COMPANION UNIT 4	978-1-94-469588-0	2	\$8.22	\$16.44
STUDYSYNC CORE ELA GRADE 8 READING AND WRITING COMPANION UNIT 5	978-1-94-469589-7	2	\$8.22	\$16.44
STUDYSYNC CORE ELA GRADE 8 READING AND WRITING COMPANION UNIT 6	978-1-94-469590-3	2	\$8.22	\$16.44
STUDYSYNC CALIFORNIA GRADE 8 TEACHER EDITION 4 VOLUME SET	978-0-07-896826-6	4	\$105.18	\$420.72

CA STUDYSYNC, GRADE 8 Subtotal:

\$519.36

PLEASE INCLUDE THIS PROPOSAL WITH YOUR PURCHASE ORDER

SEND ORDER TO:

McGraw Hill LLC | PO Box 182605 | Columbus, OH 43218-2605

Email: orders_mhe@mheducation.com | Phone: 1-800-780-0246 | Fax: 1-866-513-8081

QUOTE DATE: 07/14/2026

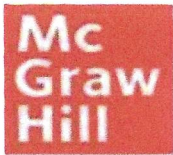
ACCOUNT NAME: SACRAMENTO VALLEY CS

EXPIRATION DATE: 10/12/2026

QUOTE NUMBER: SWERRB-07082026034113-001

ACCOUNT #: 4430535

PAGE #: 6



Because learning changes everything.®

ORDER FORM FOR:

SACRAMENTO VALLEY CS
2399 SELLERS WAY
WEST SACRAMENTO, CA 95691
ACCOUNT NUMBER: 4430535

CONTACT:

PRODUCT TOTAL*	\$25,379.16
ESTIMATED SHIPPING & HANDLING**	\$0.00
ESTIMATED TAX**	\$2,347.56
GRAND TOTAL	\$27,726.72

SUBSCRIPTION/DIGITAL CONTACT

Comments:

* Price firm for 90 days from quote date. Price quote must be attached to school purchase order to receive the quoted price and free materials.

**Shipping and handling charges shown are only estimates. Actual shipping and handling charges will be applied at time of order. Taxes shown are only estimates. If applicable, actual tax charges will be applied at time of order.

Terms of Service:

By placing an order for digital products (the 'Subscribed Materials'), the entity that this price quote has been prepared for ('Subscriber') agrees to be bound by the Terms of Service and any specific provisions required by Subscriber's state law, each located in the applicable links below. Subject to Subscriber's payment of the fees set out above, McGraw Hill LLC hereby grants to Subscriber a non-exclusive, non-transferable license to allow only the number of Authorized Users that corresponds to the quantity of Subscribed Materials set forth above to access and use the Subscribed Materials under the terms described in the Terms of Service and any specific provisions required by Subscriber's state law, each located in the applicable links below. The subscription term for the Subscribed Materials shall be as set forth in the Product Description above. If no subscription term is specified, the initial term shall be one (1) year from the date of this price quote (the 'Initial Subscription Term'), and thereafter the Subscriber shall renew for additional one (1) year terms (each a 'Subscription Renewal Term'), provided MHE has chosen to renew the subscription and has sent an invoice for such Subscription Renewal Term to Subscriber.

[Terms Of Service](#)

[Provisions required by Subscriber State law](#)

ATTENTION: In our effort to protect our customer's data, we will no longer store credit card data in any manner within our system. Therefore, as of April 30, 2016 we will no longer accept credit card orders via email, fax, or mail/package delivery. Credit card orders may be placed over the phone by calling the number listed above or via our websites by visiting www.mheducation.com (or www.mhecoast2coast.com).

School Purchase Order Number: _____

Name of School Official (Please Print)

Signature of School Official

PLEASE INCLUDE THIS PROPOSAL WITH YOUR PURCHASE ORDER

SEND ORDER TO:

McGraw Hill LLC | PO Box 182605 | Columbus, OH 43218-2605
Email: orders_mhe@mheducation.com | Phone: 1-800-780-0246 | Fax: 1-866-513-8081

QUOTE DATE: 07/14/2026

ACCOUNT NAME: SACRAMENTO VALLEY CS

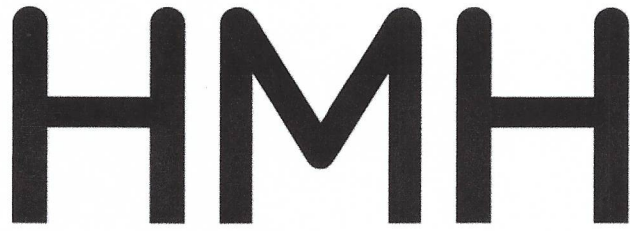
EXPIRATION DATE: 10/12/2026

QUOTE NUMBER: SWERRB-07082026034113-001

ACCOUNT #: 4430535

PAGE #: 7

7/7



Proposal #009670758
Prepared For
Sacramento Valley Charter Sch

Attention:

For the Purchase of:
HMH Go Math CA K-6 2015

Prepared By
Kate Uebner
kate.uebner@hnhco.com

Please submit this proposal with your purchase order.

