

Addendum #4 to the
Lease Agreement July 1, 2019 to June 30, 2027

Between

Sacramento Valley Charter School (SVCS), 2399 Sellers Way, West Sacramento, CA 95691

and

Sikh Temple of Sacramento (Temple), 2301 Evergreen Avenue, West Sacramento, CA 95691

Addendum effective date: 03/01/2025

This is the fourth addendum to the Lease Agreement for the period of July 1, 2019 – June 30, 2027, as signed and executed on or about June 26, 2025, between the above-listed parties. The change is agreed to as follows:

1. This addendum adds 1,044 square feet to the existing lease at the current monthly lease rate of \$1.733 per square foot. The added square feet consist of two offices and a staff lounge located at 2301 Evergreen Avenue. The additional monthly rent is \$1,809.
2. All other terms continue, as described, in the existing lease documents, including that annual rent increases begin each July 1st at the State's Approved K-12 Statutory COLA .

Date: _____

Daljit Ghuman

SVCS Board, Vice President

2399 Sellers Way

West Sacramento, CA 95691

Mahindar Dhanda

Sikh Temple of Sacramento, Cashier/Treasurer

2301 Evergreen Ave

West Sacramento, CA 95691

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Principal's Salary and Benefits Disclosure per SB 1436:

		Annual
Board-approved	Salary	\$ 156,000.00
Board-approved	Doctoral stipend	4,000.00
	Gross Salary Paid to Employee	160,000.00
Board-approved	Medical, Dental, Vision, Life/AD&D/LTD Ins	14,405.88 ^
Board-approved	Longevity stipend	-
Board-approved	Use of personal 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%	-
Statutory (required by law)	Medicare at 1.45%	2,321.74 *
Statutory (required by law)	Social Security at 6.2%	9,927.44 *
Statutory (required by law)	Unemployment EDD (3.0% on first \$7,000 income per year)	210.00
Statutory (required by law)	Worker's Compensation at 1.1978%	1,917.92 @
	Estimated Position Expense for Fiscal Year 2025-26	<u>\$ 188,902.98</u>

NOTES: 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 med/dental/vision/life/add/ltd benefits at 100% of the Board-approved base plan. Each year, the Board determines the discretionary employer matching rate, if any, on the 401(k) Plan. For the 2025 Plan Year, the maximum match is 8% at a 2:1 ratio where an eligible employee defers 4% and receives 8% matching.

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

^ These are at 24-25 rates plus 8%. If the rates are materially different at renewal, an update will be provided to the Board.



Partnering with

Sacramento Valley Charter

Proposal

June 10, 2025



Action
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NWEA® is pleased to present the following price proposal to Sacramento Valley Charter. We are grateful for the opportunity to further serve your students and staff, and we look forward to collaborating with you to finalize a scope of work that considers your unique and complex needs.

Recommended Products and Services

NWEA® drives growth and delivers the insights that help students learn, teachers teach, and leaders lead. Our proven assessment solutions, customized professional learning, and industry-leading research keep you ahead of the curve as times and standards change.



map GROWTH

The purchase of a MAP assessment license includes the following features and services: standard online and interactive reports; downloadable data file reports; implementation services; technical support services; and access to NWEA Professional Learning Online.

MAP Growth

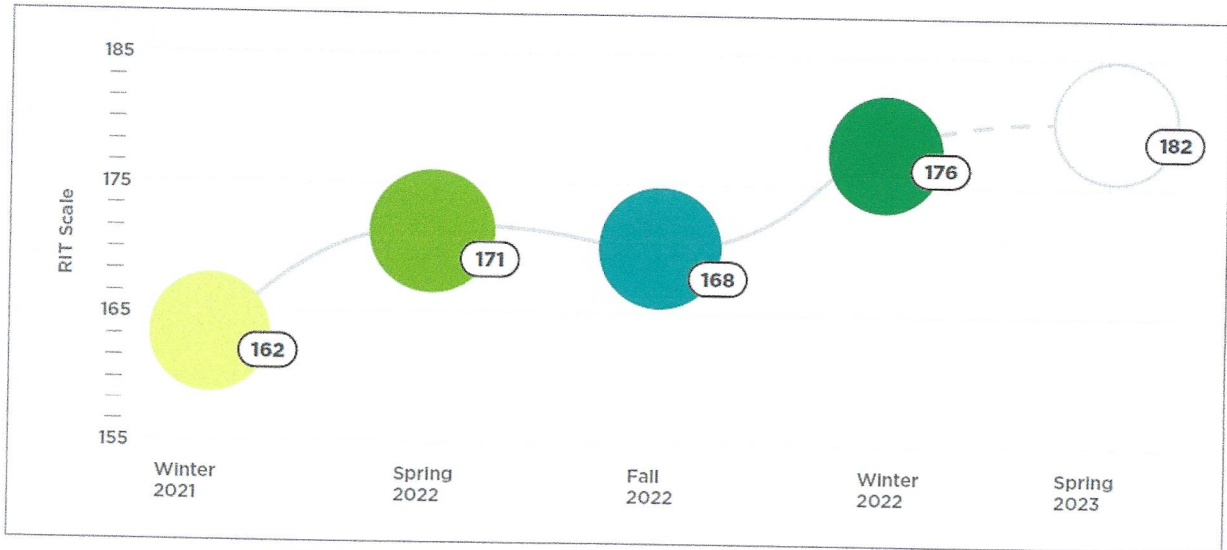
Our computer adaptive interim assessments provide precise, actionable insights that offer educators a clear view of where students are in their learning and the data to determine which supports they need to help them grow academically, whether they're working on, above, or below grade level.

