Transaction Report
Sacramento Valley Charter School
August 11-September 9, 2026

Transaction date	Transaction type	Memo/Description		Amount
9/4/2026	Deposit	Health Ins rebate	$	669.17
		Cash back on credit card		196.62
		Fisher & Phillips Refund		1,628.00
		McGraw Hill Refund		1,027.80
		2025-2026 Property Tax Exemption & PPA Solar Offset		31,380.86
		Contracted Bus Service - 04-18-26		1,470.39
		June 2026 Fed meal reimb		6,418.81
		June 2026 State meal reimb		6,120.09
		Cash back on credit card		724.86
			$	**49,636.60**

Check Detail Report
Sacramento Valley Charter School
August 12-August 26, 2026

Date	Transaction type	Num	Name	Memo	Amount
08/12/2026	Check	1245	Joanna Noble	Reimbursement, refund adult meal balance	10.41
08/12/2026	Check	1229	Vertex Support Services, LLC	For NSLP Services	3,250.00
08/19/2026	Check	1247	Navdeep Dhaliwal	Reimbursement - classroom supplies	163.99
08/19/2026	Check	1248	Melanie Reis	Reimbursement - classroom supplies	136.36
08/19/2026	Check	1249	Sandeep Kaur Kular	Reimbursement - fingerprinting fee	86.00
08/19/2026	Check	1250	Monica Singh	Reimbursement - fingerprinting fee	86.00
08/20/2026	Check	1271	Buswest, LLC	For Repair Bus S-7	844.03
08/20/2026	Check	1268	Sabrina Victoria Rios	For Reimbursement - Transportation, PLC, and CPR	776.10
08/20/2026	Check	1254	Alexander Gonzalez	Reimbursement - classroom supplies	82.84
08/20/2026	Check	1267	Cascade Training Center	For CPR Training	235.00
08/20/2026	Check	1269	North Valley Fleet Services, Inc.	License# P108 ABS Brake Concern and 45 day safety inspection	2,122.91
08/20/2026	Check	1270	Sandip Kang	Reimbursement - fieldtrip	52.50
08/20/2026	Check	1266	Arjean Hayes	Reimbursement	230.00
08/20/2026	Check	1255	Nor- Cal Security	Security services 8/13 to 8/21	3,234.00
08/20/2026	Check	1257	Buck Master	For Copier printer toner	222.27
08/20/2026	Check	1258	Pacific Onesource Inc	Installation Services Promethean Board systems	850.00
08/20/2026	Check	1259	Pacific Onesource Inc	Installation Promethean Board track System	975.00
08/20/2026	Check	1260	Pacific Onesource Inc	Installation Services - Wall Installation & track, removal of board. Multiple classrooms	2,550.00
08/20/2026	Check	1261	Pacific Onesource Inc	Installation services, mount IFP over whiteboard, relocate board. Multiple classrooms	3,000.00
08/20/2026	Check	1263	MV Learning, LLC	McKinney-Vento Training Suite	498.00
08/20/2026	Check	1262	Astound Business Solutions	Internet Network Services, Digital Phone	1,578.29
08/20/2026	Check	1264	Vera Andrievskaya	Reimbursement - classroom supplies	297.96

08/20/2026	Check	1265	Dr. Seamus Eddy	Reimbursement - PLC conference expenses	420.62
08/20/2026	Check	1256	Discard LLC	For Junk Removal	1,900.00
08/20/2026	Check	1251	North Valley Fleet Services, Inc.	45 day safety inspection - Vin#5547	433.59
08/20/2026	Check	1252	1One Work Place L. Ferrrari, LLC	Classroom tables, chairs, and freight	10,454.18
08/20/2026	Check	1253	1One Work Place L. Ferrrari, LLC	Classroom: 10 tables and 44 chairs	17,718.48
08/20/2026	Check	1272	Amazon Capital Services	For Classroom Supplies- Book Shelves/ Cabinets/ Rugs/ other supplies	10,963.25
				For Office Supplies	702.35
				Total	**11,665.60**
08/25/2026	Check	1276	CA UCC Statement Service	New bank service fee	98.00
08/25/2026	Check	1277	Scholastic.Inc	Books for 4th Grade	309.38
08/25/2026	Check	1273	Discard LLC	For Junk Removal	2,750.00
08/25/2026	Check	1275	McGraw Hill	Reading Wonders Teacher Edition grade 2nd- 8th Books Teacher and student Edition 6th- 8th	30,342.06
08/25/2026	Check	1274	Mary Meyer	Reimbursement for four vehicle registrations	112.00
08/26/2026	Check	1278	Melanie Reis	Reimbursement - classroom supplies	134.73
08/26/2026	Check	1284	Sara M. Humphreys	Reimbursement - classroom supplies	40.94
08/26/2026	Check	1279	Sukhwinder Sanghera	Bus refund	650.00
08/26/2026	Check	1280	Amrita Khamba	Bus refund	325.00
08/26/2026	Check	1281	Sukhdeep Kaur	Bus refund	1,600.00
08/26/2026	Check	1282	Claudia Castellon	Bus refund	200.00
08/26/2026	Check	1283	Sandeep Kaur Kular	Bus refund	200.00

Sacramento Valley Charter School
Education Protection Account
2025-26 Results
For Action on September 9, 2026

BACKGROUND

The creation of the Education Protection Account (EPA) by Proposition 30, *The Schools and Local Public Safety Protection Act of 2012*, approved by the voters on November 6, 2012, temporarily increased the states sales tax rate for all taxpayers and the personal income tax rates for upper-income taxpayers. In 2016, with the passage of Prop. 55, the "temporary" term was extended from 2018 to 2031.

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

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

EPA funds are not additional revenue, it is an offset to the funds due under the LCFF. Approximately 20% of the school's total LCFF funding must be accounted for under the SACS resource code 1400.
In addition to the above requirements, the school's annual financial audit must include verification that the EPA funds were used as specified by Proposition 30.

