

Sacramento Valley Charter School Transaction Report

November 14 to December 6, 2024

	Account	Amount
Total for Miscellaneous	UNRESTRICTED REVENUE:0000 - Unrestricted:8699 - Other Local Income:Miscellaneous , Donation	\$ 956.14
Total for Transportation	UNRESTRICTED REVENUE:0000 - Unrestricted:8699 - Other Local Income:Transportation	\$ 10,575.00
Total for 8220- Child Nutrition(Federal)	V RESTRICTED REVENUE:5310 - NSLP SBP Food Service	\$ 21,569.40
Total for 8520 - Child Nutrition (State)	V Restricted:5310 - NSLP SBP Food Service	\$ 31,111.36
Total for 8311 - Special Education - State	V RESTRICTED REVENUE:6500 - Special Education - 24-25 Nov State SacVly	27,359.00
	24-25 Nov NPSRTC SacVly	-395.00
Total		\$ 26,964.00
		\$ 91,175.90

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Rev Report

Sacramento Valley Charter School
Check Detail
November 8 - December 5, 2024

Date	Transact ion Type	Num	Name	Memo/Description	Amount
11/14/2024	Check	5915	West Sacramento Truck Stop	For Fuel	7,605.51
11/14/2024	Check	5916	Health Equity Inc	Annual Compliance Fee	100.00
11/14/2024	Check	5917	Clark Pest Control Of Stockton Inc	For Pest Control Services	375.00
11/14/2024	Check	5918	Faith Build Handyman	Install railings for backpack hooks , shelf for speaker & assemble small table	1,039.00
11/14/2024	Check	5919	Young, Minney & Corr, LLP	For Legal Fee	4,387.50
11/14/2024	Check	5920	NCS Pearson Inc	For Special Education	31.62
11/14/2024	Check	5921	Bay Alarm Company	For Sprinkler Inspection & Security Alarm Monitoring Fee	856.23
11/14/2024	Check	5922	Great America Financial	For Copier Lease	1,630.39
11/14/2024	Check	5923	Interior Spaces Corp	For Office - Remodel Facility (Deposit)	16,370.86
11/14/2024	Check	5924	Dr. Vendetta Dozier-Brown	For Awards	33.46
11/20/2024	Check	5925	Nor- Cal Security	For Security Services	7,350.00
11/20/2024	Check	5926	Faith Build Handyman	Install metal signs & bracket for projector	670.00
11/20/2024	Check	5927	Preet Cheema	Reimbursement for the classroom supplies	8.08
11/20/2024	Check	5928	Kristin Medina	Reimbursement for the classroom supplies For Instructional Materials	215.60 162.44 <u>378.04</u>
12/02/2024	Check	5929	Dr. Vendetta Dozier-Brown	For Awards For Office Supplies For Afterschool Classroom Supplies For Coffee & Pastries - Teachers Professional Development	21.46 217.31 226.93 77.06 <u>542.76</u>
12/02/2024	Check	5930	Nor- Cal Security	For Security Services	6,615.00
12/02/2024	Check	5931	Ascend Rehab Services	For Speech Therapist	5,040.00
12/02/2024	Check	5932	Faith Build Handyman	Install Medium Size Whiteboard, wood board for hooks	637.00
12/02/2024	Check	5933	Edlio LLC Collections	Transfer Website Domaine & Web Post	7,700.00
12/02/2024	Check	5934	City of West Sacramento	For Utility Charges	57.86
12/02/2024	Check	5935	Firecode Safety Equipment, Inc	For Sprinklers Inspection	268.38
12/02/2024	Check	5936	PG&E	For Utility Charges	58.91
12/02/2024	Check	5937	K-12 Health	For School Nurse - Support Service	1,137.50
12/02/2024	Check	5938	Leonardo Preciado-Chavez	Reimbursement for the Classroom Supplies	305.29
12/02/2024	Check	5939	Bode & Bode Lock Safe	For Labor - Assess desk gangplate lock	280.00
12/02/2024	Check	5940	Buck Master	For Copier Printer Usage	671.78
12/02/2024	Check	5941	Preet Cheema	Reimbursement for the classroom supplies	39.06
12/02/2024	Check	5942	Amazon capital Services	For Classroom Supplies For Awards For Office Supplies For Afterschool Snacks and other Supplies (7th/8th Graders)	5,010.09 21.64 482.97 138.11

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Exp. Report

			For Afterschool Snacks and other Supplies	414.33
			For Reading Books - 5th Grades	189.25
			Supplies for Music Class	370.75
			For Special Education	590.97
			For Mailing	15.12
				<u>7,233.23</u>
12/02/2024	Check	5943 MetLife	For AD&D / LTD	371.10
12/02/2024	Check	5944 T-mobile	For Hotspot Connection	280.00
			For School Cell Phones Service Charge	195.52
				<u>475.52</u>
12/02/2024	Check	5945 Stericycle, Inc	For Shredding	975.31
12/02/2024	Check	5946 LightGabler LLP	For Legal Fee	435.00
12/02/2024	Check	5947 Vicky Dali CPA LLC	Invoice for the month of November, 2024	3,997.50

Thursday, Dec 05, 2024 01:28:01 PM GMT-8

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Report

**CHARTER SCHOOL
INTERIM FINANCIAL REPORT - ALTERNATIVE FORM
First Interim Report Certification**

Charter School Name: Sacramento Valley
(continued) Charter School
CDS #: 57-72694-0124875
Charter Approving Entity: Washington Unified School District
County: Yolo
Charter #: 1338
Fiscal Year: 2024-25

To the entity that approved the charter school:
(x) 2024-25 CHARTER SCHOOL FIRST INTERIM FINANCIAL REPORT -- ALTERNATIVE FORM: This report has been approved, and is hereby filed by the charter school pursuant to *Education Code* Section 47604.33.

Signed: _____ Date: 12/16/2024
Charter School Official
(Original signature required)

Print
Name: Vendetta Dozier-Brown Title: Principal

To the County Superintendent of Schools:
(x) 2024-25 CHARTER SCHOOL FIRST INTERIM FINANCIAL REPORT -- ALTERNATIVE FORM: This report is hereby filed with the County Superintendent pursuant to *Education Code* Section 47604.33.

Signed: _____ Date: _____
Authorized Representative of
Charter Approving Entity
(Original signature required)

Print
Name: Monique Stovall Title: Asst. Supt. Business Svcs

For additional information on the First Interim Report, please contact:

For Approving Entity:

Monique Stovall
Name

Asst. Supt. Business Svcs
Title

916-375-7600 ext. 1011
Phone

mstovall@wusd.k12.ca.us
E-mail

For Charter School:

Vicky Dali
Name

Fiscal Consultant
Title

916-996-3943
Phone

vdali@sacvalleycharter.org
E-mail

CHARTER SCHOOL
INTERIM FINANCIAL REPORT - ALTERNATIVE FORM
First Interim Report - Detail

Charter School Name: Sacramento Valley Charter School
(continued)
CDS #: 57-72694-0124875
Charter Approving Entity: Washington Unified School District
County: Yolo
Charter #: 1338
Fiscal Year: 2024-25

This charter school uses the following basis of accounting:

- ☒ **Accrual Basis** (Applicable Capital Assets / Interest on Long-Term Debt / Long-Term Liabilities objects are 6900, 7438, 9400-9499, and 9660-9669)
☐ **Modified Accrual Basis** (Applicable Capital Outlay / Debt Service objects are 6100-6170, 6200-6500, 7438, and 7439)

A. REVENUES	Description	Object Code	Adopted Budget - July 1			Actuals thru 10/31			1st Interim Budget		
			Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
1. Revenue Limit Sources											
	LCFF State Aid - Current Year	8011	2,897,368.00		2,897,368.00	633,177.00		633,177.00	3,584,016.00		3,584,016.00
	Education Protection Account	8012	1,240,204.00		1,240,204.00	163,363.00		163,363.00	653,452.00		653,452.00
	State Aid - Prior Years	8019		(300,000.00)	(300,000.00)			-		(335,336.00)	(335,336.00)
	Tax Relief Subventions (for rev. limit funded schools)	8020-8039						-			-
	County and District Taxes (for rev. limit funded schools)	8040-8079						-			-
	Miscellaneous Funds (for rev. limit funded schools)	8080-8089						-			-
	Revenue Limit Transfers (for rev. limit funded schools):										
	PERS Reduction Transfer	8092									
	Charter Schools Funding in lieu of Property Taxes	8096	877,005.00		877,005.00	91,521.00		91,521.00	846,812.00		846,812.00
	Other Revenue Limit Transfers	8091, 8097									
	Total, Revenue Limit Sources		5,014,577.00	(300,000.00)	4,714,577.00	888,061.00	-	888,061.00	5,084,280.00	(335,336.00)	4,748,944.00
2. Federal Revenues											
	No Child Left Behind	8290		132,888.00	132,888.00					166,563.00	166,563.00
	Special Education - Federal	8181, 8182					(49,193.00)	(49,193.00)		49,193.00	49,193.00
	Child Nutrition - Federal	8220		250,000.00	250,000.00		7,625.27	7,625.27		150,000.00	150,000.00
	Other Federal Revenues	8110, 8260-8299					14,203.54	14,203.54			
	Total, Federal Revenues		-	382,888.00	382,888.00	-	(27,364.19)	(27,364.19)	-	385,756.00	365,756.00
3. Other State Revenues											
	Charter Schools Categorical Block Grant - N/A	N/A									
	Special Education - State	StateRevSE		303,983.00	303,983.00		56,922.00	56,922.00		303,983.00	303,983.00
	Child Nutrition - State	8520		125,000.00	125,000.00		18,939.89	18,939.89		250,000.00	250,000.00
	All Other State Revenues	8590	73,416.00	925,128.00	998,544.00	(13,390.00)	472,462.42	459,072.42	73,416.00	925,128.00	998,544.00
	Total, Other State Revenues		73,416.00	1,354,111.00	1,427,527.00	(13,390.00)	548,324.31	534,934.31	73,416.00	1,479,111.00	1,552,527.00
4. Other Local Revenues											
	All Other Local Revenues	LocalRevAO	160,000.00		160,000.00	106,844.43		106,844.43	160,000.00		160,000.00
	Total, Local Revenues		160,000.00	-	160,000.00	106,844.43	-	106,844.43	160,000.00	-	160,000.00
5. TOTAL REVENUES			5,247,993.00	1,436,999.00	6,684,992.00	981,515.43	520,960.12	1,502,475.55	5,317,696.00	1,509,531.00	6,827,227.00