Purchase orders or duly executed service agreements for **Professional Services** purchased, must be submitted at least 30 days before the service event date.

For greater detail, the complete Terms of Purchases may be reviewed here:

<http://www.hnhco.com/common/terms-conditions>

Coupon Code: PRODPB10

Attention:

Send **Orders** to:
orders@hnhco.com
FAX: 800-269-5232

Send **Check Payments** to:
HMH Education Company
14046 Collection Center Drive
Chicago, IL 60693

HMH Confidential and Proprietary

009670758

Sold:0000597033 Ship:0000597033

Page 1 of 5

Please submit this form with your purchase order

Actum B. 2 1/5

ISBN	Title	Price	Quantity	Value of all Materials	Value of Free Materials	Value of Charged Materials
Grade K						
Student						
1480989 9780547712840	Go Math! Grab and Go Differentiated Centers Kit Grade K	\$ 444.36	2	\$ 888.72	\$ 88.87	\$ 799.84
1563512 9780544230880	California Go Math! Practice Workbook Grade K	\$ 8.16	45	\$ 367.20	\$ 36.69	\$ 330.30
1560277 9780544203792	California Go Math! Student Edition Grade K	\$ 16.90	45	\$ 760.50	\$ 76.04	\$ 684.45
1567170 9780544264427	HMH Go Math! California Teacher Edition Collection Grade K 2015	\$ 182.04	5	\$ 910.20	\$ 91.02	\$ 819.20
Total for Student						
Total for Grade K		\$2,633.79				
Grade 1						
Student						
1560280 9780544203839	California Go Math! Student Edition Grade 1	\$ 16.90	46	\$ 777.40	\$ 77.73	\$ 699.66
1563593 9780544230897	California Go Math! Practice Workbook Grade 1	\$ 8.16	46	\$ 375.36	\$ 37.50	\$ 337.64
1567172 9780544264441	HMH Go Math! California Teacher Edition Collection Grade 1 2015	\$ 182.04	5	\$ 910.20	\$ 91.02	\$ 819.20
Total for Student						
Total for Grade 1		\$1,856.50				
Grade 2						
Student						
1560514 9780544203914	California Go Math! Student Edition Grade 2	\$ 16.90	46	\$ 777.40	\$ 77.73	\$ 699.66
1563594 9780544230903	California Go Math! Practice Workbook Grade 2	\$ 8.16	46	\$ 375.36	\$ 37.50	\$ 337.64
1567444 9780544264465	HMH Go Math! California Teacher Edition Collection Grade 2 2015	\$ 182.04	5	\$ 910.20	\$ 91.02	\$ 819.20
Total for Student						
Total for Grade 2		\$1,856.50				
Grade 3						
Student						
1560518 9780544203976	California Go Math! Student Edition Grade 3	\$ 16.90	50	\$ 845.00	\$ 84.49	\$ 760.50
1563595 9780544230910	California Go Math! Practice Workbook Grade 3	\$ 8.16	50	\$ 408.00	\$ 40.76	\$ 367.00
Total for Student						
Total for Grade 3		\$1,213.00				

Coupon Code: PRODPB10

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Chicago, IL 60693

Attention:

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FAX: 800-269-5232

009670758

Sold:0000597033 Ship:0000597033

Page 2 of 5

Please submit this form with your purchase order

Proposal for Sacramento Valley Charter Sch

ISBN	Title		Price	Quantity	Value of all Materials	Value of Free Materials	Value of Charged Materials
1567446 9780544264489	HMH Go Math! California Teacher Edition Collection Grade 3 2015		\$ 182.04	5	\$ 910.20	\$ 91.02	\$ 819.20
Total for Student							
Total for Grade 3			\$1,946.70				
Grade 4 Student							
1560522 9780544204058	California Go Math! Student Edition Grade 4		\$ 16.90	48	\$ 811.20	\$ 81.11	\$ 730.08
1563596 9780544230927	California Go Math! Practice Workbook Grade 4		\$ 8.16	48	\$ 391.68	\$ 39.13	\$ 352.32
1567448 9780544264502	HMH Go Math! California Teacher Edition Collection Grade 4 2015		\$ 182.04	5	\$ 910.20	\$ 91.02	\$ 819.20
Total for Student							
Total for Grade 4			\$1,901.60				
Grade 5 Student							
1560525 9780544204089	California Go Math! Student Edition Grade 5		\$ 16.90	50	\$ 845.00	\$ 84.49	\$ 760.50
1563597 9780544230934	California Go Math! Practice Workbook Grade 5		\$ 8.16	50	\$ 408.00	\$ 40.76	\$ 367.00
1567450 9780544264526	HMH Go Math! California Teacher Edition Collection Grade 5 2015		\$ 182.04	5	\$ 910.20	\$ 91.02	\$ 819.20
Total for Student							
Total for Grade 5			\$1,946.70				
Grade 6 Student							
1560652 9780544207004	California Go Math! Interactive Student Edition Grade 6		\$ 15.10	55	\$ 830.50	\$ 83.04	\$ 747.45
1560656 9780544207011	Holt McDougal Go Math! California Teacher Edition Grade 6		\$ 151.20	5	\$ 756.00	\$ 75.60	\$ 680.40
Total for Student							
Total for Grade 6			\$1,427.85				
Grade 7 Student							

Coupon Code: PRODPB10

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Chicago, IL 60693

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009670758 Sold:0000597033 Ship:0000597033

Page 3 of 5

Please submit this form with your purchase order

Proposal for Sacramento Valley Charter Sch

ISBN	Title		Price	Quantity	Value of all Materials	Value of Free Materials	Value of Charged Materials
1560653 9780544202610	California Go Math! Interactive Student Edition Grade 7		\$ 15.10	25	\$ 377.50	\$ 37.74	\$ 339.75
1560657 9780544207028	Holt McDougal Go Math! California Teacher Edition Grade 7		\$ 151.20	5	\$ 756.00	\$ 75.60	\$ 680.40
Total for Student							
Total for Grade 7			\$1,020.15				
Grade 8 Student							
1560654 9780544206984	California Go Math! Interactive Student Edition Grade 8		\$ 15.10	45	\$ 679.50	\$ 67.94	\$ 611.55
1560659 9780544207035	Holt McDougal Go Math! California Teacher Edition Grade 8		\$ 151.20	5	\$ 756.00	\$ 75.60	\$ 680.40
Total for Student							
Total for Grade 8			\$1,291.95				

Total Savings:	\$1,765.78
Subtotal Purchase Amount:	\$15,881.74
Shipping & Handling:	\$2,223.44
Sales Tax:	\$1,674.77

Total Cost of Proposal (PO Amount):	\$19,779.95
--	--------------------

Coupon Code: PRODPB10

Attention:

Send **Orders** to:
orders@hnhco.com
FAX: 800-269-5232

Send **Check Payments** to:
HMH Education Company
14046 Collection Center Drive
Chicago, IL 60693

HMH Confidential and Proprietary

Total Cost of Proposal (PO Amount): \$19,779.95

Thank you for considering HMH as your partner. We are committed to providing an excellent experience and delivering ongoing, high-quality service to our customers. To meet these goals, we want to ensure you are aware of the below Terms of Purchase. These terms help us process your order quickly, efficiently, and accurately, ensuring successful delivery and implementation of our solutions.

- Please return this cost proposal with your signed purchase order that matches product, prices and shipping charges.
- Provide the exact address for *delivery* of print materials. The shipping address may be your district warehouse or individual school sites, but it is essential that this is accurate.
- Please supply the name of each important district point of contact for all aspects of the solution including their direct contact information (email/phone):
 - o Point of Contact for Print materials
 - o Point of Contact for Digital materials
 - o Point of Contact for Scheduling Professional Development
 - o Email address for Accounts Payable contact
- Please confirm that we have the correct 'Ship to' and 'Sold to' information on the cost proposal.