RECOMMENDATION AND DESCRIPTION OF RESULTS

Approve the 2025-26 EPA Results. The Board approved the 2025-26 EPA Plan at an estimated amount of $687,929 per SVCS' adopted 2025-26 Budget. The actual EPA for 2025-26 was $1,643,245 plus a $22,977 prior year adjustment for a total of $1,666,222. The funds were used for teachers' salaries and substitute teachers' wages. The use of QuickBooks and ADP make it impractical to code specific staff to the EPA resource code so the accounting will continue to be by journal entry following the quarterly wire transfer of funds from Yolo County Office of Education/Yolo County Treasury to SVCS.

EPA Results
2025-26

	SACS Resource	SACS Object	
REVENUE			
LCFF Redirected to EPA	1400	8012	$1,666,222
EXPENDITURES			
Teacher & Subs Salaries (non-administrative)	1400	1100	$1,666,222

All EPA funds are expended on non-administrative costs.

Action A 3

Annual Report

Fiscal Year 2026-27

Name: Sacramento Valley Charter
CDS Code: 5772694-0124875
Charter School Number: 1338
Allocation Year: 2025-26, 2024-25, 2023-24

1. Narrative description of the Prop 28 arts education program(s) funded.

   For 2025-26, SVCS held a middle school VAPA elective two days a week and contracted with a consultant for a week of Barn Dance instruction in February 2026 and a week of autoharp instruction in March 2026.

2. Number of full-time equivalent teachers (certificated). .4
3. Number of full-time equivalent personnel (classified).
4. Number of full-time equivalent teaching aides. .1
5. Number of students served. 380
06. Number of school sites providing arts education. 1

Date of Approval by Governing Board/Body 9/9/2026
Annual Report Data URL:
https://www.sacvalleycharter.org/apps/pages/index.jsp?uREC_ID=4426578&type=d&pREC_ID=2663284
Completed By Vicky Dali, CPA
Title Fiscal Consultant
Email vdali@sacvalleycharter.org
Telephone 916-996-3943

Actual A.4

edmentum™

Date:	08/28/2026
Order Number:	Q-781469
Revision:	1
Order Form Expiration Date:	09/30/2026

ORDER FORM

Customer and Billing Address

Customer No.: 437181
Customer Name: Sacramento Valley Charter Sch
Billing Address: 2399 Sellers Way
W Sacramento, CA 95691-3009

Products and Services

Sacramento Valley Charter Sch

Products	Qty	License Start Date	License End Date	License Term (Months)
Exact Path Growth (400 qty) & Proficiency (280 qty) with NWEA Integration	1	09/02/2026	09/01/2029	36
Courseware: ELL Foundations Library - Program License	40	09/02/2026	09/01/2029	36
Customer Success Services	1	09/02/2026	09/01/2027	12
Customer Success Services	1	09/02/2027	09/01/2028	12
Customer Success Services	1	09/02/2028	09/01/2029	12

Sacramento Valley Charter Sch Subtotal: $57,391.20

Estimated Tax: $0.00

Total US Funds: $57,391.20

This Order shall have an effective date ("Effective Date") which is the earlier of (a) the date we accept your signed Order Form or (b) the initial License Start Date, if any, applicable to the products listed in the order summary above ("Order Summary") and shall remain in effect through the end of the Term.

To the extent this Order includes Purchases of Enrollment Products, they are governed by the terms and conditions listed in Appendix A. For all other products, unless otherwise specified in the Order Summary, the Start Date for your software subscription license(s) will be the date on which we have accepted your order and have issued log-in credentials. In the case of a purchase for multiple successive subscription licenses, the Start Date for each successive subscription will be the day immediately following the License Term expiration of the preceding license subscription.
*** Services purchased are valid for an annual term. Any service offering that is not used during the applicable term will expire and cannot be carried over or used in subsequent periods.

Taxes

Prices shown above may reflect an estimated amount of applicable state and local taxes. Any such taxes are the responsibility of the Customer. Final determination of taxability and the amount of tax due will be made at the time of invoicing, and taxes charged on the



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Action B. 1/6

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ORDER FORM

Date:	08/28/2026
Order Number:	Q-781469
Revision:	1
Order Form Expiration Date:	09/30/2026

invoice will control, regardless of any estimated tax amount reflected in the prices shown above. If the contracting entity is exempt from sales tax, please send the applicable tax exemption certificate to orders@edmentum.com or attach the certificate to this order form in the Signature section. We reserve the right to pursue collections to the fullest extent permitted by law for sales taxes that have been charged on invoices submitted prior to our receipt of a valid tax exemption certificate.

Invoicing and Payment Terms

The full amount of your Order will be invoiced on the Effective Date or in accordance with the payment schedule shown below, if any.

You agree to pay all invoices within 15 days of receipt. Although we will generally not invoice you until after you enroll, use, or access, we reserve the right to immediately invoice you for any services you purchase.

Payment Due Date	Amount
09/15/2026	$19,130.40
09/15/2027	$19,130.40
09/15/2028	$19,130.40

Terms and Conditions

For the purposes of this Order Form, "you" and "your" refer to Customer, and "we", "us" and "our" refer to Edmentum Inc. and affiliates.

This Order Form and any documents it incorporates (including the Standard Purchase and License Terms located at http://www.edmentum.com/standardterms and the documents it references) form the entire agreement between you and us ("Agreement"). You acknowledge that any terms and conditions in your purchase order or any other documents you provide that enhance our obligations or restrictions or contradict the Agreement do not have force and effect. If this Agreement includes Professional Services, they are more fully described herein, in the Standard Terms and/or on an attached Statement of Work.