B. EXPENDITURES											
1. Certificated Salaries											
	Teachers' Salaries	1100	1,642,463.00	74,100.00	1,716,563.00	415,877.14	22,777.34	438,654.48	1,790,566.00	24,400.00	1,814,966.00
	Certificated Pupil Support Salaries	1200	-	85,682.00	85,682.00		30,468.40	30,468.40	5,815.00	139,200.00	145,015.00
	Certificated Supervisors' and Administrators' Salaries	1300	208,109.00	61,510.00	269,619.00	77,809.26		77,809.26	233,207.00		233,207.00
	Other Certificated Salaries	1900		68,000.00	68,000.00			-			-

CHARTER SCHOOL
INTERIM FINANCIAL REPORT - ALTERNATIVE FORM
First Interim Report - Detail

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(continued)
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Charter Approving Entity: Washington Unified School District
County: Yolo
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Fiscal Year: 2024-25

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☐ **Modified Accrual Basis** (Applicable Capital Outlay / Debt Service objects are 6100-6170, 6200-6500, 7438, and 7439)

Description	Object Code	Adopted Budget - July 1			Actuals thru 10/31			1st Interim Budget		
		Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
Total, Certificated Salaries		1,850,572.00	289,292.00	2,139,864.00	493,686.40	53,245.74	546,932.14	2,029,588.00	163,600.00	2,193,188.00
2. Non-certificated Salaries										
Instructional Aides' Salaries	2100	528,181.00	148,832.00	677,013.00	122,254.85	20,010.50	142,265.35	945,203.00	99,623.00	1,044,826.00
Non-certificated Support Salaries	2200	346,392.00	101,010.00	447,402.00	104,026.97	26,354.84	130,381.81	108,780.00	108,780.00	108,780.00
Non-certificated Supervisors' and Administrators' Sal.	2300		38,400.00	38,400.00	20,258.64	8,504.52	28,763.16	38,400.00	38,400.00	38,400.00
Clerical and Office Salaries	2400	146,160.00		146,160.00	44,531.78		44,531.78	146,160.00		146,160.00
Other Non-certificated Salaries	2900		50,000.00	50,000.00	32,528.91		32,528.91		50,000.00	50,000.00
Total, Non-certificated Salaries		1,020,733.00	338,242.00	1,358,975.00	323,601.15	54,869.86	378,471.01	1,091,363.00	296,803.00	1,388,166.00
3. Employee Benefits										
STRS	3101-3102			-			-			-
PERS	3201-3202			-			-			-
OASDI / Medicare / Alternative	3301-3302	218,202.00	49,459.00	267,661.00	60,840.35	8,302.46	69,142.81	238,753.00	35,221.00	273,974.00
Health and Welfare Benefits	3401-3402	105,100.00	37,779.00	142,879.00	76,233.56	1,147.03	77,380.59	148,244.00	17,982.00	164,226.00
Unemployment Insurance	3501-3502	16,380.00	3,780.00	20,160.00	2,438.07	904.09	3,342.16	17,220.00	2,940.00	20,160.00
Workers' Compensation Insurance	3601-3602	32,034.00	7,345.00	39,379.00	15,298.11	88.46	15,386.57	35,078.00	5,230.00	40,308.00
OPEB, Allocated	3701-3702			-			-			-
OPEB, Active Employees	3751-3752			-			-			-
PERS Reduction (for revenue limit funded schools)	3801-3802			-			-			-
Other Employee Benefits	3901-3902	90,549.00	14,551.00	105,100.00	23,320.64	2,076.46	25,397.10	93,612.00	11,488.00	105,100.00
Total, Employee Benefits		462,265.00	112,914.00	575,179.00	178,130.73	12,518.50	190,649.23	530,907.00	72,861.00	603,768.00
4. Books and Supplies										
Approved Textbooks and Core Curricula Materials	4100	10,000.00	60,000.00	70,000.00	45,173.40	54,680.50	99,853.90	35,000.00	70,000.00	105,000.00
Books and Other Reference Materials	4200	5,000.00	10,000.00	15,000.00	23,486.23	29,307.41	52,793.64	24,000.00	30,000.00	54,000.00
Materials and Supplies	4300	95,000.00	70,000.00	165,000.00	90,785.81	52,868.12	143,653.93	170,000.00	70,000.00	240,000.00
Noncapitalized Equipment	4400	-	35,000.00	35,000.00	20,443.15	67,136.71	87,579.86	-	35,000.00	35,000.00
Food	4700	-	125,000.00	125,000.00			-	-	125,000.00	125,000.00
Total, Books and Supplies		110,000.00	300,000.00	410,000.00	179,888.59	203,992.74	383,881.33	229,000.00	330,000.00	559,000.00
5. Services and Other Operating Expenditures										
Subagreements for Services	5100			-			-			-
Travel and Conferences	5200	3,000.00		3,000.00				7,500.00		7,500.00
Dues and Memberships	5300	4,200.00		4,200.00	7,491.50		7,491.50	4,200.00		4,200.00
Insurance	5400	80,629.00		80,629.00	40,488.00		40,488.00	80,629.00		80,629.00
Operations and Housekeeping Services	5500	93,000.00		93,000.00	27,725.62		27,725.62	107,750.00		107,750.00
Rentals, Leases, Repairs, and Noncap. Improvements	5600	211,168.00	265,591.00	476,759.00	158,480.59		158,480.59	271,033.00	265,591.00	536,624.00
Direct Cost Transfers Between Restricted and Unrestricted Professional/Consulting Services and Operating Expend.	5710				5,745.57	(5,745.57)	-			
	5800	1,934,876.00	110,000.00	2,044,876.00	265,305.17	90,558.94	355,864.11	1,824,719.00	160,000.00	1,984,719.00

CHARTER SCHOOL
INTERIM FINANCIAL REPORT - ALTERNATIVE FORM
First Interim Report - Detail

Charter School Name: Sacramento Valley Charter School
(continued)
CDS #: 57-72694-0124875
Charter Approving Entity: Washington Unified School District
County: Yolo
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☐ **Modified Accrual Basis** (Applicable Capital Outlay / Debt Service objects are 6100-6170, 6200-6500, 7438, and 7439)

Description	Object Code	Adopted Budget - July 1			Actuals thru 10/31			1st Interim Budget		
		Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
Communications	5900	36,000.00	2,000.00	38,000.00	12,618.78	1,120.00	13,738.78	36,000.00	2,000.00	38,000.00
Total, Services and Other Operating Expenditures		2,362,873.00	377,591.00	2,740,464.00	517,855.23	85,933.37	603,788.60	2,331,831.00	427,591.00	2,759,422.00
6. Capital Outlay (Objects 6100-6170, 6200-6500 for modified accrual basis only)										
Land and Land Improvements	6100-6170			-			-			-
Buildings and Improvements of Buildings	6200			-			-			-
Books and Media for New School Libraries or Major Expansion of School Libraries	6300			-			-			-
Equipment	6400			-			-			-
Equipment Replacement	6500			-			-			-
Depreciation Expense (for full accrual only)	6900	110,545.00		110,545.00			-	110,545.00		110,545.00
Total, Capital Outlay		110,545.00	-	110,545.00	-	-	-	110,545.00	-	110,545.00
7. Other Outgo										
Tuition to Other Schools	7110-7143			-			-			-
Transfers of Pass-through Revenues to Other LEAs	7211-7213			-			-			-
Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE			-			-			-
Transfers of Apportionments to Other LEAs - All Other	7221-7223AO			-			-			-
All Other Transfers	7281-7299			-	(778.19)	778.19	-			-
Debt Service:										
Interest	7438	391.00		391.00	387.70		387.70	391.00		391.00
Principal	7439			-			-			-
Total, Other Outgo		391.00	-	391.00	(390.49)	778.19	387.70	391.00	-	391.00
8. TOTAL EXPENDITURES		5,917,379.00	1,418,039.00	7,335,418.00	1,692,771.61	411,338.40	2,104,110.01	6,323,625.00	1,290,855.00	7,614,480.00
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPEND. BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)										
		(669,386.00)	18,960.00	(650,426.00)	(711,256.18)	109,621.72	(601,634.46)	(1,005,929.00)	218,676.00	(787,253.00)
D. OTHER FINANCING SOURCES / USES										
1. Other Sources	8930-8979			-			-			-
2. Less: Other Uses	7630-7699			-			-			-
3. Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999			-			-			-
4. TOTAL OTHER FINANCING SOURCES / USES		-	-	-	-	-	-	-	-	-
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)										
		(669,386.00)	18,960.00	(650,426.00)	(711,256.18)	109,621.72	(601,634.46)	(1,005,929.00)	218,676.00	(787,253.00)
F. FUND BALANCE, RESERVES										