Ship to: Sacramento Valley Charter Sch 2399 SELLERS WAY W SACRAMENTO, CA 95691-3046	Sold to: Sacramento Valley Charter Sch 2399 SELLERS WAY W SACRAMENTO, CA 95691-3046
---	---
- Please provide funding start and end dates.
- Please note HMH bills products and services as they are fulfilled. You may receive multiple invoices for your order.
- HMH reserves the right to transmit documents electronically.
- Our payment terms are 30 days from the invoice date.
- Print subscription material quantities may be adjusted across grades for like products, to accommodate enrollment fluctuations, quantities cannot be adjusted between different programs or copyrights.
- Our shipping terms are FOB shipping point. The shipping term for your proposal is Destination.
- Any proposed shipping or tax amount provided on this proposal, is based on the Ship To account location quoted within.
- If the location of your delivery changes, please include the proper sales tax and shipping charges for that location in the applicable Purchase Order
- Should any of these Terms of Sale conflict with any preprinted terms on your purchase order, the HMH terms of service shall apply.

Thank you in advance for supplying us with the necessary information at time of purchase.

Our goal is to ensure your success throughout the duration of this agreement, which starts with a highly successful delivery of our solution.

For greater detail, the complete Terms of Purchase may be reviewed here: <http://www.hmhco.com/common/terms-conditions>

Date of Proposal: 7/13/2026

Proposal Expiration Date: 8/27/2026



Coupon Code: PRODPB10

Attention:

Send **Orders** to:
 orders@hnhco.com
 FAX: 800-269-5232

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 HMH Education Company
 14046 Collection Center Drive
 Chicago, IL 60693

HMH Confidential and Proprietary

5/5

Sacramento Valley Charter School

JOB DESCRIPTION:

ASSISTANT PRINCIPAL/COORDINATOR OF SPECIAL EDUCATION

DUTY DAYS: 205 FULL TIME

SALARY: \$ 103,000 - 118,000.00

Board approved: 09-14-24, revised: 07-22-25, 10-8-25, 12-4-25, 07-20-2026

GENERAL JOB DESCRIPTION:

Under the direction of the Principal, the Assistant Principal/Coordinator of Special Education supports the school's missions, goals, instructional programs and operational efficiency; may be tasked with managing school operations in the absence of the principal; contributes to strong public relations between the school and community; implements and supervises the special education program at SVCS to ensure the school's compliance with federal, state, and local regulations. The Assistant Principal reports directly to the Principal.

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 REQUIREMENTS OF THE POSITION:

- Effectively demonstrates the California Administrator Performance Expectations (CAPEs)
- Portrays an effective role model for staff, students, parents/guardians, community members.
- Ensures compliance with IDEA, Section 504, SELPA requirements, California Education Code, and other applicable laws and regulations.
- Is knowledgeable of school goals and programs
- Ensures the timely documentation and submission of mandated reports.
- Attends monthly Board of Education meetings when requested by the Board or Principal.

RESPONSIBILITIES AND DEFINED ROLES OF THE POSITION:

STUDENT WELL - BEING AND SUPPORT

- Attends SST and IEP meetings as directed by Principal
- Under the supervision of the principal, coordinates the provision of student support services and programs that will support "at-risk" students

INSTRUCTION AND LEARNING

- Conduct Special Education professional development, training, and workshops for credentialed and classified staff as needed.
- Have familiarity with the school's TK-8 core curriculum

Action C.1.1/4

- Provide assistance and support to teachers as per students' IEP needs and goals

PROFESSIONAL DEVELOPMENT, SUPERVISION, AND SUPPORT

- Train, supervise, and evaluate special education instructional aides
- Provide or arrange special education training, guidance and support to credentialed staff and paraprofessionals.
- Meet with the Principal regularly to discuss the implementation of school policies and programs.
- Establish and maintain cooperative working relationships with staff, community-based groups, parents, students and the chartering district's strategic personnel.
- Meet with teachers, pupils, parents/guardians as needed.
- Be knowledgeable of new educational trends.
- Prepare and complete paperwork after school hours as necessary to meet important timelines.
- Be knowledgeable and qualified to administer special education testing and managing IEP, 504 and SST process and procedures.
- Communicate with personnel and various outside agencies to exchange information and resolve issues or concerns
- Satisfactorily demonstrate the California Administrator Performance Expectations (CAPES)
- Perform similar or related duties as assigned.

SPECIAL EDUCATION:

- Perform the role of Education Specialist, by providing instruction and academic support to TK-8th grade special education students with mild to moderate disabilities.
- Implement the push-in, pullout or combo instructional format, as per each student's IEP
- Schedule and hold IEP meetings
- Administer student assessments for initial and triennial IEPs
- Ensure compliance with federal and state regulations as they pertain to IDEA
- Ensure that there are adequate staffing, resources, and materials available to support special education programs.
- 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; and attend required SELPA program meetings on behalf of the school
- Address issues and challenges related to special education services, and collaboratively develop workable solutions.