Purchase Order

This Agreement is non-cancellable. You will submit a purchase order to us for the full amount of this Order Form or, if applicable, for the amount listed on the first payment due date in Invoicing and Payment Terms, followed by additional purchase orders according to the Invoicing and Payment Terms. Your Order will not be scheduled for delivery until a conforming purchase order referencing this Order Form is submitted.

To the extent applicable, you will submit additional purchase orders ("Subsequent Purchase Orders") within ten (10) days of our notice to you that your Enrollment Products Purchases, in the aggregate, have exceeded the amount identified in the Initial Purchase Order for such products. If we waive a Subsequent Purchase Order requirement, you agree to pay the amounts identified on our invoice.

Acceptance

This offer will expire on the Order Form Expiration Date noted above unless we earlier withdraw or extend the offer in writing.

I represent that I have read the terms and conditions included in this Agreement, that I am authorized to accept this offer and the Agreement's terms and conditions on behalf of the customer identified above and that I do accept this offer on behalf of the customer who agrees to adhere to the Agreement's terms and conditions. To the extent that either parties process does not require that I execute this Order Form, I accept, acknowledge and agree to the terms and conditions identified in and referenced in this Agreement as signified by my receipt, use or access of the products and/or services identified.

edmentum™

Date:	08/28/2026
Order Number:	Q-781469
Revision:	1
Order Form Expiration Date:	09/30/2026

ORDER FORM

Invoice Contact Information – Please Provide Your Finance Dept Contact Information

First Name:

Last Name:

Email Address:

Customer Signature

Name (Printed or Typed)

Title

Date

edmentum™

Date:	08/28/2026
Order Number:	Q-781484
Revision:	1
Order Form Expiration Date:	09/30/2026

ORDER FORM

Customer and Billing Address

Customer No.: 437181
Customer Name: Sacramento Valley Charter Sch
Billing Address: 2399 Sellers Way
W Sacramento, CA 95691-3009

Products and Services

Sacramento Valley Charter Sch

Products	Qty	License Start Date	License End Date	License Term (Months)
Exact Path Growth (400) & Proficiency (280) with NWEA Integration	1	09/02/2026	09/01/2031	60
Courseware: ELL Foundations Library - Program License	40	09/02/2026	09/01/2031	60
Customer Success Services	1	09/02/2026	09/01/2027	12
Customer Success Services	1	09/02/2027	09/01/2028	12
Customer Success Services	1	09/02/2028	09/01/2029	12
Customer Success Services	1	09/02/2029	09/01/2030	12
Customer Success Services	1	09/02/2030	09/01/2031	12

Sacramento Valley Charter Sch Subtotal:	$93,333.60
Estimated Tax:	$0.00
Total US Funds:	$93,333.60

This Order shall have an effective date ("Effective Date") which is the earlier of (a) the date we accept your signed Order Form or (b) the initial License Start Date, if any, applicable to the products listed in the order summary above ("Order Summary") and shall remain in effect through the end of the Term.

To the extent this Order includes Purchases of Enrollment Products, they are governed by the terms and conditions listed in Appendix A. For all other products, unless otherwise specified in the Order Summary, the Start Date for your software subscription license(s) will be the date on which we have accepted your order and have issued log-in credentials. In the case of a purchase for multiple successive subscription licenses, the Start Date for each successive subscription will be the day immediately following the License Term expiration of the preceding license subscription.

*** Services purchased are valid for an annual term. Any service offering that is not used during the applicable term will expire and cannot be carried over or used in subsequent periods.

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edmentum

Date:	08/28/2026
Order Number:	Q-781484
Revision:	1
Order Form Expiration Date:	09/30/2026

ORDER FORM

Taxes

Prices shown above may reflect an estimated amount of applicable state and local taxes. Any such taxes are the responsibility of the Customer. Final determination of taxability and the amount of tax due will be made at the time of invoicing, and taxes charged on the invoice will control, regardless of any estimated tax amount reflected in the prices shown above. If the contracting entity is exempt from sales tax, please send the applicable tax exemption certificate to orders@edmentum.com or attach the certificate to this order form in the Signature section. We reserve the right to pursue collections to the fullest extent permitted by law for sales taxes that have been charged on invoices submitted prior to our receipt of a valid tax exemption certificate.

Invoicing and Payment Terms

The full amount of your Order will be invoiced on the Effective Date or in accordance with the payment schedule shown below, if any.

You agree to pay all invoices within 15 days of receipt. Although we will generally not invoice you until after you enroll, use, or access, we reserve the right to immediately invoice you for any services you purchase.

Payment Due Date	Amount
09/15/2026	$18,666.72
09/15/2027	$18,666.72
09/15/2028	$18,666.72
09/15/2029	$18,666.72
09/15/2030	$18,666.72

Terms and Conditions

For the purposes of this Order Form, "you" and "your" refer to Customer, and "we", "us" and "our" refer to Edmentum Inc. and affiliates.

This Order Form and any documents it incorporates (including the Standard Purchase and License Terms located at http://www.edmentum.com/standardterms and the documents it references) form the entire agreement between you and us ("Agreement"). You acknowledge that any terms and conditions in your purchase order or any other documents you provide that enhance our obligations or restrictions or contradict the Agreement do not have force and effect. If this Agreement includes Professional Services, they are more fully described herein, in the Standard Terms and/or on an attached Statement of Work.

Purchase Order

This Agreement is non-cancellable. You will submit a purchase order to us for the full amount of this Order Form or, if applicable, for the amount listed on the first payment due date in Invoicing and Payment Terms, followed by additional purchase orders according to the Invoicing and Payment Terms. Your Order will not be scheduled for delivery until a conforming purchase order referencing this Order Form is submitted.

To the extent applicable, you will submit additional purchase orders ("Subsequent Purchase Orders") within ten (10) days of our notice to you that your Enrollment Products Purchases, in the aggregate, have exceeded the amount identified in the Initial Purchase Order for such products. If we waive a Subsequent Purchase Order requirement, you agree to pay the amounts identified on our invoice.