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(continued)
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Description	Object Code	Adopted Budget - July 1			Actuals thru 10/31			1st Interim Budget		
		Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
1. Beginning Fund Balance										
a. As of July 1	9791	3,110,219.00	1,245,734.00	4,355,953.00	4,124,540.81	1,273,267.50	5,397,808.31	4,124,540.81	1,273,267.50	5,397,808.31
b. Adjustments to Beginning Balance	9793, 9795			-			-			-
c. Adjusted Beginning Balance		3,110,219.00	1,245,734.00	4,355,953.00	4,124,540.81	1,273,267.50	5,397,808.31	4,124,540.81	1,273,267.50	5,397,808.31
2. Ending Fund Balance, June 30 (E + F.1.c.)		2,440,833.00	1,264,694.00	3,705,527.00	3,413,284.63	1,382,889.22	4,796,173.85	3,118,611.81	1,491,943.50	4,610,555.31
Components of Ending Fund Balance (Optional):										
Reserve for Revolving Cash (equals object 9130)	9711			-			-			-
Reserve for Stores (equals object 9320)	9712			-			-			-
Reserve for Prepaid Expenditures (equals object 9330)	9713			-			-			-
Reserve for All Others	9719			-			-			-
General Reserve	9730			-			-			-
Legally Restricted Balance	9740		1,264,694.00	1,264,694.00		1,382,889.22	1,382,889.22		1,491,943.50	1,491,943.50
Designated for Economic Uncertainties	9770			-			-			-
Other Designations	9775, 9780			-			-			-
Undesignated / Unappropriated Amount	9790	2,440,833.00	-	2,440,833.00	3,413,284.63	-	3,413,284.63	3,118,611.81	-	3,118,611.81

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(continued)
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Charter Approving Entity: Washington Unified School Dist
County: Yolo
Charter #: 1338
Fiscal Year: 2024-25

					1st Interim vs. Adopted Increase, (Decrease)	
Description	Object Code	7/1 Adopted Budget (X)	Actuals thru 10/31 (Y)	1st Interim Budget (Z)	\$ Difference (Z) vs. (X)	% Change (Z) vs. (X)
A. REVENUES						
1. Revenue Limit Sources						
LCFF State Aid	8011	2,897,368.00	633,177.00	3,584,016.00	686,648.00	23.70%
Education Protection Account	8012	1,240,204.00	163,363.00	653,452.00	(586,752.00)	-47.31%
State Aid - Prior Years	8019	(300,000.00)	-	(335,336.00)	(35,336.00)	11.78%
Tax Relief Subventions (for rev. limit funded schools)	8020-8039	-	-	-	-	
County and District Taxes (for rev. limit funded schools)	8040-8079	-	-	-	-	
Miscellaneous Funds (for rev. limit funded schools)	8080-8089	-	-	-	-	
Revenue Limit Transfers (for rev. limit funded schools):						
PERS Reduction Transfer	8092	-	-	-	-	
Charter Schools Funding in Lieu of Property Taxes	8096	877,005.00	91,521.00	846,812.00	(30,193.00)	-3.44%
Other Revenue Limit Transfers	8091, 8097	-	-	-	-	
Total, Revenue Limit Sources		4,714,577.00	888,061.00	4,748,944.00	34,367.00	0.73%
2. Federal Revenues						
No Child Left Behind	8290	132,888.00	-	166,563.00	33,675.00	25.34%
Special Education - Federal	8181, 8182	-	(49,193.00)	49,193.00	49,193.00	New
Child Nutrition - Federal	8220	250,000.00	7,625.27	150,000.00	(100,000.00)	-40.00%
Other Federal Revenues	8110, 8260-8299	-	14,203.54	-	-	
Total, Federal Revenues		382,888.00	(27,364.19)	365,756.00	(17,132.00)	-4.47%
3. Other State Revenues						
Charter Schools Categorical Block Grant -N/A	N/A	-	-	-	-	
Special Education - State	StateRevSE	303,983.00	56,922.00	303,983.00	-	0.00%
Child Nutrition - State	8520	125,000.00	18,939.89	250,000.00		
All Other State Revenues	8590	998,544.00	459,072.42	998,544.00	-	0.00%
Total, Other State Revenues		1,427,527.00	534,934.31	1,552,527.00	-	8.76%
4. Other Local Revenues						
All Other Local Revenues	LocalRevAO	160,000.00	106,844.43	160,000.00	-	0.00%
Total, Local Revenues		160,000.00	106,844.43	160,000.00	-	0.00%
5. TOTAL REVENUES		6,684,992.00	1,502,475.55	6,827,227.00	17,235.00	2.13%
B. EXPENDITURES						
1. Certificated Salaries						
Teachers' Salaries	1100	1,716,563.00	438,654.48	1,814,966.00	98,403.00	5.73%
Certificated Pupil Support Salaries	1200	85,682.00	30,468.40	145,015.00	59,333.00	69.25%
Certificated Supervisors' and Administrators' Salaries	1300	269,619.00	77,809.26	233,207.00	(36,412.00)	-13.50%
Other Certificated Salaries	1900	68,000.00	-	-	(68,000.00)	(100%)
Total, Certificated Salaries		2,139,864.00	546,932.14	2,193,188.00	53,324.00	2.49%
2. Non-certificated Salaries						
Instructional Aides' Salaries	2100	677,013.00	142,265.35	1,044,826.00	367,813.00	54.33%
Non-certificated Support Salaries	2200	447,402.00	130,381.81	108,780.00	(338,622.00)	-75.69%
Non-certificated Supervisors' and Administrators' Sal.	2300	38,400.00	28,763.16	38,400.00	-	0.00%
Clerical and Office Salaries	2400	146,160.00	44,531.78	146,160.00	-	0.00%
Other Non-certificated Salaries	2900	50,000.00	32,528.91	50,000.00	-	0.00%
Total, Non-certificated Salaries		1,358,975.00	378,471.01	1,388,166.00	29,191.00	2.15%
3. Employee Benefits						
STRS	3101-3102	-	-	-	-	
PERS	3201-3202	-	-	-	-	
OASDI / Medicare / Alternative	3301-3302	267,661.00	69,142.81	273,974.00	6,313.00	2.36%
Health and Welfare Benefits	3401-3402	142,879.00	77,380.59	164,226.00	21,347.00	14.94%
Unemployment Insurance	3501-3502	20,160.00	3,342.16	20,160.00	-	0.00%
Workers' Compensation Insurance	3601-3602	39,379.00	15,386.57	40,308.00	929.00	2.36%
OPEB, Allocated	3701-3702	-	-	-	-	
OPEB, Active Employees	3751-3752	-	-	-	-	
PERS Reduction (for revenue limit funded schools)	3801-3802	-	-	-	-	
Other Employee Benefits	3901-3902	105,100.00	25,397.10	105,100.00	-	0.00%
Total, Employee Benefits		575,179.00	190,649.23	603,768.00	28,589.00	4.97%
4. Books and Supplies						
Approved Textbooks and Core Curricula Materials	4100	70,000.00	99,853.90	105,000.00	35,000.00	50.00%
Books and Other Reference Materials	4200	15,000.00	52,793.64	54,000.00	39,000.00	260.00%
Materials and Supplies	4300	165,000.00	143,653.93	240,000.00	75,000.00	45.45%
Noncapitalized Equipment	4400	35,000.00	87,579.86	35,000.00	-	0.00%
Food	4700	125,000.00	-	125,000.00	-	0.00%
Total, Books and Supplies		410,000.00	383,881.33	559,000.00	149,000.00	36.34%

**CHARTER SCHOOL
INTERIM FINANCIAL REPORT - ALTERNATIVE FORM
First Interim Report - Summary**

Charter School Name: **Sacramento Valley Charter Scho**
(continued)
CDS #: **57-72694-0124875**
Charter Approving Entity: **Washington Unified School Dist**
County: **Yolo**
Charter #: **1338**
Fiscal Year: **2024-25**