KNOWLEDGE OF:

- Effective classroom management and high student engagement practices
- Principles, methods and practices of child growth and development
- K-8 CA Common Core State Standards
- Special Education laws, regulations, and standards for public schools

- California Teacher Performance Expectations
- California Administrator Performance Expectations
- Social Emotional Learning practices in a school setting
- Effective communication practices and interpersonal skills
- Correct English usage, grammar, spelling, punctuation and vocabulary

ABILITY TO:

- Maintain confidentiality of sensitive and privileged information
- Compose correspondence and written materials independently
- Understand and follow oral and written instructions
- Operate a variety of technology equipment including calculator, copier, fax machine, computer and various software programs
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Meet schedules and time lines
- Complete work with many interruptions
- Determine appropriate action within clearly defined guidelines
- Work well with student, parents, teachers, and staff

REQUIREMENTS:

- Must have a master's degree, CA teaching credential and Administrative Services certification for compliance with CDE Certification regulations.
- Completion of (5) years of successful full-time teaching in grades K-12.
- California Education Specialist Teaching Credential from an accredited institution
- California Administrative Services Credential

WORKING CONDITIONS:

- TK-8 school environment
- Constant interruptions

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate a computer keyboard
- Hearing and speaking to exchange information in person and on the telephone
- Sitting or standing for extended periods of time
- Seeing to read a variety of materials
- Bending at waist, kneeling, or crouching to reach materials and/or work with students
- Frequent sitting, standing, walking, pushing, pulling, stopping, kneeling, climbing, crouching
- Jogging, running, reaching, handling, and repetitive fine motor activities.
- Stamina to remain seated and maintain concentration for an extended period of time
- Hearing and speech to communicate in person, via video conference and computers, or over the telephone.
- Vision: Frequent near/far acuity and color vision. Vision to read printed and online materials, Video Display Terminal (VDT) screens, or other monitoring devices.
- Exert force of 10-100 lbs. occasionally, frequently, or constantly.
- Walking and/or running across campus when necessary.

- 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.

HAZARDS: Possible interactions with dissatisfied, hostile and irate 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:
Human Resources (HR)/Payroll Technician
205 days; 8-hours/day
Pay Range: \$32.00 - \$37.00/hr.
Board approved: 05-21-2026, revised _____

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 and selection of qualified certificated and classified personnel; communicates position requirements
- Assist in the screening of employment applications; answer inquiries regarding job openings; conduct new employee orientation
- Ensures that each employee has been assigned and completed mandated first aid/CPR training and Mandated Reporter and other California mandated training via the 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 for proper placement on salary schedule employees regarding missing items;

Action C.2 1/5

maintain record of college units/degrees earned for proper placement on salary schedule.

- Manage the fingerprinting process and TB test verification process for volunteers, 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 administrative payroll for the purpose of distributing payroll in both electronic and manual formats (as applicable) in accordance with payroll processing timelines and schedules.
- Assist in maintaining SVCS records and transactions related to payroll
- Monitor processes that support payroll system
- Process and maintains employees' 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 and welfare benefits and payroll tax clearing accounts).
- Plan and coordinate open enrollment for active employees; notifies benefits broker of all additions, changes and terminations; monitors invoices for accuracy and notifies carriers timely of any discrepancies; monitors for corrections and adjustments on invoices to ensure accuracy of eligibility and expense of health and welfare benefits.
- 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.
- Perform related duties as assigned

KNOWLEDGE OF:

- Human resources and payroll functions, practices, and procedures
- Practices and procedures related to certificated and classified personnel
- Board Policies
- Progressive discipline, due process requirements, terminations
- 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 and basic math
- 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:

- Detail-oriented with attention to accuracy
- Learn and correctly apply 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
- Ability to work independently and with a team

QUALIFICATIONS:

- Recruiting and employee onboarding
- Computer Operation
- Leave Management
- Filing
- HR legal compliance
- Compensation administration including payroll, payroll taxes, health & welfare benefits and garnishments
- Personnel and financial records management
- Task prioritization

PREREQUISITE SKILLS:

1. High school Diploma or Equivalent commensurate with California High School Requirements
2. Valid CA driver's license
3. Ability to maintain professionalism and confidentiality at all times
4. Proficiency in Microsoft and Google applications
5. Excellent reading, writing, and speaking skills in English
6. Desired: Fluent in Punjabi reading, writing, listening, and speaking
7. Previous work with the public in an office or equivalent setting is preferred
8. Ability to learn quickly with accuracy and attention to details
9. Experience working in a school setting is preferred
10. Complete CharterSAFE HR Certification (within 90 days of hire).
11. CPR Certificate (within 3 weeks of hire)
12. Mandated Reporter training (within 4 weeks of hire)
13. 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

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.