Acceptance

This offer will expire on the Order Form Expiration Date noted above unless we earlier withdraw or extend the offer in writing.

edmentum™

Date:	08/28/2026
Order Number:	Q-781484
Revision:	1
Order Form Expiration Date:	09/30/2026

ORDER FORM

I represent that I have read the terms and conditions included in this Agreement, that I am authorized to accept this offer and the Agreement's terms and conditions on behalf of the customer identified above and that I do accept this offer on behalf of the customer who agrees to adhere to the Agreement's terms and conditions. To the extent that either parties process does not require that I execute this Order Form, I accept, acknowledge and agree to the terms and conditions identified in and referenced in this Agreement as signified by my receipt, use or access of the products and/or services identified.

Invoice Contact Information – Please Provide Your Finance Dept Contact Information

First Name:

Last Name:

Email Address:

Customer Signature

Name (Printed or Typed)

Title

Date

Voyager PASSPORT

*Lexia Voyager Sopris Inc.
Attn: Order Entry Department
17855 Dallas Pkwy, Suite 400
Dallas, Texas 75287
Phone: (800) 547-6747
Fax: (888) 819-7767
Email: CustomerService@voyagersopris.com

Quote Number	00187384
Created Date	6/29/2026
Expiration Date	9/30/2026

Quote To	Fatima Martin
Phone	9165966422 x 1004
Email	fmartin@sacvalleycharter.org

Bill To Name	Sacramento Valley Charter Sch
Bill To	2399 Sellers Way W Sacramento, CA 95691 US
Ship To Name	Sacramento Valley Charter Sch
Ship To	2399 Sellers Way W Sacramento, CA 95691 US

Sales Executive

Sarah Durlak

214-932-9367

sarah.durlak@voyagersopris.com

Description	Product Code	Quantity	Sales Price	Total Price
Voyager Passport 3rd Edition Student Reading Pack Level B	381827	15.00	$98.00	$1,470.00
Voyager Passport 3rd Edition Student Reading Pack Level C	381835	15.00	$98.00	$1,470.00
Voyager Passport 3rd Edition Student Reading Pack Level D	381843	15.00	$98.00	$1,470.00
Voyager Passport 3rd Edition Student Reading Pack Level E	381851	15.00	$98.00	$1,470.00
Voyager Passport 3rd Edition Teacher Resource Kit Level E	382037	1.00	$479.00	$479.00

Total Price	$6,359.00
S&H	$635.90
Estimated Tax	$588.23
Total Due	$7,583.13

Comments

***As of January 13, 2022, Voyager Sopris Learning, Inc. (Tax ID # 84-0770709), changed its name to Lexia Voyager Sopris Inc. As such, all business, all contracts, and documentation associated with this quote shall be executed under the Lexia Voyager Sopris Inc. name. (Same Tax ID # 84-0770709).**

**Prices included herein are exclusive of all applicable taxes, including sales tax, VAT or other duties or levies imposed by any federal, state or local authority, which are the responsibility of customer. Any taxes shown are estimates for informational purposes only. Customer will provide documentation in support of tax-exempt status upon request. Pricing is valid for 60 days unless otherwise specified on this quote. Unless otherwise provided herein, Voyager Sopris will invoice the total fees set forth above upon receipt of customer's PO/acceptance. Payment is due net 30 days of invoice.

All academic school year licenses begin August 1 and end July 31 annually and all Summer subscription licenses begin May 1 and end July 31, regardless of purchase date.

- Additional Support Services purchased separately from subscription licenses/packages (e.g., webinars or additional onsite and/or virtual training hours) must be used within 12 months from the received date of the PO acceptance of the applicable quote.
- A customer-designated account administrator contact name and email address are required for all subscriptions and service orders.

Action B.2 1/3

Voyager PASSPORT

*Lexia Voyager Sopris Inc.
Attn: Order Entry Department
17855 Dallas Pkwy, Suite 400
Dallas, Texas 75287
Phone: (800) 547-6747
Fax: (888) 819-7767
Email: CustomerService@voyagersopris.com

Quote Number	00189016
Created Date	8/17/2026
Expiration Date	10/31/2026

Quote To	Fatima Martin
Phone	9165966422 x 1004
Email	fmartin@sacvalleycharter.org

Bill To Name	Sacramento Valley Charter Sch
Bill To	2399 Sellers Way W Sacramento, CA 95691 US
Ship To Name	Sacramento Valley Charter Sch
Ship To	2399 Sellers Way W Sacramento, CA 95691 US

Sales Executive

Sarah Durlak

214-932-9367

sarah.durlak@voyagersopris.com

Description	Product Code	Quantity	Sales Price	Total Price
Voyager Passport 3rd Edition Teacher Edition Level D Part A	381464	1.00	$125.00	$125.00
Voyager Passport 3rd Edition Teacher Edition Level D Part B	381472	1.00	$125.00	$125.00

Total Price	$250.00
S&H	$25.00
Estimated Tax	$23.12
Total Due	$298.12

Comments

***As of January 13, 2022, Voyager Sopris Learning, Inc. (Tax ID # 84-0770709), changed its name to Lexia Voyager Sopris Inc. As such, all business, all contracts, and documentation associated with this quote shall be executed under the Lexia Voyager Sopris Inc. name. (Same Tax ID # 84-0770709).**

**Prices included herein are exclusive of all applicable taxes, including sales tax, VAT or other duties or levies imposed by any federal, state or local authority, which are the responsibility of customer. Any taxes shown are estimates for informational purposes only. Customer will provide documentation in support of tax-exempt status upon request. Pricing is valid for 60 days unless otherwise specified on this quote. Unless otherwise provided herein, Voyager Sopris will invoice the total fees set forth above upon receipt of customer's PO/acceptance. Payment is due net 30 days of invoice.