					1st Interim vs. Adopted Increase, (Decrease)	
Description	Object Code	7/1 Adopted Budget (X)	Actuals thru 10/31 (Y)	1st Interim Budget (Z)	\$ Difference (Z) vs. (X)	% Change (Z) vs. (X)
5. Services and Other Operating Expenditures						
Subagreements for Services	5100	-	-	-	-	
Travel and Conferences	5200	3,000.00	-	7,500.00	4,500.00	150.00%
Dues and Memberships	5300	4,200.00	7,491.50	4,200.00	-	0.00%
Insurance	5400	80,629.00	40,488.00	80,629.00	-	0.00%
Operations and Housekeeping Services	5500	93,000.00	27,725.62	107,750.00	14,750.00	15.86%
Rentals, Leases, Repairs, and Noncap. Improvements	5600	476,759.00	158,480.59	536,624.00	59,865.00	12.56%
Professional/Consulting Services and Operating Expend.	5800	2,044,876.00	355,864.11	1,984,719.00	(60,157.00)	-2.94%
Communications	5900	38,000.00	13,738.78	38,000.00	-	0.00%
Total, Services and Other Operating Expenditures		2,740,464.00	603,788.60	2,759,422.00	18,958.00	0.69%
6. Capital Outlay						
Land and Land Improvements	6100-6170	-	-	-	-	
Buildings and Improvements of Buildings	6200	-	-	-	-	
Books and Media for New School Libraries or Major Expansion of School Libraries	6300	-	-	-	-	
Equipment	6400	-	-	-	-	
Equipment Replacement	6500	-	-	-	-	
Depreciation Expense (for full accrual only)	6900	110,545.00	-	110,545.00	-	0.00%
Total, Capital Outlay		110,545.00	-	110,545.00	-	0.00%
7. Other Outgo						
Tuition to Other Schools	7110-7143	-	-	-	-	
Transfers of Pass-through Revenues to Other LEAs	7211-7213	-	-	-	-	
Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE	-	-	-	-	
Transfers of Apportionments to Other LEAs - All Other	7221-7223AO	-	-	-	-	
All Other Transfers	7281-7299	-	-	-	-	
Debt Service:						
Interest	7438	391.00	387.70	391.00	-	0.00%
Principal	7439	-	-	-	-	
Total, Other Outgo		391.00	387.70	391.00	-	0.00%
8. TOTAL EXPENDITURES		7,335,418.00	2,104,110.01	7,614,480.00	279,062.00	3.80%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPEND. BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)		(650,426.00)	(601,634.46)	(787,253.00)	(261,827.00)	21.04%
D. OTHER FINANCING SOURCES / USES						
1. Other Sources	8930-8979	-	-	-	-	
2. Less: Other Uses	7630-7699	-	-	-	-	
3. Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999	-	-	-	-	
4. TOTAL OTHER FINANCING SOURCES / USES		-	-	-	-	
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)		(650,426.00)	(601,634.46)	(787,253.00)	(261,827.00)	21.04%
F. FUND BALANCE, RESERVES						
1. Beginning Fund Balance						
a. As of July 1	9791	4,355,953.00	5,397,808.31	5,397,808.31	1,041,855.31	23.92%
b. Adjustments to Beginning Balance	9793, 9795	-	-	-	-	
c. Adjusted Beginning Balance		4,355,953.00	5,397,808.31	5,397,808.31		
2. Ending Fund Balance, June 30 (E + F.1.c.)		3,705,527.00	4,796,173.85	4,610,555.31		
Components of Ending Fund Balance (Optional):						
Reserve for Revolving Cash (equals object 9130)	9711	-	-	-	-	
Reserve for Stores (equals object 9320)	9712	-	-	-	-	
Reserve for Prepaid Expenditures (equals object 9330)	9713	-	-	-	-	
Reserve for All Others	9719	-	-	-	-	
General Reserve	9730	-	-	-	-	
Legally Restricted Balance	9740	1,264,694.00	1,382,889.22	1,491,943.50	227,249.50	17.97%
Designated for Economic Uncertainties	9770	-	-	-	-	
Other Designations	9775, 9780	-	-	-	-	
Undesignated / Unappropriated Amount	9790	2,440,833.00	3,413,284.63	3,118,611.81	677,778.81	27.77%

**CHARTER SCHOOL
MULTI-YEAR PROJECTION - ALTERNATIVE FORM
First Interim Report - MYP**

Charter School Name: Sacramento Valley Charter School
(continued) _____
CDS #: 57-72694-0124875
Charter Approving Entity: Washington Unified School District
County: Yolo
Charter #: 1338
Fiscal Year: 2024-25

This charter school uses the following basis of accounting:

- ☒ **Accrual Basis** (Applicable Capital Assets / Interest on Long-Term Debt / Long-Term Liabilities objects are 6900, 7438, 9400-9499, and 9660-9669)
☐ **Modified Accrual Basis** (Applicable Capital Outlay / Debt Service objects are 6100-6170, 6200-6500, 7438, and 7439)

Description	Object Code	FY 2024-25			Totals for 2025-26	Totals for 2026-27
		Unrestricted	Restricted	Total		
A. REVENUES						
1. Revenue Limit Sources						
LCFF - State Aid - Current Year	8011	3,584,016.00	0.00	3,584,016.00	3,833,734.00	3,989,103.00
EPA	8012	653,452.00	0.00	653,452.00	594,601.00	617,792.00
State Aid - Prior Years	8019	0.00	(335,336.00)	(335,336.00)	(450,000.00)	(450,000.00)
Tax Relief Subventions (for rev. limit funded schools)	8020-8039	0.00	0.00	0.00		
County and District Taxes (for rev. limit funded schools)	8040-8079	0.00	0.00	0.00		
Miscellaneous Funds (for rev. limit funded schools)	8080-8089	0.00	0.00	0.00		
Revenue Limit Transfers (for rev. limit funded schools):						
PERS Reduction Transfer	8092	0.00	0.00	0.00		
Charter Schools Funding in lieu of Property Taxes	8096	846,812.00	0.00	846,812.00	856,099.00	862,912.00
Other Revenue Limit Transfers	8091, 8097	0.00	0.00	0.00		
Total, Revenue Limit Sources		5,084,280.00	(335,336.00)	4,748,944.00	4,834,434.00	5,019,807.00
2. Federal Revenues						
No Child Left Behind	8290	0.00	166,563.00	166,563.00	166,563.00	166,563.00
Special Education - Federal	8181, 8182	0.00	49,193.00	49,193.00	49,193.00	49,193.00
Child Nutrition - Federal	8220	0.00	150,000.00	150,000.00	150,000.00	150,000.00
Other Federal Revenues	8110, 8260-8299	0.00	0.00	0.00		
Total, Federal Revenues		0.00	365,756.00	365,756.00	365,756.00	365,756.00
3. Other State Revenues						
Charter Schools Categorical Block Grant	N/A	0.00	0.00	0.00		
Special Education - State	StateRevSE	0.00	303,983.00	303,983.00	303,983.00	303,983.00
Child Nutrition - State	8520	0.00	250,000.00	250,000.00	250,000.00	250,000.00
All Other State Revenues	8590	73,416.00	925,128.00	998,544.00	1,008,544.00	1,008,544.00
Total, Other State Revenues		73,416.00	1,479,111.00	1,552,527.00	1,562,527.00	1,562,527.00
4. Other Local Revenues						
All Other Local Revenues	LocalRevAO	160,000.00	0.00	160,000.00	160,000.00	160,000.00
Total, Local Revenues		160,000.00	0.00	160,000.00	160,000.00	160,000.00
5. TOTAL REVENUES						
		5,317,696.00	1,509,531.00	6,827,227.00	6,922,717.00	7,108,090.00
B. EXPENDITURES						
1. Certificated Salaries						
Teachers' Salaries	1100	1,790,566.00	24,400.00	1,814,966.00	1,874,123.00	1,929,258.00
Certificated Pupil Support Salaries	1200	5,815.00	139,200.00	145,015.00	137,000.00	138,300.00
Certificated Supervisors' and Administrators' Salaries	1300	233,207.00	0.00	233,207.00	243,110.00	250,403.00
Other Certificated Salaries	1900	0.00	0.00	0.00		
Total, Certificated Salaries		2,029,588.00	163,600.00	2,193,188.00	2,254,233.00	2,317,961.00
2. Non-certificated Salaries						
Instructional Aides' Salaries	2100	945,203.00	99,623.00	1,044,826.00	556,539.00	567,931.00
Non-certificated Support Salaries	2200	0.00	108,780.00	108,780.00	494,753.00	504,163.00
Non-certificated Supervisors' and Administrators' Sal.	2300	0.00	38,400.00	38,400.00		
Clerical and Office Salaries	2400	146,160.00	0.00	146,160.00	149,083.00	152,065.00
Other Non-certificated Salaries	2900	0.00	50,000.00	50,000.00	190,544.00	194,355.00
Total, Non-certificated Salaries		1,091,363.00	296,803.00	1,388,166.00	1,390,919.00	1,418,514.00

**CHARTER SCHOOL
MULTI-YEAR PROJECTION - ALTERNATIVE FORM
First Interim Report - MYP**

Charter School Name: Sacramento Valley Charter School
(continued)
CDS #: 57-72694-0124875
Charter Approving Entity: Washington Unified School District
County: Yolo
Charter #: 1338
Fiscal Year: 2024-25

Description	Object Code	FY 2024-25			Totals for 2025-26	Totals for 2026-27
		Unrestricted	Restricted	Total		
3. Employee Benefits						
STRS	3101-3102	0.00	0.00	0.00		
PERS	3201-3202	0.00	0.00	0.00		
OASDI / Medicare / Alternative	3301-3302	238,753.00	35,221.00	273,974.00	278,854.00	285,840.00
Health and Welfare Benefits	3401-3402	146,244.00	17,982.00	164,226.00	175,722.00	188,022.00
Unemployment Insurance	3501-3502	17,220.00	2,940.00	20,160.00	20,349.00	20,538.00
Workers' Compensation Insurance	3601-3602	35,078.00	5,230.00	40,308.00	41,114.00	41,937.00
OPEB, Allocated	3701-3702	0.00	0.00	0.00		
OPEB, Active Employees	3751-3752	0.00	0.00	0.00		
PERS Reduction (for revenue limit funded schools)	3801-3802	0.00	0.00	0.00		
Other Employee Benefits	3901-3902	93,612.00	11,488.00	105,100.00	107,202.00	109,346.00
Total, Employee Benefits		530,907.00	72,861.00	603,768.00	623,241.00	645,683.00
4. Books and Supplies						
Approved Textbooks and Core Curricula Materials	4100	35,000.00	70,000.00	105,000.00	70,000.00	70,000.00
Books and Other Reference Materials	4200	24,000.00	30,000.00	54,000.00	27,000.00	27,000.00
Materials and Supplies	4300	170,000.00	70,000.00	240,000.00	171,000.00	172,000.00
Noncapitalized Equipment	4400	0.00	35,000.00	35,000.00	10,000.00	10,000.00
Food	4700	0.00	125,000.00	125,000.00	125,000.00	125,000.00
Total, Books and Supplies		229,000.00	330,000.00	559,000.00	403,000.00	404,000.00
5. Services and Other Operating Expenditures						
Subagreements	5100	0.00	0.00	0.00		
Travel and Conferences	5200	7,500.00	0.00	7,500.00	3,000.00	3,000.00
Dues and Memberships	5300	4,200.00	0.00	4,200.00	4,300.00	4,400.00
Insurance	5400	80,629.00	0.00	80,629.00	84,660.00	88,893.00
Operations and Housekeeping Services	5500	107,750.00	0.00	107,750.00	109,465.00	111,190.00
Rentals, Leases, Repairs, and Noncap. Improvements	5600	271,033.00	265,591.00	536,624.00	557,767.00	570,718.00
Professional/Consulting Services and Operating Expend.	5800	1,824,719.00	160,000.00	1,984,719.00	1,173,383.00	1,123,514.00
Communications	5900	36,000.00	2,000.00	38,000.00	38,000.00	38,000.00
Total, Services and Other Operating Expenditures		2,331,831.00	427,591.00	2,759,422.00	1,970,575.00	1,939,715.00
6. Capital Outlay (Obj. 6100-6170, 6200-6500 for mod. accr. basis only)						
Sites and Improvements of Sites	6100	0.00	0.00	0.00		
Buildings and Improvements of Buildings	6200	0.00	0.00	0.00		
Books and Media for New School Libraries or Major Expansion of School Libraries	6300	0.00	0.00	0.00		
Equipment	6400	0.00	0.00	0.00		
Equipment Replacement	6500	0.00	0.00	0.00		
Depreciation Expense (for full accrual only)	6900	110,545.00	0.00	110,545.00	101,690.00	89,295.00
Total, Capital Outlay		110,545.00	0.00	110,545.00	101,690.00	89,295.00
7. Other Outgo						
Tuition to Other Schools	7110-7143	0.00	0.00	0.00		
Transfers of Pass-through Revenues to Other LEAs	7211-7213	0.00	0.00	0.00		
Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE	0.00	0.00	0.00		
Transfers of Apportionments to Other LEAs - All Other	7221-7223AO	0.00	0.00	0.00		
All Other Transfers	7280-7299	0.00	0.00	0.00		
Debt Service:						
Interest	7438	391.00	0.00	391.00		
Principal	7439	0.00	0.00	0.00		
Total, Other Outgo		391.00	0.00	391.00	0.00	0.00
8. TOTAL EXPENDITURES		6,323,625.00	1,290,855.00	7,614,480.00	6,743,658.00	6,815,168.00
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPEND. BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)		(1,005,929.00)	218,676.00	(787,253.00)	179,059.00	292,922.00