Classroom teachers count on the immediate, trustworthy data in MAP® Growth™ to support instructional decision-making, whether they're scaffolding instruction, creating learning groups, or monitoring growth over time.

Building-level administrators use MAP Growth to illuminate school-wide needs across grades and subjects and then translate these insights into critical decisions that empower teachers, support students, and improve learning outcomes.

District leaders leverage reporting tools, national norms, and linking studies to set short- and long-term goals, identify and reinforce best practices, and even project proficiency on state summative, ACT, and SAT tests.

MAP Growth assessments are scored using a consistent, cross-grade vertical scale that assesses achievement according to standards-aligned content. The RIT scale is the most stable, mature scale in the industry. Like centimeters on a ruler, it measures in equal intervals, regardless of a student's grade or performance—and it remains stable over time. This gives you an accurate measure of student performance, regardless of whether they're performing on, above, or below grade level. Scores from repeated administrations are used to measure growth over time.



MAP Growth: Available assessments and grade coverage

		(Standard) MAP Growth K–12			Optional Add-on	
	Assessment Type	Mathematics	Reading	Language Usage	Science	
English	Growth	K–12	K–12	2–12	2–12	
	Screening					
	Skills Checklist	K–2	K–2	–	–	
Spanish	Growth	K–12	K–8	–	–	
	Screening					
Course specific (English only)	Growth	<ul style="list-style-type: none"> Algebra I & II Geometry Integrated Math 1, 2 & 3 	–	–	Life science	
	Screening					

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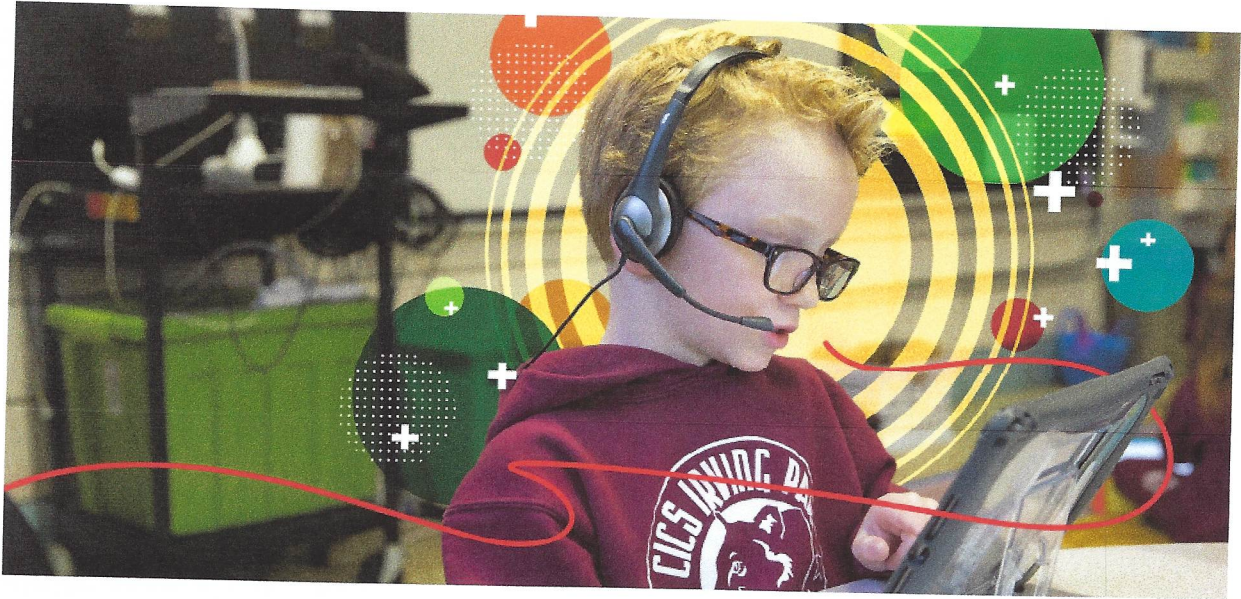
Test Type	Purpose	Approx. Length	Score in Reports
Growth	Measure growth, inform instruction, and assess strategy	43 items/about 45–55 minutes	RIT score (subject and instructional areas, also called "goals"), shown in most reports Also, Quantile® and Lexile® score
Screening	Quickly place incoming students in grades 2 and above (but for more precision, use MAP Growth)	20 items/about 20 minutes	RIT score (subject level only) Available in these reports: Student Progress, District Summary Also, Lexile scores
Skills Checklist	Get details about a certain skill as a pre- or post-test for a unit you teach	11–53 questions/about 8–60 minutes, based on skill	Percent correct, shown only in Screening and Skills Checklist reports