All academic school year licenses begin August 1 and end July 31 annually and all Summer subscription licenses begin May 1 and end July 31, regardless of purchase date.

- Additional Support Services purchased separately from subscription licenses/packages (e.g., webinars or additional onsite and/or virtual training hours) must be used within 12 months from the received date of the PO acceptance of the applicable quote.
- A customer-designated account administrator contact name and email address are required for all subscriptions and service orders.

Order Term

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Voyager PASSPORT

*Lexia Voyager Sopris Inc.
Attn: Order Entry Department
17855 Dallas Pkwy, Suite 400
Dallas, Texas 75287
Phone: (800) 547-6747
Fax: (888) 819-7767
Email: CustomerService@voyagersopris.com

Quote Number	00189015
Created Date	8/17/2026
Expiration Date	10/31/2026

Quote To	Fatima Martin
Phone	9165966422 x 1004
Email	fmartin@sacvalleycharter.org

Bill To Name	Sacramento Valley Charter Sch
Bill To	2399 Sellers Way W Sacramento, CA 95691 US
Ship To Name	Sacramento Valley Charter Sch
Ship To	2399 Sellers Way W Sacramento, CA 95691 US

Sales Executive

Sarah Durlak

214-932-9367

sarah.durlak@voyagersopris.com

Description	Product Code	Quantity	Sales Price	Total Price
Voyager Passport 3E Half-day Virtual Training	373608	1.00	$1,200.00	$1,200.00

Total Price	$1,200.00
S&H	$0.00
Estimated Tax	$0.00
Total Due	$1,200.00

Comments

***As of January 13, 2022, Voyager Sopris Learning, Inc. (Tax ID # 84-0770709), changed its name to Lexia Voyager Sopris Inc. As such, all business, all contracts, and documentation associated with this quote shall be executed under the Lexia Voyager Sopris Inc. name. (Same Tax ID # 84-0770709).**

**Prices included herein are exclusive of all applicable taxes, including sales tax, VAT or other duties or levies imposed by any federal, state or local authority, which are the responsibility of customer. Any taxes shown are estimates for informational purposes only. Customer will provide documentation in support of tax-exempt status upon request. Pricing is valid for 60 days unless otherwise specified on this quote. Unless otherwise provided herein, Voyager Sopris will invoice the total fees set forth above upon receipt of customer's PO/acceptance. Payment is due net 30 days of invoice.

All academic school year licenses begin August 1 and end July 31 annually and all Summer subscription licenses begin May 1 and end July 31, regardless of purchase date.

- Additional Support Services purchased separately from subscription licenses/packages (e.g., webinars or additional onsite and/or virtual training hours) must be used within 12 months from the received date of the PO acceptance of the applicable quote.
- A customer-designated account administrator contact name and email address are required for all subscriptions and service orders.

Order Term

This order quote and the associated confirming purchase order or other customer confirmation of this quote serve as an agreement for this

3/3

Committee for Children®

1085 Andover Park East
Tukwila, WA 98188 USA
800-634-4449 FAX: 206-343-1445
orders@cfchildren.org

Quote

Quote #	5075220
Quote Date	2/28/2026
Quote Expiration Date	8/27/2026
Customer ID	10279814

Bill To	Ship To
Sacramento Valley Charter School 2301 Evergreen Ave West Sacramento CA 95691 United States	Sacramento Valley Charter School 2301 Evergreen Ave West Sacramento CA 95691 United States

Requested By	Ship To	Setup Admin	Entered By
		Name: Sabrina Rios Email: srios@sacvalleycharter.org	Regina Gettig

Item	Description	Contract Line	Start Date	End Date	Qty	Rate	Amount
910000	Second Step Program	30896 - 910000 Second Step Program 8/26/2026	8/27/2026	8/26/2027	1	$3,199.00	$3,199.00

Renewing Sites 234812 - Sacramento Valley Charter Sch

Total Before Discount	$3,199.00
Shipping & Handling	$0.00
Sales Tax	$0.00
TOTAL	**$3,199.00**

Please remit in US Funds.

Make check payable to: Committee for Children

***Sales tax rates are based on the ship to address. All rates are estimates until shipped. If tax was included in this quote and your organization is state sales tax exempt, email your state sales tax exemption ID and certificate to orders@cfchildren.org.**

For PO based purchases, standard payment terms are net 30 days from the invoice date, unless otherwise stated; payment is expected within these terms regardless of service start date.

Shipping Method: UPS Ground (UPS)

Your Second Step program License purchase is governed by the applicable License Agreement at:
https://secondstep.org/license-agreements

Expiration Date: 8/27/2026

Action B.6.

Sacramento Valley Charter School

BOARD POLICY_____

ADOPTED: _____

EVALUATION/SUPERVISION OF TEACHERS

Rationale:
The Sacramento Valley Charter School Board of Education believes that regular, comprehensive evaluation of its certificated teaching staff promotes professional growth, improves instructional practice, and ideally leads to enhanced student achievement. Evaluations shall be used to recognize the exemplary skills and accomplishments of teachers and to identify areas for professional growth and development. When areas for professional growth are identified, although the evaluator and instructional coach will assist teachers in improving their performance, individuals are expected to take the initiative of requesting assistance, participating in appropriate professional development, collaborating with colleagues, and reaching out to mentor teachers.

Process:
The Principal shall disseminate, print, and make available copies to teachers, the evaluation process, along with the list of California Standards for the Teaching Profession (CSTP's). The evaluation process shall include observation of teacher performance in the classroom

Certificated employee performance shall be evaluated and assessed on a continuing basis, at least once a year for 1-5 year teachers, at least every other year for 6-7 year teachers, and at least every 5 years for 8+ years teachers.