**CHARTER SCHOOL
MULTI-YEAR PROJECTION - ALTERNATIVE FORM
First Interim Report - MYP**

Charter School Name: Sacramento Valley Charter School
(continued) _____
CDS #: 57-72694-0124875
Charter Approving Entity: Washington Unified School District
County: Yolo
Charter #: 1338
Fiscal Year: 2024-25

Description	Object Code	FY 2024-25			Totals for 2025-26	Totals for 2026-27
		Unrestricted	Restricted	Total		
D. OTHER FINANCING SOURCES / USES						
1. Other Sources	8930-8979	0.00	0.00	0.00		
2. Less: Other Uses	7630-7699	0.00	0.00	0.00		
3. Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999	0.00	0.00	0.00		
4. TOTAL OTHER FINANCING SOURCES / USES		0.00	0.00	0.00	0.00	0.00
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)		(1,005,929.00)	218,676.00	(787,253.00)	179,059.00	292,922.00
F. FUND BALANCE, RESERVES						
1. Beginning Fund Balance						
a. As of July 1	9791	4,124,540.81	1,273,267.50	5,397,808.31	4,610,555.31	4,789,614.31
b. Adjustments to Beginning Balance	9793, 9795	0.00	0.00	0.00		
c. Adjusted Beginning Balance		4,124,540.81	1,273,267.50	5,397,808.31	4,610,555.31	4,789,614.31
2. Ending Fund Balance, June 30 (E + F.1.c.)		3,118,611.81	1,491,943.50	4,610,555.31	4,789,614.31	5,082,536.31
Components of Ending Fund Balance (Optional):						
Reserve for Revolving Cash (equals object 9130)	9711	0.00	0.00	0.00		
Reserve for Stores (equals object 9320)	9712	0.00	0.00	0.00		
Reserve for Prepaid Expenditures (equals object 9330)	9713	0.00	0.00	0.00		
Reserve for All Others	9719	0.00	0.00	0.00		
General Reserve	9730	0.00	0.00	0.00		
Legally Restricted Balance	9740	0.00	1,491,943.50	1,491,943.50	1,500,000.00	1,500,000.00
Designated for Economic Uncertainties	9770	0.00	0.00	0.00		
Other Designations	9775, 9780	0.00	0.00	0.00		
Undesignated / Unappropriated Amount	9790	3,118,611.81	0.00	3,118,611.81	3,289,614.31	3,582,536.31

Sacramento Valley Charter School
2024-25 1st Interim Report/Budget Revision
December 11, 2024

The following narrative is provided to highlight and explain significant changes since the 45-Day Revise in August 2024. The next comprehensive budget revision and report will be the Second Interim Report in March 2025.

Revenue:

LCFF: Net decrease (\$442,852)

The main reason for the decrease in LCFF revenue is the decrease in enrollment from 425 at the first week of school to 408 as of Nov 29, 2024. The attendance rate has further declined from 94% to 91.5% (compared to the pre-Covid rate of 96%+). In addition, the estimate of unspent 2021-22, 2022-23 unspent ELOP that is being returned to the State is \$335,336 compared to estimate of \$300,000.

Federal Revenue: Net decrease (\$66,325)

Increase of \$33,675 in projected Title I – IV funding net \$100,000 lower Federal food service revenue (which is offset by increase in estimated State food service revenue).

Other State Revenue: Increase \$125,000

State food service revenue estimate increased based on Aug – Nov actual claims filed and receipts.

Local Revenue: No change

Expenses:

Certificated: Net decrease of (\$19,134) as open positions are not incurring actual wages expense and new positions are going unfilled.

Classified: Net decrease of (\$32,332) as open positions are not incurring actual wages expense and new positions are going unfilled.

Benefits: Increase of \$16,831 as the medical benefits renewal was over 12% and a 10% increase was included since the new rates became effective 9/1/24. A complete review of benefit expenses by employee will be completed for the second interim report as newer staff rates are estimated.

Books and Supplies: Increase of \$149,000 for curriculum and classroom materials as well as \$5,000 bus/van fuel. The curriculum and classroom materials will mostly be using up one-time funds

Services and Operating Expenses: Increase of \$14,186 as legal and accounting services increased \$83,000 based on insurance deductibles, administrator and board member turnover offset by using up one-time placeholder line items in the supplies account lines.

Other Outgo/Financing Uses: No change. The new buses have not arrived, so interest payments will be added at Second Interim.

Summary:

SVCS' overall favorable financial position remains. Depletion of one-time funding is manageable. SVCS will be able to meet its future obligations as well as maintain its reserves above the 5% level contained in the Operations MOU.

Reminders:

- 1) SVCS' unduplicated funding is capped at WUSD's rate of 68% vs. our rate of about 84%.
- 2) The State's budget deficit will likely impact schools in future years until State revenues improve.

Sacramento Valley Charter School

Fiscal Year Budget Cycle

Key Budget and Financial Variables

	Adopted Budget 6/6/2024 2024-25	45-Day Revise Budget 8/22/2024 2024-25	Difference 2024-25	1st Interim Budget 12/11/2024 2024-25
Enrollment	390	425	(17)	408
Estimated School P2 ADA	365	400	(27)	373
Unduplicated Count - EL/FRLE	315	361	(35)	326

A. Revenues:

State (using FCMAT LCFF Calculator)				
Base Grade Span (includes CiL, EPA)	\$ 3,907,048	4,193,802	(215,436)	3,978,366
TK Add-On	107,695	106,957	(16,185)	90,772
Supplemental and Concentration plus Concentration Grant	999,834	1,191,037	(175,895)	1,015,142
PY Adj to Cil, EPA, State Aid, ELOP	(300,000)	(300,000)	(35,336)	(335,336)
Subtotal - State Revenue	\$ 4,714,577	\$ 5,191,796	(442,852)	\$ 4,748,944
Federal (ConApp Title I - IV, ESSER III, NSLP, Spec Ed)	382,888	432,081	(66,325)	365,756
Other State (Lottery, MBG, SB740 CSFGP, Spec Ed, ELOP, Meals)	1,427,527	1,427,527	125,000	1,552,527
Local (bus/van, interest, fund raising, donations, prop tx exempt, solar offset)	160,000	160,000	-	160,000
Total Revenue	\$ 6,684,992	\$ 7,211,404	(384,177)	\$ 6,827,227

