

Sacramento Valley Charter School Transaction Report

August 20, 2025 to September 11, 2025

	Account	Amount
Total for 8699 - Other Local Income	V RESTRICTED REVENUE:5310 - NSLP SBP Food Service	\$ 80.00
Total for 8096 - Cash in Lieu of Property Taxes	UNRESTRICTED REVENUE:0000 - Unrestricted:8096 - Cash in Lieu of Property Taxes	\$ 365,268.00
Total for 8220- Child Nutrition(Federal)	V RESTRICTED REVENUE:5310 - NSLP SBP Food Service	\$ 9,886.78
Total for 8520 - Child Nutrition (State)	V Restricted:5310 - NSLP SBP Food Service	4,743.90
Total for Transportation	UNRESTRICTED REVENUE:0000 - Unrestricted:8699 - Other Local Income:Transportation	\$ 8,440.00
Total for 8311 - Special Education - State	V RESTRICTED REVENUE:6500 - Special Education - 24-25 Fed Sacvly	60,060.00
	V RESTRICTED REVENUE: 6500 - Spcial Education - 25-26 Aug State Sac Vly	17,662.00
	V RESTRICTED REVENUE : 6500: Special Education - 25-26 Aug Admin SacVly	-620.00
	25-26 Aug NPSRTC SacVly	-154.00
Total		\$ 76,948.00
		<u>\$ 465,366.68</u>

Tuesday, Sep 09, 2025 07:35:55 AM GMT-7 - Accrual Basis

Actum A.1. 1/3

Sacramento Valley Charter School

Check Detail

August 11 - September 9, 2025

Date	Transaction Type	Num	Name	Memo/Description	Amount
08/19/2025	Check	6398	MISTER PAINT	For paint- touchup upstairs office and downstairs staff room	2,200.00
08/19/2025	Check	6399	1One Work Place L. Ferrari, LLC	For middle school classroom student desk & Chairs - Remaining Balance	21,458.01
08/220/2025	Check	6400	David Ricci	Manual Check	635.67
08/22/2025	Check	6401	Adam Lee Erkneff	Reimbursement for classroom supplies	162.39
08/22/2025	Check	6402	Uline	Storage shed for afterschool material	1,324.49
08/22/2025	Check	6403	Wave Broadband	For phone & internet service	1,442.55
08/22/2025	Check	6404	Z Security Management Inc	Invoice #9 Service Period 8/18/25 to 8/29/25 For School Security Services	7,612.50
08/22/2025	Check	6405	Seamus Eddy	For PD - Parking Receipts	48.00
08/22/2025	Check	6406	Interior Spaces Corp	Deposit Fee For Furniture/ Installation Tech Office	2,939.02
08/22/2025	Check	6407	Jasmyn L Nadra	Reimbursement for classroom supplies	190.77
08/22/2025	Check	6408	Houghton Mifflin Harcourt	For Renewal Go Math Think Central- 2025/2026	3,223.14
08/22/2025	Check	6409	Houghton Mifflin Harcourt	For map growth K-8th grade - 5years	44,457.50
08/22/2025	Check	6410	Melanie Reis	Reimbursement for the classroom supplies	77.08
08/25/2025	Check	6411	Discard LLC	For junk removal and assemble furniture	1,100.00
08/25/2025	Check	6412	Broadway Auto Service	-2012 Ford Vin: 18218 -2017 Toyota Vin: 75380 -2017 Toyota Vin: 07302 For Van Service/ Smog Check/ Repairs	1,425.83
08/25/2025	Check	6413	Certified Smoke - Check Plus	For Buses- Clean truck check test submission	340.00
08/25/2025	Check	6414	Discard LLC	For junk removal from back cafeteria, assemble shed and install AED	4,495.00
08/25/2025	Check	6415	Melanie Reis	Reimbursement for classroom Supply	44.27
08/27/2025	Check	6416	MetLife	For AD&D/LTD	479.47
08/27/2025	Check	6417	PG&E	For Utility Charges - Service period 07/08/2025 to 8/05/2025	107.36
08/27/2025	Check	6418	Discard LLC	Assemble furniture - AP office	2,000.00