Teachers who receive an overall "Unsatisfactory" or "Needs Improvement" evaluation summary or who receive one or more of these designations in one or more of the CSTP's shall be assessed annually until they receive a satisfactory evaluation or are separated from SVCS. Assessments of performance can occur during a formal or informal observation. If the principal or designee observes deficiencies in one of the CSTP's during the school year, whether or not the deficiencies are observed during a scheduled/unscheduled formal observation, the principal shall note these concerns and bring them to the attention of the teacher as soon as possible so that the teacher has an opportunity to improve.

Alternatively, a credentialed teacher who has been employed by SVCS for at least 8 years and who was rated in their previous evaluation as meeting or exceeding standards shall be evaluated

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at least every five years, if they and the evaluator so agree. Either the evaluator or the employee may withdraw consent for the alternative schedule at any time.

FREQUENCY OF EVALUATIONS:

STAGE	YEARS OF CERTIFICATED CLASSROOM EXPERIENCE	STATUS	FREQUENCY OF EVALUATIONS
➢ Intern ➢ Induction Program	1-5 Years	Beginning Teacher	Two or more times per school year.
➢ Post-Induction	5-7 Years	Proficient Teacher	Every other year, if no CSTP's were identified for improvement during the previous observation/evaluation year. If the evaluator identifies CSTP's in need of improvement during a non-evaluation year, an evaluation may occur during that non-evaluation year.
Veteran	8+ Years	Master Teacher	May occur every 5 years unless the evaluator identifies CSTP's in need of improvement during a non-evaluation year.

EVALUATION RESULTS:

Evaluations shall include recommendations for growth or improvement in the employee's performance. If a teacher is not performing satisfactorily according to the CSTP's, during the evaluation conference the evaluator shall provide an evaluation summary describing the unsatisfactory performance. The evaluator shall also make specific recommendations as to areas of improvement, develop a Professional Improvement Plan and endeavor to provide assistance and support as needed.

Certificated instructional employees shall receive a written copy of their final evaluation no later than 10 days before the last day of the school year in which the evaluation takes place. Before the last day of the school year, the employee and the evaluator shall meet to discuss the evaluation.

The Principal or designee shall require any certificated employee who receives an overall Unsatisfactory or Improvement Needed Evaluation Summary or who receives Unsatisfactory or Improvement Needed in one or more CSTP areas to receive a Professional Improvement Plan describing steps the individual will be required to take to address the identified deficits.

Instructional certificated employees shall have the right to respond in writing to their evaluation. This response shall become a permanent attachment to the evaluation in the employee's personnel file.

QUALIFICATIONS OF EVALUATORS:

The Board of Education shall assign the principal or other appropriate supervisory personnel to evaluate certificated staff. The Board shall ensure that the evaluator:

1. Possesses a valid CA Administrative Services Credential
2. Is competent in the instructional methodologies used by the teachers being evaluated
3. Is skilled in the supervision of instruction and in techniques and procedures related to the evaluation of instruction
4. Is familiar with SVCS curriculum priorities and practices, standards for student progress, and policies and procedures related to personnel supervision, performance evaluation, and staff development

Sacramento Valley Charter School
Job Description: Substitute Instructional Aide
Pay Range: $21.00 - $25.00/hour
Board approved _____

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

SUPERVISOR: Principal and Assigned Certificated Teacher

ESSENTIAL DUTIES:

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

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

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

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

KNOWLEDGE OF:

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

ABILITY TO:

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

QUALIFICATIONS:

1) High school diploma or the equivalent
2) Two years of college – 48 units – attach transcript
   OR: A.A. Degree or Higher – attach transcript
   OR: Pass a local assessment of knowledge and skills in assisting in instruction. (If passed, attach CBEST, or evidence of passing a Paraprofessional Exam in compliance with the Elementary and Secondary Education Act (ESEA).
3) Prefer a minimum of 2 years' prior experience working with children in an educational and/or classroom setting.
4) Ability to pass TB Test and Fingerprint Clearance

WORKING CONDITIONS AND OTHER INFORMATION:
ENVIRONMENT:

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

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

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

HAZARDS:

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

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

Sacramento Valley Charter School
JOB DESCRIPTION:
Human Resources (HR)/Payroll Technician
205 days; 8-hours/day
Pay Range: $32.00 - $37.00/hr.
Board approved: 05-21-2026, revised 07-20-2026, 9-9-26

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
- Acts as the assigned Title IX Coordinator
- Assist in processing, processing, tracking and inputting assignments, transfers, dismissals, and promotions of personnel; ensure information is relayed to the principal.
- Maintain a comprehensive and well-organized employee personnel records system for employees, including personnel action forms, pay history, performance evaluations, and disciplinary documents; manage records according to State of California records retention procedures and schedules
- Assure certificated personnel and substitutes hold valid and appropriate credentials for their assignment and are paid at the appropriate level: notify employees of credential expiration dates; process related paperwork; notify employees regarding missing items; maintain record of college units earned

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

- Manage the fingerprinting process 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 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
- Title IX process and administrative requirements
- 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. Title IX Coordinator training (within 60 days of assignment)
14. College/University units in Human Resources desirable

PHYSICAL DEMANDS:

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

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

HAZARDS:

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

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Sacramento Valley Charter School
JOB DESCRIPTION:
Extended Learning, Student Data & Health Coordinator
Full-time, hourly (approx. 205 days/year)
Pay rate range: $33.00-$38.00/hour
Board approved: 07-23-2025, revised 05-21-2026, 9-9-26

JOB SUMMARY:

Extended Learning: Under the direction of the school site administrator/s, assists in the development, coordination, and implementation of all Extended Learning Programs (Afterschool Program including Intersessions and Summer School) at Sacramento Valley Charter School., including, but not limited to, academic enrichment; sports and recreation; visual and performing arts; health/nutrition; technology; environmental/outdoor education; Open House, STEAM, etc. Other duties include scheduling and supervision of staff, coordination and implementation of school-site activities, assisting administration in project meetings, evaluation and data collection activities, monitoring program budgets and submitting required school and charter-authorizer reports. Activities include integrated academic assistance and enrichment; English language assistance; technology applications; integrated drug, alcohol, tobacco prevention; recreation and sports; applied nutrition and health education; school readiness; career preparation; and cultural experiences. Intended outcomes are to improve academic achievement in reading and math, alcohol, tobacco, and drugs prevention, increase school attendance, increase use of computer technology, reduce disruptive school behaviors, and plan for project sustainability.
Student Data: Collection, dissemination, and management of student attendance data, parent communication regarding pupil attendance, and working collaboratively with teachers, staff and the administration to plan for and resolve school attendance issues.
Health: Providing routine first aid, maintaining students' health records, assisting and supporting students with health conditions requiring staff support and/or intervention, such as diabetes, ensuring compliance with state immunizations and screening mandates, and being the first point of contact for medical or health concerns involving students.

Extended Learning: Essential Functions:

- Management of the Extended Year/Extended Day Programs at Sacramento Valley Charter School, including supervision, planning and successful implementation.
- Assists in the development, coordination, and implementation of all Extended Learning Programs at Sacramento Valley Charter School, including, but not limited to summer school, winter intersession, spring intersession, academic enrichment, VAPA, health/nutrition, technology applications, environmental/outdoor education, Open House, Back-to-School Night, STEAM and other after school events and activities
- Scheduling and supervision of the After School, Summer School, Winter Intersession, and Spring Intersession programs
- Serves as the assigned Homeless and Foster Youth Liaison.
- Coordination and implementation of school-site events and activities
- Assisting administration in project meetings
- Evaluation and data collection activities
- Monitoring program budgets and submitting required school and charter-authorizer reports.
- Integrated academic assistance and enrichment; English language assistance
- Integrated drug, alcohol, tobacco prevention; recreation and sports; applied nutrition and health education; school readiness; career preparation; and cultural experiences; these Intended outcomes are to Improve academic achievement in reading and math, alcohol,

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

Student Data: Essential Functions:

The Student Data Coordinator segment of the position focuses on the collection, dissemination, and management of student attendance data, parent communication regarding pupil attendance, and working collaboratively with teachers, staff and the administration to plan for and resolve school attendance issues. Serves as SVCS' assigned Homeless and Foster Youth Liaison.

Health: Essential Functions:

- First point of contact for student first aid
- Evaluate student injuries and illnesses, administer basic first aid, and determine if an emergency requires further medical attention or parent pickup.
- Make parent phone calls in the case of student minor or major injuries; apprise parent of any student injury, regardless of how seemingly minor.

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

QUALIFICATIONS AND REQUIREMENTS:

- Bachelor's Degree from an accredited college or university, or two years of college level courses (48 units), plus work in recreation, psychology, health, or other related fields.
- Two years' experience in youth programs such as academic enrichment, visual/performing arts, health/nutrition, technology, sports/recreation, etc.
- Completion of Homeless and Foster Youth Liaison training within 60-days of assignment
- Strategies for language arts and mathematics instruction.
- Basic computer and technology skills.
- Demonstrated experience working with diverse cultures and populations.
- Background in Health Sciences
- Valid CPR and First Aid certifications
- TB test and background check clearances

- Skills: Proficiency in basic office software, strong clerical and typing skills, and the ability to maintain strict student confidentiality.
- Environment: Strong interpersonal skills to work empathetically with children, parents, and school staff.
- Communicate complex and difficult issues in an agreeable and professional manner.

PREREQUISITE KNOWLEDGE, SKILLS, AND ABILITIES:

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

ABILITY TO:

- Design a plan for improving a site-based After-School Program
- Communicate complex and difficult issues in an agreeable and professional manner.
- Attend required training and meetings as requested.
- Organize work projects; establish priorities and timelines for project management and report
- preparation.
- Establish and maintain cooperative working relationships with site staff, school site employees, and
- employees from partner agencies.
- Speak and write clearly and effectively.
- Maintain confidentiality/confidential records.
- Work with culturally diverse students, staff and parents.
- Understand and interpret school and chartering district policies and guidelines, grant requirements and
- program plans.
- Work an alternate shift schedule.
- Hold student and community success as a primary goal.
- Practice principles of collaboration and teamwork.
- Work productively with independent initiative.
- Organize and implement a variety of extracurricular activities for students of all ages.
- Encourage active involvement and investment of students.
- Communicate effectively in oral and written expression.
- Prepare, maintain, and submit accurate and timely reports.
- Use technology to maintain student records.

LICENSE OR CERTIFICATE:

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

PHYSICAL DEMANDS:

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

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

HAZARDS:

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

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Sacramento Valley Charter School

Principal's Report

Wednesday, September 9, 2026

MEETINGS HELD:

- Title I Parent Meeting

  -Reviewed school's mission & vision, student data, priorities, successes, and area for continued growth and development

- Instructional Coach Planning Meeting

  -Williams Act

  -Teacher Interviews

  -Data Reviews to be scheduled (1st-8th Grades)

- Coordinated Services Team (see attached Agenda)
- Charter Development Team - Assigned roles; first draft due Sep 16
- Special Education Team (see attached Agenda)
- SELPA Director Meeting - Discussed progress, priorities, and goals
- Lead Bus Driver - Priorities, goals, and objectives
- HR Tech/CPA - Protocols, processes and procedures
- Coordinator of Special Education (see attached Agenda)
- Williams Act Team - Assigned roles and responsibilities to each team member
- Leadership Team - Teacher Evaluation Policy review
- Faculty Meeting - Teacher evaluation policies; Back to School Night Planning; Morning Assembly Schedule
- At-Will Agreements (HR, Accounting, Principal)
- Campus Safety Assistants - Provided schedules and assignments
- Grades K-5 Character Assemblies Planning with school counselor
- Music Teacher (Evo Bluestein-Autoharps & Barn Dance)
- Teacher Interviews in person and via Zoom (4)