B. Expenditures:

1000-1999 Certificated Personnel Salaries	\$ 2,139,864	\$ 2,212,322	\$ (19,134)	\$ 2,193,188
1100 Teachers (all)	1,711,175	1,740,502	(10,111)	1,730,391
1100 2 P.D. days, 24 teachers @ \$299/day + 80 hours@\$40/hr	16,356	17,552	-	17,552
1100.01 Substitutes (absence coverage)	32,890	35,880	-	35,880
1100.03 Substitutes for PD release time	8,000	8,000	-	8,000
1100 Hard-to-Fill (Math, Science, SpEd, VAPA)	6,000	8,000	-	8,000
1100 Other Stipends	-	5,000	-	5,000
1100 Longevity Stipends Certificated	10,143	10,143	0	10,143
1200 MS/Title IX Coord. and Teacher-in-Charge Stipends	2,000	4,000	-	4,000
1200 Parent/Family Liaison Stipend (Title-funded, 1-yr extension)	5,000	5,000	-	5,000
1200 School Psychologist, Counselor	78,000	135,700	-	135,700
1200-1900 Cell Phone Stipends	682	315	-	315
1300 Math/Science Coach 30%	21,300	-	1,577	1,577
1300 Waived Ins (Other Coverage)	2,400	1,200	(1,200)	-
1300 Longevity	2,000	-	-	-
1300 Assistant Principal @ 210 days/yr	102,500	106,030	(23,285)	82,745
1300 Principal @ 210 days/yr w PhD	141,419	135,000	13,885	148,885
1900 Other Certificated	-	-	-	-
2000-2999 Classified Personnel Salaries	\$ 1,358,975	\$ 1,420,498	\$ (32,332)	\$ 1,388,166
2100 Instructional Aides/EL, hourly (rates/hours vary, 185 days)	509,314	536,278	-	536,278
2200 Non-Certificated Support (drivers, food srvc, tech coord)	447,402	455,172	6,105	461,277
2300 Classified Administration	67,000	68,500	(45,667)	22,833
2400 School Office/Clerical	146,160	146,160	-	146,160
2900 Other Classified (RM, After School)	166,458	186,808	-	186,808
2100-2900 Waived Ins (Other Coverage)	11,850	16,900	7,350	24,250
2100-2900 Cell Phone Stipends	4,330	4,220	505	4,725
2100-2900 Longevity Stipends Classified	6,461	6,461	(625)	5,836
3000-3999 Employee Benefits	\$ 575,179	\$ 586,937	\$ 16,831	\$ 603,768
3300 OASDI and Medicare	267,661	277,911	(3,937)	273,974
3400 Health & Welfare	142,879	142,879	21,347	164,226
3500 State Unemployment	20,160	20,160	-	20,160
3600 Worker's Compensation	39,379	40,887	(579)	40,308
3900 401(k) Employer Contributions	105,100	105,100	-	105,100
4000-4999 Books and Supplies	\$ 410,000	\$ 410,000	\$ 149,000	\$ 559,000
4100 Textbooks	70,000	70,000	35,000	105,000
4200 Other Books/Library	15,000	15,000	39,000	54,000
4300 Materials and Supplies	100,000	100,000	70,000	170,000
4300 Transportation - Gasoline	65,000	65,000	5,000	70,000
4400 Non-capitalized Furn/Equip (>\$500, <\$5,000)	35,000	35,000	-	35,000
4700 Food	120,000	120,000	-	120,000
4700 After School Program Snacks	5,000	5,000	-	5,000
5000-5999 Services and Other Operating Expenditures	\$ 2,740,464	\$ 2,745,236	\$ 14,186	\$ 2,759,422

Sacramento Valley Charter School

Fiscal Year Budget Cycle

5200 Travel & Conferences (also see PD 5800)
 5300 Dues & Memberships
 5400 Insurance
 5501 Operations & Housekeeping
 5530 Utilities
 5610 Facility Rent/Lease
 5600 Facility Maintenance
 5630 Copier Leases
 5670 Facility Security/Safety Improvements
 5600 Transportation - Bus/Van Maint
 5800 District Admin Oversight (1% State Aid)
 5800 SELPA Admin Fee (decr 1% per yr to 3.5%)
 5800 Nursing Services (screenings) est.
 5800 Accounting Services
 5820 Audit Services
 5800 Fieldtrips
 5820 ESSER III Placeholder
 5820 ELOP Placeholder
 5820 LREBG Placeholder
 5820 Educator Effectiveness Placeholder
 5820 Art, Music, IM Block Grant Placeholder
 5820 Prop 28 Art & Music in Schools Placeholder
 5830 Legal Services
 5800 Marketing/Recruiting
 5800 Technology Upgrade
 5800 Technology Support
 5800 Other Contracted Services
 5800 Professional Development
 5900 Postage and Communications

6000-6999 Capital Outlay

6400 Furniture and Equipment (>\$5,000)
 6500 FF&E Replacement (>\$5,000)
 6898 Amortization Expense (non-cash)
 6900 Depreciation Expense (non-cash)

Total Expenditures

Net Annual Operations

7000-7999 Other Outgo/Other Financing (Sources)Uses

7438 Debt Service (bus loan interest 1 bus)
 7438 Debt Service (bus loan interest 3 buses)

Total Other Outgo

Net increase (decrease):

Beginning Balance

Ending Balance*

Adopted Budget 6/6/2024	45-Day Revise Budget 8/22/2024	Difference	1st Interim Budget 12/11/2024
2024-25	2024-25	2024-25	2024-25
3,000	3,000	4,500	7,500
4,200	4,200	-	4,200
80,629	80,629	-	80,629
63,000	63,000	22,750	85,750
30,000	30,000	(8,000)	22,000
392,759	392,759	(15,135)	377,624
5,000	5,000	-	5,000
18,000	18,000	-	18,000
6,000	6,000	75,000	81,000
55,000	55,000	-	55,000
47,146	51,918	(4,429)	47,489
10,788	10,788	-	10,788
4,000	4,000	-	4,000
70,000	70,000	8,000	78,000
17,988	17,988	-	17,988
14,000	14,000	-	14,000
-	-	-	-
1,111,372	1,111,372	-	1,111,372
212,211	212,211	(123,220)	88,991
39,345	39,345	-	39,345
76,840	76,840	(20,780)	56,060
22,461	22,461	-	22,461
30,000	30,000	70,000	100,000
7,500	7,500	-	7,500
20,000	20,000	-	20,000
20,000	20,000	-	20,000
301,225	301,225	5,500	306,725
40,000	40,000	-	40,000
38,000	38,000	-	38,000
\$ 110,545	\$ 110,545	\$ -	\$ 110,545
11,510	11,510	-	11,510
99,035	99,035	-	99,035
\$ 7,335,027	\$ 7,485,538	\$ 128,551	\$ 7,614,090
\$ (650,035)	\$ (274,134)	\$ (512,728)	\$ (786,863)
-	-	-	-
391	391	-	391
\$ 391	\$ 391	\$ -	\$ 391
\$ (650,426)	\$ (274,525)	\$ (512,728)	\$ (787,254)
4,355,953	4,355,953	1,041,855	5,397,808
\$ 3,705,527	\$ 4,081,428	\$ 529,127	\$ 4,610,554

Cash

Bank balance at 06/30/2024: \$ 3,429,707
 Book balance at 6/30/2024: \$ 3,332,938
 Bank balance at 12/10/2024: \$ 4,530,102
 Est cash balance at 6/30/2025: \$ 4,431,466

Sacramento Valley Charter School

Fiscal Year Budget Cycle

Key Budget and Financial Variables

	1st Interim 2024-25	MYP 2025-26	MYP 2026-27
Enrollment	408.00	405.00	405.00
Estimated School P2 ADA	373.00	377.00	380.00
Unduplicated Count - EL/FRLE	326.00	326.00	324.00

A. Revenues:

State (using FCMAT LCFF Calculator)			
Base Grade Span (includes CIL, EPA)	3,978,366	\$ 4,140,975	\$ 4,302,237
TK Add-On	90,772	110,845	114,275
Supplemental and Concentration plus Concentration Grant	1,015,142	1,032,614	1,053,295
PY Adj to State Aid, ELOP, Cil, EPA	(335,336)	(450,000)	(450,000)
Subtotal - State Revenue	4,748,944	\$4,834,434	\$5,019,807
Federal (ConApp)	365,756	365,756	365,756
Other State (Lottery, MBG, SB740 CSFGP, Special Ed, Prop 28 Art & Music, ELOP)	1,552,527	1,562,527	1,562,527
Local (bus, fund raising, donations, after school)	160,000	160,000	160,000
Total Revenue	\$ 6,827,227	\$ 6,922,717	\$ 7,108,090

B. Expenditures:

1000-1999 Certificated Personnel Salaries

	\$2,193,188	\$2,257,033	\$2,321,761
1100 Teachers (all)	1,730,391	1,782,303	1,835,772
1100 2 P.D. days, 24 teachers @ \$299/day + 80 hours@\$40/hr	17,552	17,552	17,552
1100.01 Substitutes	35,880	35,000	35,000
1100.03 Substitutes for PD	8,000	8,500	8,500
1100 Teacher-in-Charge Stipend	8,000	2,500	2,500
1100 Hard-to-Fill Position (Math+Science) Stipends	5,000	5,000	5,000
1100 Other Stipends	10,143	10,143	10,143
1100 Longevity Stipends Certificated	-	12,810	14,476
1900 TK Coordinator Stipend	4,000	-	-
1200 Parent/Family Liaison Stipend (Title-funded, 1-yr extension)	5,000	-	-
1200 School Psychologist, Counselor	135,700	137,000	138,300
1200-1900 Cell Phone Stipends	315	315	315
1300 Math/Science Coach 30%	1,577	-	-
1300 Waived Ins (Other Coverage)	-	-	-
1300 Longevity	-	2,800	3,800
1300 Assistant Principal @ 210 days/yr	82,745	102,000	105,060
1300 Principal @ 210 days/yr	148,885	141,110	145,343

2000-2999 Classified Personnel Salaries

	\$1,388,166	\$1,390,919	\$1,418,513
2100 Instructional Aides/EL, hourly (rates/hours vary, 180 days)	536,278	547,003	557,943
2200 Non-Certificated Support (drivers, food srvc, tech)	461,277	470,503	479,913
2300 Classified Administration	22,833	-	-
2400 School Office/Clerical (all)	146,160	149,083	152,065
2900 Other Classified (RM, After School)	186,808	190,544	194,355
2100-2900 Waived Ins (Other Coverage)	24,250	24,250	24,250
2100-2900 Cell Phone Stipends	4,725	4,725	4,725
2100-2900 Longevity Stipends Classified	5,836	4,811	5,263

3000-3999 Employee Benefits

	\$603,768	\$623,455	\$645,974
3300 OASDI and Medicare	273,974	279,068	286,131
3400 Health & Welfare	164,226	175,722	188,022
3500 State Unemployment	20,160	20,349	20,538
3600 Worker's Compensation	40,308	41,114	41,937
3900 401(k) Employer Contributions	105,100	107,202	109,346