You can choose to go with the standard MAP Growth K-12 package that includes math, reading, and language usage, but many educators decide to add on the optional MAP Growth for Science package.

(Standard) MAP Growth K–12: These growth assessments in math, reading, and language usage can be administered three times per school year, along with an optional summer administration. Math and reading assessments are available in both English and Spanish.

The package includes one type of assessments for K–2 students and another type for students in grades 2–12. The K–2 assessments include features designed to engage young learners, such as practice tests, audio instruction, and a visual interface. There are also K–2 assessments that can be administered as frequently as needed, including before and after instruction or intervention. For students in upper grades—from advanced second-graders to high school students—the package includes growth tests, screening tests, and course-specific tests for high school math.

(Optional Add-on) MAP Growth for Science: Designed for students in grades 2–12, this set of growth assessments covers life science, earth and space science, and physical science. MAP Growth for Science also includes course-specific tests for high school science. MAP Growth for Science can be administered three times per school year, along with an optional summer administration.



map Reading Fluency

MAP Reading Fluency

MAP® Reading Fluency™ is a computer adaptive benchmarking, progress monitoring, and screening assessment for students in grades pre-K–5.

The package includes assessments in oral reading fluency, literal comprehension, and foundational reading skills that can be group-administered three times per school year as benchmark tests and as frequently as needed for progress monitoring. Benchmark tests are available in both English and Spanish. The package also includes a dyslexia screener for students in grades K–3.

Starting in the school year 2024-2025, NWEA's newest integrated solution, MAP Reading Fluency with Coach, delivers a K-5 reading assessment and tutoring solution designed to improve reading growth. Aligned to the Science of Reading, the assessment measures where a student is in their reading journey, then Coach uses the assessment results to place the student into 1:1 personalized tutoring pathways where they can practice reading. This AI-driven tutoring program actively listens to the student read aloud and detects oral reading errors to deliver just-in-time micro-interventions that assist each student through the practices. Only this integrated solution of MAP products provides NWEA® partners with unique insights to make data-informed decisions that guide instruction and intervention.

Recommended for Sacramento Valley Charter

Sacramento Valley Charter School-SQO MAP Growth 1 Year

Product	Sales Price	Quantity	Total Price
Onsite Half-Day Workshop Surcharge	\$700.00	3	\$2,100.00
MG: Student Goal Setting (Onsite, 3-hour session, up to 35 participants)	\$2,100.00	1	\$2,100.00
MAP Growth K-12	\$13.50	373	\$5,035.50
MG: Reports for Teachers- Analyze Start of Year Data (Onsite, 3-hour session, up to 35 participants)	\$2,100.00	1	\$2,100.00
MG: Reports for Leaders- Analyze Start of Year Data (Virtual, 2-hour session, up to 30 participants)	\$1,260.00	1	\$1,260.00
MG: Basics for Leaders (Virtual, 2-hour session, up to 30 participants)	\$1,260.00	1	\$1,260.00
MG: Basics for Teachers (Onsite, 3-hour session, up to 35 participants)	\$2,100.00	1	\$2,100.00
MAP Growth Science (Add-On)	\$2.75	288	\$792.00