2026-27

Position	Total with board- approved stipends
Teacher	94,254
Teacher	76,425
Teacher	70,042
Teacher	91,254
Teacher	81,006
Teacher	68,764
Teacher	89,254
Teacher	72,108
Teacher	74,234
Teacher	66,764
Teacher	77,234
Teacher	70,466
Teacher	81,682
Teacher	93,407
Teacher	84,006
Teacher	73,679
Teacher	66,090
Teacher	79,486
Teacher	64,200
Teacher	70,042
Teacher	68,037
Teacher	66,090
Teacher	64,200
Teacher	66,090
Teacher	63,000
Teacher	79,486
	1,951,300
Pupil Support	86,400
Pupil Support	81,952
	168,352
Administrative	93,900
Administrative	122,000
Administrative	160,000
	375,900

Actum C.7

		<u>Hourly Rate</u>
1	2100 IA III - 6.5 hrs/day	28.00
2	2100 IA III - 6.5 hrs/day	26.00
3	2100 IA III - 6.5/day	28.00
4	2100 IA II - 6.5hrs/day	22.00
5	2100 IA II - 6.5 hrs/day	21.00
6	2100 IA II - 6.5 hrs/day	22.00
7	2100 IA III - 6.5 hrs/day	28.00
8	2100 IA III - 6.75 hrs/day	30.00
9	2100 IA II - 6.5 hrs/day	22.00
10	2100 IA III - 6.5 hrs day	26.00
11	2100 IA II - 6.75 hrs/day	30.00
12	2100 IA II - 6.75 hrs/day	22.00
13	2100 IA II - 6.75 hrs/day	25.00
14	2100 IA III - 6.75 hrs/day	30.00
15	2100 IA II - 6.5 hrs/day	26.00
16	2100 IA III - 6.5hrs/day	30.00
17	2100 IA III - 6.5 hrs/day	23.00
18	2100 IA III - 6.5 hrs/day	25.00
19	2100 IA I - 6.75 hrs/day	21.00

1	2200 Bus Driver - 177 days, 7 hours	28.00
2	2200 Bus Driver - 180 days 7hrs day	30.00
3	2200 Bus Driver - 177 days 6 hours	28.00
4	2200 Bus or Van Driver - 177 days 6 hrs/day	28.00
5	2200 Van Driver - 177 days 5.5 hrs	21.00
6	2200 Van Driver - 177 days 5.5hrs/day	19.00
7	2200 Bus or Van Driver - 177 days 6 hrs/day	28.00
8	2200 Van Driver -177 days 5.5 hours/day	21.00

2300 Transportation Supervisor 200 dys/yr	70,000
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1	2200 Cook 30 hrs/wk 6hrs/day	21.00
2	2200 Cook 30 hrs/wk 6hrs/day	21.00
3	2200 Cook 30 hrs/wk 6hrs/day	21.00
5	2200 Food Service Lead 40 hrs/wk 7hrs/day	23.00

2300 Food Service Manager 40hrs/wk 200 days	26.00
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2400 School Secretary - 205	35.00
2400 Clerical Assistant - 205	28.00
2400 Ext. Learning and Student Data/4 hrs 205	33.00

Actm C.8 1/2

2400	Budget & Accounting Specialist - 210	38.00
2400	Human Resources/Payroll Technician - 205	32.00

2300	Technology Manager 205 days	85,000
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1	2200 Computer Support Tech 205days 8hrs/day	32.00
2	2200 Technology Specialist 205days/8 hrs/dy	28.00

1	2900 CSA 7.25 hrs/day (+.5 unpaid lunch)	20.00
2	2900 CSA 6 hrs/day (+.5 unpaid lunch)	24.00
3	2900 CSA 5.95 hrs/day (+.5 unpaid lunch)	20.00
5	2900 CSA 7.25 hrs/day (+.5 unpaid lunch)	20.00
6	2900 CSA 7.25 hrs/day (+.5 unpaid lunch)	24.00

2900	Ext. Learning and Student Data/4 hrs 205	33.00
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