09/02/2025	Check	6419 Adam Lee Erkneff	Reimbursement for Seattle PLC - Food and Uber	147.49
09/02/2025	Check	6420 Vertex Education, LLC	Invoice # CINV-00011176 For NSLP Service - Service Period 9/1/2025 to 9/30/2025	3,250.00
09/02/2025	Check	6421 T-mobile	For School Cell Phones For Hotspot Service fee	240.96 400.00
				640.96
09/02/2025	Check	6422 Sarbjeet Nijjar	Reimbursement for Classroom Supplies	29.68
09/02/2025	Check	6423 Manavdeep Gill	Reimbursement for School Van Fuel	83.52
09/02/2025	Check	6424 Jasmin Torres	Reimbursement for School Van Fuel	40.00
09/02/2025	Check	6425 Leonardo Preciado-Chavez	Reimbursement for Classroom Supplies	238.18
09/02/2025	Check	6426 Washington Unified School District	2024/2025 Oversight Fee	51,467.00
09/03/2025	Check	6427 Amazon Capital Services	For office supplies For amazon yearly prime membership For mailing envelopes and mailing labels For snacks- parents back to school night For Classroom supplies- book shelves, teacher desk, classroom rugs, poster, folders, construction paper	603.15 140.93 175.70 235.22 11,460.03
				12,615.03
09/03/2025	Check	6428 Serve 3 Network	For Tech Support - Month of Sept, 2025	1,742.40
09/03/2025	Check	6429 North Valley Fleet Services, Inc.	For school bus repairs, 45 days inspection - June 2025 For school bus repairs and 45 days inspection - month of July and August	2,062.43 7,317.01
				9,379.44
09/03/2025	Check	6430 US Foods, Inc	For school meal program	11,996.96
09/04/2025	Check	6431 WageWorks	For Cobra Service - Invoice service period 08/1/2025 to 08/31/2025	100.00
09/04/2025	Check	6432 LightGabler LLP	For Legal Fee	315.00
09/04/2025	Check	6433 Fishers & Phillips LLP	For Legal Fee - Invoice for the months of June, July and August 2025	8,243.00
09/05/2025	Check	6434 Young, Minney & Corr, LLP	For Legal Fee	2,883.50
9/9/2025	Check	6435 Fishers & Phillips LLP	For Legal Fee	2,224.00
9/9/2025	Check	6436 Z-Security Management Inc	For School Security Services dates 9/2-9/12/25	6,851.25

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Customer Quote

SECURLY (Billing Address)	Dept LA 24957 Pasadena, CA 91185-4957 United States	Quote Number	Q-44400
Securly Contact	Hayley Corley	Expiration Date	11-30-2025
Email	hayley.corley@securly.com	Customer	Sacramento Valley Charter School (West Sacramento, CA)
		Contact Name	Josiah Sidhu
		Email	jsidhu@sacvalleycharter.org
		Phone	(916)596-6422

Subscription Summary

Payment Schedule Upfront

Quote Notes

Securly Quote Details

Start Date	End Date	Quantity	Product	Product Type	Sales Price	Subtotal
12-01-2025	11-30-2026	320	Home	Subscription	0	0
12-01-2025	11-30-2026	320	Securly Filter	Subscription	\$10.89	\$3,484.80
12-01-2025	11-30-2026	320	On-Call	Subscription	\$7.48	\$2,393.60
12-01-2025	11-30-2026	320	Securly Aware	Subscription	\$4.07	\$1,302.40
12-01-2025	11-30-2026	320	Securly Classroom	Subscription	\$8.53	\$2,729.60

Total	\$9,910.40
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Sacramento Valley Charter School

Human Resources Department Hiring Procedures

Purpose:

To ensure a consistent, fair, and compliant process for recruiting, selecting, and onboarding employees in alignment with organizational needs and legal requirements.

1. POSITION AUTHORIZATION PROCESS:

- When an SVCS employee deems necessary the creation or filling of a position, the SVCS employee first meets with the Principal to provide context and justification. If the Principal determines that such a need is warranted, the Principal will provide the HR Manager with the Job Title, Job Description, and Essential Duties of the position.
- The HR Manager and Principal confer with the school's CPA to determine the salary for the position
- The CPA prepares the document as a Board Agenda item.
- The Board votes "Aye" or "No" to approve the job posting.

2. JOB POSTING

- The HR Manager prepares a Job Description outline responsibilities, required qualifications, and preferred experience for posting.
- Positions are posted internal and externally as appropriate (i.e., SVCS website, job boards, professional publications, job websites)
- Posting period should be a minimum of **3 business days** to allow adequate applicant response.

3. APPLICATION PROCESS

- Applicants are accepted through the designated platform (i.e., EdJoin, LinkedIn, or via a hard application and resume to HR.
- HR screens submissions to ensure minimum qualifications are met.
- Applicants not meeting basic requirements are notified in writing.

4. INTERVIEW AND SELECTION:

- HR coordinates interviews with a selection panel consisting of at least 2-3 members.
- Standardized interview questions are used to ensure consistency and compliance with equal employment opportunity laws.
- The Interview Panel will submit their completed confidential evaluation forms, along with the list of questions asked to the candidate, to Human Resources for recordkeeping.
- Reference checks are conducted prior to any offer being made.
- Goes to the Board for approval of hiring new employee(s).