Quote Subtotal \$16,747.50
 Estimated Tax \$0.00
Grand Total \$16,747.50

Sacramento Valley Charter School-SQO MAP Growth 3

Product	Sales Price	Quantity	Total Price
MG: Student Goal Setting (Onsite, 3-hour session, up to 35 participants)	\$2,100.00	1	\$2,100.00
Onsite Half-Day Workshop Surcharge	\$700.00	3	\$2,100.00
MAP Growth K-12	\$13.50	1,119	\$15,106.50
MAP Growth Science (Add-On)	\$2.75	864	\$2,376.00
MAP Growth Foundations Online Annual License	\$1,100.00	2	\$2,200.00
MG: Basics for Leaders (Virtual, 2-hour session, up to 30 participants)	\$1,260.00	1	\$1,260.00
MG: Basics for Teachers (Onsite, 3-hour session, up to 35 participants)	\$2,100.00	1	\$2,100.00
MG: Reports for Teachers- Analyze Start of Year Data (Onsite, 3-hour session, up to 35 participants)	\$2,100.00	1	\$2,100.00
MG: Reports for Leaders- Analyze Start of Year Data (Virtual, 2-hour session, up to 30 participants)	\$1,260.00	1	\$1,260.00

Quote Subtotal \$30,602.50
 Estimated Tax \$0.00
Grand Total \$30,602.50

Sacramento Valley Charter School-SQO MAP Growth 5 Years

Product	Sales Price	Quantity	Total Price
MAP Growth Foundations Online Annual License	\$1,100.00	4	\$4,400.00
MAP Growth K-12	\$13.50	1,865	\$25,177.50
MAP Growth Science (Add-On)	\$2.75	1,440	\$3,960.00
MG: Reports for Leaders- Analyze Start of Year Data (Virtual, 2-hour session, up to 30 participants)	\$1,260.00	1	\$1,260.00
Onsite Half-Day Workshop Surcharge	\$700.00	3	\$2,100.00
MG: Basics for Teachers (Onsite, 3-hour session, up to 35 participants)	\$2,100.00	1	\$2,100.00
MG: Reports for Teachers- Analyze Start of Year Data (Onsite, 3-hour session, up to 35 participants)	\$2,100.00	1	\$2,100.00
MG: Student Goal Setting (Onsite, 3-hour session, up to 35 participants)	\$2,100.00	1	\$2,100.00
MG: Basics for Leaders (Virtual, 2-hour session, up to 30 participants)	\$1,260.00	1	\$1,260.00

Quote Subtotal \$44,457.50
 Estimated Tax \$0.00
Grand Total \$44,457.50

Contact Information

This non-binding proposal is intended to provide an overview of NWEA® products and services and present a recommendation for Sacramento Valley Charter. To request a formal sales order, please contact your account representative.

Today's date:	<u>06/10/2025</u>	Prepared by:	<u>Andrea Comer</u>
Prepared for:	<u>Sacramento Valley Charter</u>	Email:	<u>andrea.comer@nwea.org</u>
	<u>Vendetta Dozier-Brown</u>	Phone:	<u></u>

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Sacramento Valley Charter School

Job Description:

Office Technician-Punjabi Speaking

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

Basic Function:

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

Essential Duties and Responsibilities:

- Serve as front office support: greeting visitors, managing phone lines, and direct inquiries.
- Answering phones and directing calls: Taking messages and providing information to callers.
- Greeting visitors: Directing visitors to the appropriate person or office.
- Must have basic First Aid understanding
- Mail handling: Sorting and distributing incoming and outgoing mail.
- Document management: Processing and maintaining documents, records, and reports.
- Office supplies: Ordering and maintaining office supplies and inventory.
- Data entry: Entering data into databases, QuickBooks, ADP, Schoolwise, and spreadsheets, as needed.
- General office duties: Filing, photocopying, and other administrative tasks.
- Assisting with projects: Helping with special projects and events, Set up meetings for SARB program.
- Operating office equipment: Using computers, printers, copiers, and other office machines.
- Maintaining confidentiality and privacy: Protecting sensitive information, communication and documents.
- Communicating effectively: Communicating with staff, customers, and the public.
- Following procedures: Adhering to approved school policies and procedures and established office procedures, policies and protocol.
- Maintaining a clean and organized workspace: Keeping the office tidy and efficient.
- Schoolwise: Enrollment, attendance, reports, create sections, enroll students in classes, transcripts, immunization (all immunization records sent to Yolo County) and independent study.
- Entering approved Employee Timesheets in ADP.
- Monitor and maintain daily student and staff attendance records and generate reports.