4000-4999 Books and Supplies

	\$559,000	\$403,000	\$404,000
4100 Textbooks	105,000	70,000	70,000
4200 Other Books/Library	54,000	27,000	27,000
4300 Materials and Supplies (incl. after school)	170,000	100,000	100,000
4300 Transportation - Fuel	70,000	71,000	72,000
4400 Non-capitalized Furn/Equip (>\$500, <\$5,000)	35,000	10,000	10,000
4700 Food	120,000	120,000	120,000
4700 After School Program Snacks	5,000	5,000	5,000

5000-5999 Services and Other Operating Expenditures

	\$2,759,422	\$1,970,575	\$1,939,715
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Sacramento Valley Charter School

Fiscal Year Budget Cycle	1st Interim	MYP	MYP
	2024-25	2025-26	2026-27
5200 Travel & Conferences	7,500	3,000	3,000
5300 Dues & Memberships	4,200	4,300	4,400
5400 Insurance	80,629	84,660	88,893
5501 Operations & Housekeeping	85,750	87,465	89,190
5530 Utilities	22,000	22,000	22,000
5610 Facility Rent/Lease	377,624	404,267	416,718
5600 Facility Maintenance	5,000	5,000	5,000
5630 Copier Leases	18,000	18,500	19,000
5670 Facility Security/Safety Improvements	81,000	75,000	75,000
5600 Transportation - Bus/Van Maint	55,000	55,000	55,000
5800 District Admin Oversight (1% State Aid)	47,489	48,344	50,198
5800 SELPA Admin Fee (decr 1% per yr to 3.5%)	10,788	8,827	6,865
5800 Nursing Services (screenings) est.	4,000	4,000	4,000
5800 Accounting Services	78,000	68,000	68,000
5820 Audit Services	17,988	19,487	20,093
5800 Fieldtrips	14,000	15,000	16,000
5820 ELOP Placeholder	1,111,372	555,000	555,000
5820 LREBG Placeholder	88,991	44,000	-
5820 Educator Effectiveness Placeholder	39,345	20,000	-
5820 Art, Music, IM Block Grant Placeholder	56,060	-	-
5820 Prop 28 Art & Music in Schools Placeholder	22,461	-	-
5830 Legal Services	100,000	40,000	50,000
5800 Marketing/Recruiting	7,500	7,500	7,500
5800 Technology Upgrade	20,000	20,000	20,000
5800 Technology Support	20,000	20,000	20,000
5800 Other Contracted Srvc (ADP, banking, tech, licenses, driver training, Vertex)	306,725	263,225	265,857
5800 Professional Development	40,000	40,000	40,000
5900 Postage and Communications	38,000	38,000	38,000
6000-6999 Capital Outlay	\$110,545	\$101,690	\$89,295
6400 Furniture and Equipment (>\$5,000)	-	-	-
6500 FF&E Replacement (>\$5,000)	-	-	-
6898 Amortization Expense (non-cash)	11,510	11,510	11,511
6900 Depreciation Expense (non-cash)	99,035	90,180	77,784
Total Expenditures	\$7,614,090	\$6,746,672	\$6,819,259
Net Annual Operations	(\$786,863)	\$176,045	\$288,831
7000-7999 Other Outgo/Other Financing Uses			
7438 Debt Service (bus loan interest 1 bus)	\$ -	\$ -	\$ -
7438 Debt Service (bus loan interest 3 buses)	391	-	-
Total Other Outgo	\$ 391	\$0	\$0
Net increase (decrease):	(787,254)	176,045	288,831
Beginning Balance	4,610,554	3,823,302	3,999,346
Ending Balance	\$ 3,823,302	\$ 3,999,346	\$ 4,288,177

		Beg. Bal.	@ 6/30/25												BUDGET				
		(Ref. Only)	Object	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	EST ACCRLS	TOTAL	(Ok Flg)	
A. BEGINNING CASH				3,332,938	4,331,165	4,554,127	4,134,149	3,929,869	4,093,266	4,030,714	4,242,400	4,185,936	4,196,576	4,366,185	4,380,081				
B. RECEIPTS																			
Revenue Limit:																			
State Aid, incl. EPA																			
Other																			
Cash In Lieu of Prop Tax																			
8010-8019																			
8020-8079																			
8080-8096																			
8100-8239																			
Federal Revenues																			
Other State Revenues, incl Spec Ed																			
8300-8399																			
Other Local Revenues																			
8600-8799																			
Interfund Transfers In																			
8910-8929																			
All Other Financing Sources																			
8931-8979																			
TOTAL RECEIPTS				1,382,165	(613,073)	163,855	569,528	426,076	457,949	676,685	478,188	520,640	673,259	509,896	508,876	1,073,182	6,827,227	6,827,227	
C. DISBURSEMENTS																			
Certificated Salaries				17,307	131,735	216,732	181,159	204,549	204,000	204,000	204,000	204,000	200,150	195,000	195,000	35,556	2,193,188	2,193,188	
2000-2999				6,828	52,241	149,830	169,572	158,704	115,500	85,000	149,000	135,000	135,000	135,000	96,491	0	1,388,166	1,388,166	
Classified Salaries				40,092	35,655	75,490	33,412	50,000	55,652	50,000	55,652	45,000	45,000	45,000	45,000	24,325	603,768	603,768	
Employee Benefits				52,678	116,097	40,617	174,489	7,332	21,000	21,000	21,000	21,000	21,000	21,000	21,000	20,787	559,000	559,000	
4000-4999				63,931	138,680	195,035	206,143	81,928	130,000	105,000	105,000	105,000	102,500	100,000	100,000	1,328,205	2,759,422	2,759,422	
Books and Supplies																			
5000-5999																			
Services																			
Capital Outlay																			
6000-6999																			
Other Outgo - SPED																			
7000-7499																			
Interfund Transfers Out																			
7600-7629				151	117	81	38												
All Other Financing Uses - Bus Loans																			
7630-7699																			
TOTAL DISBURSEMENTS				180,987	474,525	677,785	770,813	505,655	520,500	485,000	534,652								

Hi Dr. Brown,
Please see the break down.

Front office - \$1,600.00 *Action A.3.*

0

Living room & 2 bedrooms - \$2,500

Kitchen walls & Ceiling. - \$750.00

Kitchen Cabinets- \$3,500.00

> Action A.4.

Please let me know if you have any additional questions.

Thank you,

Mark Rice

Owner/President

510-693-9447

Lic. # 960681

www.misterpaint.net



November 25, 2024

Sacramento Valley Charter School
2399 Sellers Way
West Sacramento, CA 95691-3046

Re: Document Tracking Services

****PLEASE NOTE CORRECT DTS MAILING/REMIT ADDRESS****

INVOICE #95691-304608

Pursuant to the licensing agreement between Sacramento Valley Charter School and Document Tracking Services (DTS):

Document Tracking Services

Document Tracking Services [1/1/25 to 1/1/26]: Single School District	\$425
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Total Balance Due:	\$425
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Please Make Checks Payable To: Document Tracking Services

Send to:

Aaron Tarazon, Director
Document Tracking Services
10606 Camino Ruiz, Suite 8-132
San Diego, CA 92126
858-784-0960 - Phone
858-587-4640 - Corporate Fax

Thank you!

Approved Per Payment (Signature)

Name/Role (Printed)

A.5



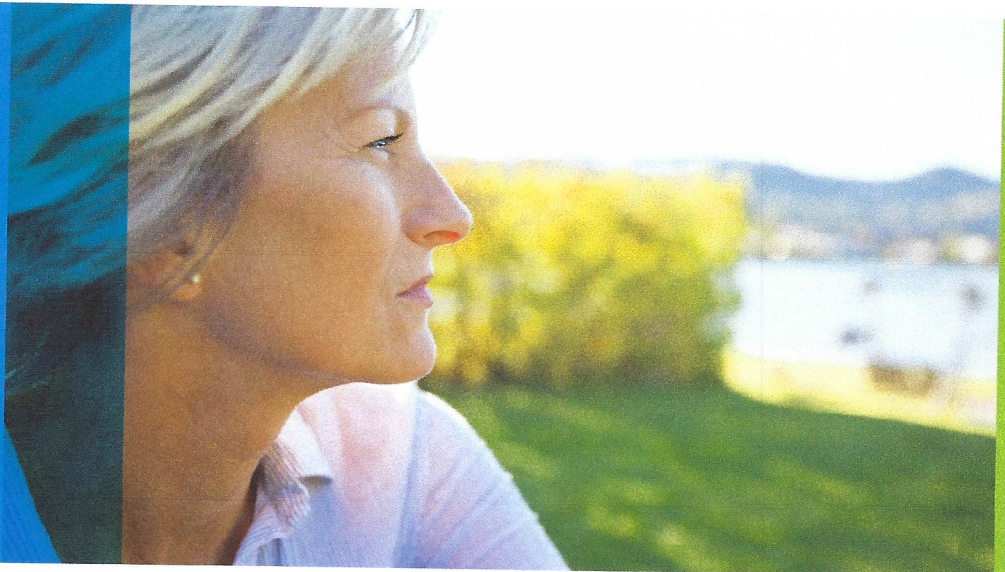
Billing reminder

**[REDACTED] your annual
subscription is going to be
renewed.**

Subscription: QuickBooks Online
Advanced
Billing date: 01/04/2025
Payment account ending: [REDACTED]
Routing number: [REDACTED]
Estimated renewal amount:
\$2,538.00 *

Helping employees live their best lives

EAP services can help reduce absenteeism, increase productivity and moderate the financial impact of your benefits costs.



Keeping your employees on track

When an employee is struggling with a personal situation, it can affect their productivity and performance. Offering a quality Employee Assistance Program (EAP)[®] can help them stay on track while working through their issues and getting back to their optimum self. The Employee Assistance Program, available to MetLife's Life or Disability customers, is a confidential counseling and referral service that assists employees and their immediate family members with life issues, before they escalate.