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Action C.I.

5. OFFER OF AGREEMENT:

- HR prepares a formal **Offer Letter** detailing position title, start date, salary or hourly pay rate, benefits, and any contingencies (e.g., background check).
- Contingent offers remain conditional until all pre-employment requirements are met.

6. PRE-EMPLOYMENT REQUIREMENTS:

- Background check and/or fingerprint clearance.
- Verification of work eligibility (Form I-9).
- Credential/licensure/education verification (if applicable).
- Drug screening/TB Testing (if applicable).

7. ONBOARDING:

- HR schedules a **New Hire Orientation** covering policies, benefits, workplace safety, and job expectations.
- Employee signs acknowledgment of receipt for the Employee Handbook, At-Will Agreement, and other required documents.
- Payroll and system access are set up before the first day of work.

8. RECORDKEEPING:

- HR maintains recruitment and hiring records in compliance with federal, state, and organizational retention requirements.
- Confidential information is stored securely.

Sacramento Valley Charter School

JOB DESCRIPTION: MIDDLE SCHOOL SCIENCE TEACHER

JOB SUMMARY: Under the direction and supervision of the principal, the Middle School Science Teacher will implement the Sacramento Valley Charter School approved 6th, 7th, and 8th grade science curricula; create a flexible program and environment favorable to learning and personal growth in accordance with each student's ability; promote and facilitate student academic success, interpersonal skills, and social and emotional well-being; document and provide feedback to students, their families, and designated staff regarding students' progress; participate in continuous professional growth and development; adhere to the goals, values and priorities established by the school; maintain the highest standards of integrity and professionalism as an employee of Sacramento Valley Charter School.

ESSENTIAL DUTIES:

- Teach scientific knowledge, skills, attitudes, and rational thinking processes through courses in grade-level-specific curriculum for science.
- Effective Classroom Management
- Create weekly lesson plans, and make available to administrators as requested
- Maintain, a safe, orderly, well organized classroom environment
- Create a safe, positive classroom environment where children can thrive and grow
- Ensure a student work culture in the classroom where students are free to share information and work collaboratively in cooperative groups.
- Plan an interesting, well balanced science instructional program involving lectures, discussions, laboratory experiences, hands-on-learning, student-led projects, and audio-visual presentations.
- Organize the classroom for optimum learning opportunities
- Demonstrate scientific concepts through the use of scientific apparatus, experiments, computer-generated imagery, charts and other instructional aids.
- Instruct students in proper use, care, and safe handling of chemicals, science equipment, work materials, textbooks, and plant and animal life.
- Provide for efficient storage and proper use of materials, equipment, and tools to prevent loss or abuse
- Perform preventive maintenance and request as needed.
- Perform administrative tasks necessary for an ongoing program such as selecting textbooks, instructional aids, science equipment, chemicals, glassware, live specimens and other supplies.
- Supervise, plan and coordinate the work of instructional aides.
- Effective classroom management
- Administer school-based assessments, as well as teacher-designed assessments to track student progress
- Implementation of research-based pedagogy

Action C.2. ¹/₃

- Record and report student progress
- Differentiation of Instruction
- Meet the needs of a diverse population of students, including English learners, students with disabilities, unhoused children, students with 504 plans, and other diverse groups
- Provide individual, whole groups, and small group instruction
- Use information about individual students' academic strengths, needs, and progress in planning.
- Design activities to engage students in cognitively challenging work aligned to standards
- Submit weekly lesson plans per the Principal's directive
- Create comprehensive projects, chapter and/or unit tests, as well as common periodic assessments and other classroom formative assessments
- Follow the guidelines established to monitor student attendance
- Use resources that will promote high levels of learning and student engagement in the classroom environment
- Work effectively with students, parents, staff members, and community

KNOWLEDGE OF:

- The Next Generation Science Standards (NGSS) and how to implement the NGSS appropriately in a middle science classroom.
- Earth, Physical, Chemical, and Biological Sciences sufficient to appropriately teach middle school science.

ABILITY TO:

- Create and develop interest centers with models, displays, books, magazines and similar materials to motivate learning of science.
- Participate in curriculum and other developmental programs within the school of assignment and/or on a district level.
- Assist students in selection and development of individual research projects and encourage students to enter science fairs and other contests.
- Cooperate with the administration and other science teachers in providing science programs and other science activities such as science fairs, clubs, etc.
- Communicate with parents and school counselors on the individual student's progress.

QUALIFICATIONS:

- a) Bachelor's degree or equivalent from an accredited college or university.
- b) California Single Subject Teaching Credential in Science
- c) Ability to pass TB and Fingerprint clearance
- d) CPR certificate (or enroll in CPR course immediately upon hire)

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 temperature

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.