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- Calpads: Enroll students, enroll students in different programs, transfer data, create SSID's, disenroll students as directed by the Principal or the Principal's designee, generate reports, as needed.
- Coordinate substitute teacher schedules and related communications.
- Maintain and order office supplies as needed.
- Support internal communications; prepare certificates and messages for student recognition.
- Assist in planning, decorating and coordination of school events.
- Support management of medication records, health documentation, and compliance with guidance from the health aide/nurse.
- Other office-related tasks, projects and assignments, as needed.

Required Knowledge, Skills & Abilities

- Strong organizational, communication, and multitasking skills.
- Proficient in Google Workspace (Docs, Sheets, Drive, Gmail, Calendar).
- Familiarity with standard office equipment and basic troubleshooting methods.
- Ability to learn new digital tools and platforms quickly.
- Professional demeanor and strong interpersonal skills.
- Discretion in handling confidential or sensitive information.

Preferred Qualifications

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

Physical Demands

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

Work Environment

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

Equal Employment Opportunity

Sacramento Valley Charter School is an equal opportunity employer. All employment decisions are made without regard to race, creed, color, religion, national origin, ethnicity, ancestry, sex, sexual orientation, age, physical or mental disability, marital status, citizenship status, medical condition, or any other legally protected status.

Sacramento Valley Charter School
JOB DESCRIPTION:
Temporary Human Resources Assistant: 6/17/2025 - 8/13/2025
Hourly Rate \$30.00

JOB DESCRIPTION:

The Temporary Human Resources Assistant will help the Human Resources Manager get organized and prepared for the 2025-26 Academic School Year.

ESSENTIAL DUTIES:

- Assist with creating the required Human Resources templates.
- Prepare and organize onboarding packets for new hires.
- Prepare and organize offboarding packets for exiting employees.
- Develop an effective action plan on orientation for future new hires.
- Draft, edit, and finalize new employee handbooks (revised).
- Organize and file personnel file records for all Sacramento Valley Charter School staff.
- Prepare and organize all the necessary Leave of Absence (LOA), medical requests and Family Medical Leave Act (FMLA) documents to be available for use as needed.
- Label all the cabinets and organize files.
- Oversee spreadsheets for CTCs on all teachers when credentials expire and ensure notifications are sent to staff before the date of expiration.
- Keep current data on spreadsheets for inductions programs.
- Maintain the induction spreadsheet for Martina at WUSD (SVCS' Charter Authorizer).
- Prepare files for induction programs.
- Create Personnel Action Form (PAF template).
- Develop and finalize new overtime form.
- I-9 audit and re-verification
- Other HR tasks as needed

WORKING CONDITIONS:

- Must be available during weekends and be available for remote work.
- Must be able to lift to 25 lbs. and be on your feet for extended periods.

OTHER INFORMATION:

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.

Acting
C.S.

Bus Driver Instructor/Safety Officer/Driver
\$30.00 - \$34.00/hour – Hourly, Non-Exempt
195 duty days/year

Purpose Statement

The job of Bus Driver Instructor/Safety Officer/Driver is done for the purpose of providing support to the educational process with specific responsibilities for developing and providing classroom instruction and behind the wheel training of applicants and bus drivers; addressing school bus regulations and safety procedures; promoting safe driving habits for operators of school buses and transportation vehicles; identifying training requirements; and maintaining required documentation for audit in compliance with state certification and district/state/federal requirements. The employee in this classification will also perform the functions of a school bus driver, van driver and/or dispatcher.

This job reports to the Principal.

Essential Functions

Coordinates and conducts classroom and behind-the-wheel bus driver training program for the purpose of presenting, reinforcing and/or developing bus driver skills as mandated by the state department of education and department of transportation.

Assists in a variety of transportation activities and programs for the purpose of providing information and/or recognition while ensuring department needs are met.

Collects and reports the performance of bus drivers, van drivers, transportation vehicle drivers and driver applicants to the Principal for the purpose of ensuring that basic driving skills levels are met in compliance with state certification requirements.

Provides information to bus drivers, van drivers, transportation vehicle drivers, driver applicants and the school (regarding rules, regulations, laws, procedures, etc.) for the purpose of conveying information.

Inspects school buses for the purpose of determining that there are no mechanical faults in order to meet safety regulations.