Info/Discussion
B.1. 1/12

9/9/26 PRINCIPAL'S REPORT

PROFESSIONAL DEVELOPMENT:

- Campus Safety Assistants (2)

POLICY DEVELOPMENT

- Teacher Evaluation Process and Procedures

CLASSIFIED EVALUATION (1)

CREATED POWER POINTS FOR ASSEMBLIES; HELD ASSEMBLIES

- K-1
- 2-3
- 4-5
- 6-8 (rescheduled)

Sacramento Valley Charter School

Coordinated Services Team Meeting

- **Friday, August 21, 2026 from 9:30-11:00 am**
- **Zoom Platform**

AGENDA

1) Preparations for Back to School Night – Email regarding discarding All boxes need to be gone
2) Substitute teacher assignments ← only Shan / Dr. Brown can assign.
3) Update-Lunch Applications-First Incentive launch ← Survey via Class Dojo.
4) Administrators' Responsibilities
5) Charter Renewal Process
6) Williams Act - Sept 10th campus, curriculum —?
7) Great CA Shakeout - October 15, 2026 @10:15 a.m.
8) MOU Checklist support
9) School Safety Plan - Need to complete by September 15, 2026
10) Staff Evaluations Oct - Dec.
11) Transportation-Adequate buses in operation; vans for after school .
12) Parents' requests for a different teacher
13) Tech Dept Important Info
14) Lion's Mane Manual Flipping Book
15) Classes Lead Assemblies by week Rope w/ handles for TK
    -Fall Festival prep : Monica / Girl scouts /
    -Back-to-School Night prep
16) **Foster Youth Liaison: Ms. Fatima Martin**

Name Plates ?

Wed 28th or 30

- Fire drill
- 8:50 am 27th

Specific duties include:

- **Enrollment and Checkout:** Ensuring foster students are immediately enrolled in school, even if required records, immunization forms, or uniforms are missing.
- **School of Origin Rights:** Helping to facilitate the right of the foster child to remain in their school of origin if it is in their best interest, and assisting with transportation arrangements.
- **Collaboration and Support:** Partnering with social workers and probation officers to coordinate services and ensure the youth's holistic needs (such as mental health and academic tutoring) are met.

oct 30th

Attendance: New procedure for TK.

New School Year SPED Team Meeting



SACRAMENTO VALLEY CHARTER SCHOOL
Friday, August 7, 2026
Dr. Dozier-Brown, Principal

AGENDA



- Welcome; Introductions
- Purpose of New Year SPED Meeting
- 25-26 Achievements; Challenges; Lessons Learned
- Physical Spaces: Instruction and Assessment
- Resources Available; reading intervention; resources needed
- 26-27 Conference and PDs Wish List
- 26-27 Vision for SPED
- Recommendations for Refinement and Improvement

PURPOSE OF MEETING



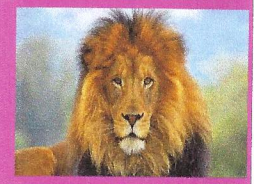
- Collaboration and Team-Building
- Establish 26-27 goals with student success at the forefront
- Begin process of collaborative planning for student and program success
- Describe Week #1 Rollout of Special Education program
- Establish expectations for SPED personnel
- Identify what worked in 25-26, as well as areas for refinement and improvement

DISCUSSION:
26-27 Achievements; Challenges; Lessons Learned



ACHIEVEMENTS
CHALLENGES
LESSONS LEARNED

PHYSICAL SPACES: INSTRUCTION, ASSESSMENT



- SMALL GROUP INSTRUCTION CLASSROOM: B12 + SPED Office
  a) Pull-out instructional format
  b) Students with Special Needs
  c) Struggling readers - Voyager Reading Program with Gen Ed IA and/or SPED IA
  d) Assessment: Coordinator's Office or Library in Langar Hall
  e) Room dividers to separate instructional spaces

RESOURCES



RESOURCES AVAILABLE:

- TK-8th Curriculum texts and materials
- School's Master Schedule and Bell Schedules
- Voyager Reading Intervention Program
- Chromebooks

RESOURCES NEEDED:

- Testing Protocols for School Psychologist
- Fidgits, social-emotional items for school psychologist

DISCUSSION:
VISION FOR SPED PROGRAM



1) In compliance during 2026-2027
2) Identify Students with IEP's during enrollment
3) Positive team work, communication, and collaboration
4) Continue to develop Best Practices with the support of El Dorado SELPA
5) Create Standard Operating Procedures for SPED - documented operations plan
6) Greater communication, consultation, and transparency with Gen Ed teachers
7) Improve parent communication
8) Continuous growth and professional development for SPED team

DISCUSSION:
RECOMMENDATIONS FOR REFINEMENT AND IMPROVEMENT



1) Continue bi-weekly SPED team meetings
2) Review instructional materials for efficacy
3) Meeting WUSD MOU timelines
4) Schedule students' push-in and pull-out times based on the school's Master and Bell Schedules
5) Clarify that IEP goals will be covered during sessions

Sacramento Valley Charter School

Principal / A.P. Check-In Meeting

Monday, August 31, 2026

A. Progress on Start-of-the-Year SPED Initiatives, Goals, Objectives

B. Auxiliary/Augmented Areas of Responsibility

- Evals: Punjabi; Psych; SPED IA's
- A.M. & P.M. Student Supervision
- PLC's - Punjabi Teachers

C. Principal's Support Needed

D. A.P. Evaluation Criteria

E. Questions

12/12