Responds to transportation related accidents in consultation with the area California Highway Patrol (CHP) school pupil safety officer for the purpose of evaluating and improving driver safety through training.

Monitors student behaviors and other passengers during transit for the purpose of ensuring the safe transportation of all passengers and following regulations.

Oversees bus driver licensing, training requirements and certificate status of bus drivers for the purpose of ensuring compliance with regulatory requirements.

Participates in unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.

Performs functions of a school bus driver, van driver and/or dispatcher as needed for the purpose of meeting the school's transportation service needs.

Maintains driver files including drug testing, training records and all other DOT and CDE-required information. Coordinates with the Human Resources/Risk Management Manager for documents that belong in the employees' Human Resources files.

Assists the Principal with employee evaluations, improvement plans and/or supporting guidance for disciplinary action and/or termination.

Prepares and maintains a variety of manual and electronic documents and reports for the purpose of providing information and/or training information to bus driver, van driver, other school personnel and outside agencies as required by established policies and/or regulatory guidelines.

Responds to emergencies and inquiries from a variety of sources regarding bus and student transportation issues for the purpose of taking appropriate action to resolve immediate safety and/or security concerns.

Schedules post-accident training and testing of and/or by non-school personnel for the purpose of ensuring compliance with District policies and established regulatory requirements.

Understands and applies professional judgement and maintains confidentiality in student and staff matters. Applying confidentiality to student medical records, medical conditions, staff performance, and similar sensitive information is an essential

Other Functions

Performs other related duties as assigned for the purpose of supporting other personnel in the completion of their work activities.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment; using pertinent software applications; operating heaving and light duty vehicles; preparing and maintaining accurate records; operating a two-way radio and standard office machines including a computer terminal; and effective telephone techniques and etiquette.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: safe driving practices; provisions of the motor vehicle code and the education code applicable to the operation of vehicles transporting school students; state licensing requirements; curriculum requirements for behind-the-wheel; and required in-service/renewal classroom instruction.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: providing work directions; writing clear, complete, accurate and logical safety reports and specifications; adapting to changing work priorities; communicating with persons of diverse backgrounds; maintaining confidentiality; working as part of a team; observing legal and defensive driving practices; understanding and carrying out oral and written directions; and analyzing and interpreting specific transportation codes and technical data.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the **organization's** services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience with increasing levels of responsibility is required.

Education (Minimum): Targeted, job-related education with study in job-related area.

Equivalency: Any combination of training, experience, and/or education equivalent to: graduation from high school with the addition of any combination of formal and informal training, experience, and education in the areas of driver safety programs, transportation dispatch, training and development and five (5) years of experience in bus transportation.

Required Testing

Random Drug and Alcohol Testing

Continuing Educ. / Training

Maintains Certificates and/or Licenses
School-Mandated Training

Certificates and Licenses

Bus Driver Certificate
Bus Driver Instructor Certificate with No Instructional
Limitation
Valid Driver's License

Clearances

Criminal Background Clearance
Pre-Employment Drug Testing
Current DMV H6 Driving History Report
Tuberculosis Clearance

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PRINCIPAL'S REPORT
6/26/25

During the month of May 2025, the principal was engaged in the following activities:

MEETINGS:

1. Special Education IEP Meetings
2. Office Staff
3. Faculty Meetings
4. Leadership Team Meetings
5. Student Success Team Meetings (SST)
6. Human Resources
7. CPA
8. End-of-Year Certificated Evaluations
9. Interviews
10. Teacher Observation at different school site for potential employment

HIRINGS:

1. Bus Driver
2. Accounting Specialist

PRESENTATION:

1. Made presentation to the Washington Unified School District Board of Education; accompanied by J. Sidhu and G. Singh

WORK PRODUCTS INITIATED:

1. New Teacher Orientation Planning and PowerPoint for July 2,3, 2025
2. Lion's Mane Manual
3. Cumulative Records Organization, filing, and processes
4. Administrator Evaluation Template

PROFESSIONAL DEVELOPMENT:

1. Special Education SELPA
2. New Teacher Orientation Planning
3. All-Staff Professional Development Planning for Week of August 11, 2025
4. New Curriculum Professional Development
5. Professional Learning Communities Conference in Las Vegas

STRATEGIC PURCHASES:

1. K-8 Science Curriculum
2. TK-8 ELA Curriculum
3. Upstairs Offices Remodel
4. Summer School Curriculum
5. Lego Education STEAM materials
6. Classroom furniture (desks, tables, student chairs)