Convenient access to valuable services

Help is available whenever employees need it, 24 hours a day, 7 days a week. Employee assistance services, provided through LifeWorks, provide immediate crisis resolution and referrals to counseling and support services through a national network of more than 30,000 highly trained practitioners.

Valuable support for your managers

Employer Consultation provides guidance and support to your managers on how to handle employees in need of EAP services.

EAP valuable services



Masters-level, licensed staff clinicians with crisis intervention expertise



Bilingual staff trained to handle emergencies or urgent need cases



Online and telephone support for issues such as childcare, eldercare, financial and legal services



Tools and educational resources available for both the employer and the employee on the mobile app



Clinical support in person or by phone for work and life challenges



Health and wellbeing with CareNow that provides access to a range of programs designed to help with anxiety, depression, stress and more.

Options to meet the needs of your workforce

OPTION 1

- Toll-free telephone assessments and consultations
- Work and life services: childcare and eldercare, financial, legal and identity theft prevention and recovery
- Member website
- Up to 5 virtual (video or telephonic) counseling sessions, per issue, with a licensed clinician
- Telephonic Life Coaching
- Utilization Reporting
- Online Provider Search
- Employer Consultation Services:
 - Management Consultation – Coaching discussions with managers to help employees in need
- Job Performance Referrals (JPRs)
 - Customized action plans to help resolve problems and improve job performance
- Department of Transportation Referrals (DOT)
 - A fully compliant assessment and referral process for employees who fall under the Federal Department of Transportation regulations for workplace drug and alcohol testing programs
- Expert content on a range of topics for work, family, life, and money matters
 - Articles, eBooks, podcasts and interactive tools
 - Online toolkits for life transitions and wellbeing support with CareNow

OPTION 2

Everything in OPTION 1 plus:

- Up to 5 face-to-face counseling sessions, per issue, with a licensed clinician

OPTION 3

Everything in OPTION 1 & 2 plus:

- Critical Incident Stress Management²
 - On-site counseling and assistance for responding to traumatic events (natural disasters, workplace violence or death of an employee)
- Training and Development Seminars and Workshops designed to help businesses succeed³
- Orientations for Employees/Supervisors
 - Sessions that describe the types of counseling and other assistance available through the EAP³

← This one is \$30 a month for all employees in the MetLife Plan

Get expert guidance for confident decisions.

Contact your MetLife representative today.

1. EAP services provided through an agreement with LifeWorks US Inc. (LifeWorks by Morneau Shepell). LifeWorks is not a subsidiary or affiliate of MetLife.
2. For Option 3, this service includes up to 4 hours per event per location – additional hours available as a fee for service. For options 1 and 2, this service is only available as a fee for service.
3. Up to 8 combined hours/year.

metlife.com

Some restrictions may apply to all of these services. Hotline services provided by LifeWorks US Inc. (LifeWorks by Morneau Shepell). LifeWorks is not a subsidiary or affiliate of MetLife. Information disclosed directly to LifeWorks is not disclosed to MetLife, and therefore is not subject to MetLife's privacy policy.



Metropolitan Life Insurance Company | 200 Park Avenue | New York, NY 10166
1703 810608VVV L1121017978[exp1122][All States][DC, GU, MP, PR, VI] © 2021 MetLife Services and Solutions, LLC

A.T.

Rationale provided from teacher's statement:

EdPuzzle is an instructional platform designed to enhance teaching and learning by allowing educators to incorporate interactive video content into their lessons. Through uploading or linking videos (including YouTube content) and embedding questions at specific points, EdPuzzle keeps students engaged by prompting responses in various formats such as multiple choice, free response, and speech-to-text—supporting diverse learning styles and fostering active participation.

EdPuzzle also provides an extensive library of pre-made educational content and questions, along with tools for teachers to customize and create their own resources. After using EdPuzzle's Basic edition for several years with positive results, one of our teachers reached out to explore a school-wide plan. EdPuzzle has provided a quote of \$2,380.00 for an annual license, covering all users and including Professional Development for staff.

This platform would be a valuable addition to SVCS's instructional toolkit, offering teachers an effective, interactive method to support student learning and helping us create an engaging, responsive learning environment.

Level Up with Edpuzzle Pro!

Standardize the way teachers use video to keep students engaged and hold them accountable for their learning.

Basic

The basics to get started with video learning

- ✓ Access to a platform where you can create and assign interactive video lessons (with questions, notes, and audio)
- ✓ Prevent Skipping feature to hold students accountable
- ✓ Storage space for 20 video lessons

Pro School

Get all your teachers on the same secure video learning platform

- ✓ Unlimited storage space for video lessons
- ✓ Unlimited hours of screen recording
- ✓ Unlimited number of Student Projects
- ✓ Access to Edpuzzle Originals
- ✓ Priority customer support
- ✓ Collaborative channel: Connect all your teachers and build your school or district's own video library
- ✓ Dedicated support for onboarding, implementation, and LMS integrations
- ✓ Custom professional development and training options
- ✓ Access to school and district-wide usage reports





268 BUSH STREET #4422
SAN FRANCISCO, CA 94104
UNITED STATES

Bill To Name	SACRAMENTO VALLEY CHARTER	Quote Number	00083421
Bill To	2399 Sellers Way	Quote Created	10/23/2024
	West Sacramento, CA 95691	Quote Expires	11/22/2024
	US	Prepared By	Amanda Estepa
		Email	aestepa@edpuzzle.com

Product	Period	Item Description	Sales Price	Quantity	Total Price
Pro School	1 year	Edpuzzle Pro access for all users, school-wide.	\$2,380.00	1.00	\$2,380.00
Subtotal					\$2,380.00
Grand Total					\$2,380.00

FAQ's

Does Edpuzzle accept purchase orders?

Yes, we do! This quote can be used to generate a PO. If you need any other information or would prefer a credit card payment instead just let us know. We will get you set up with Pro within 24h of receiving the order.

What payment methods does Edpuzzle accept?

We accept credit card payments, checks, and direct deposits (wire transfers).

Can we use next year's funds this school year?

Yes! Send us your PO by June 30th and we can invoice you in July so that you can use next year's funds to purchase at this year's rates.

Terms & Conditions

(1) This quote is pre-tax, it doesn't include any local and/or state taxes. Applicable taxes may not be included in our invoice, and customer may be responsible for those taxes. If you are a tax exempt customer, please provide the applicable Tax Exempt Certificate document along with your purchase order.

(2) All spots from the license will expire at the end of the term, regardless of effective use or not.

(3) Each spot is assigned to one teacher and cannot be replaced by another teacher on a general basis.

(4) This agreement supplements EDpuzzle, Inc.'s Terms of Service (<https://edpuzzle.com/terms>) and Privacy Policy (<https://edpuzzle.com/privacy>), which shall rule provision of the service to the customer.

(5) This agreement will automatically renew at the end of each term for a further term of one (1) year unless either party gives the other written notice of termination at least thirty (30) days prior to the end of the relevant term.

A9



4807 Greenleaf Ct. Ste.B
Modesto, CA 95356
USA

QUOTE

Quote #:	AAAQ1052
Date:	Nov 6, 2024

Prepared For:

Management
Sacramento Valley Charter School
Phone (916) 596-6422
2399 Sellers Way
West Sacramento, CA 95691
USA

Your Account Manager:

Abdel Varela
avarela@serv3.com
209-824-0025
4807 Greenleaf Ct. Ste.B
Modesto, CA 95356
USA

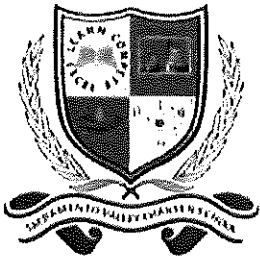
Notes:

Here is the quote you requested.

Qty	Description	Ext. Price
1	SVCS Technology Needs 2024	\$0.00
7	New Faculty Laptops ThinkPad E16 G1, Intel Core i5-1335U (E-cores up to 3.40GHz), 16 1920 x 1200 Non-Touch, Windows 11 Pro 64, 16GB, 1x256GB SSD M.2 2242 Recycling Act of California 4' to 14' (LCD or CRT) Monitors or Laptop displays. Lenovo Onsite Upgrade - extended service agreement - 3 years - on-site Lenovo Accidental Damage Protection - accidental damage coverage - 3 years SHIPPING+HANDLING+INSURANCE	\$8,984.01
7	Electronic Recycling Fee	\$35.00
7	Setup and Configuration for StreamBeam and StreamBeam Hardware Setup Hardware to work with needed hardware. Configure wireless stream settings. Setup Background Display settings for needed Beam settings. Install and wire unit to existing Video system. Screen Beam Hardware.	\$1,855.00
2	Transit Charge	\$240.00

SubTotal	\$11,114.01
Tax	\$717.57
Shipping	\$132.58
TOTAL	\$11,964.16

A.10



Vendetta Dozier-Brown, Ed.D., - Chief Business Official / Principal

Sacramento Valley Charter School

2399 Sellers Way

West Sacramento, CA 95691

(916) 596-6422

vdbrown@sacvaleycharter.org

TO: California Commission on Teacher Credentialing

DATE: December 9, 2024

RE: Vera Andrievskaya: Petition for Issuance of Provisional Internship Permit

PETITION FOR ISSUANCE OF PROVISIONAL INTERNSHIP PERMIT (CL-856)

Sacramento Valley Charter School administration verifies that Sacramento Valley Charter school has satisfied the requirements for issuance of Provisional Internship Permit to Vera Andrievskaya as follows:

REQUIREMENT #1: A diligent search has been conducted for a suitable credentialed teacher or suitable qualified intern who can teach Transitional Kindergarten (TK). Two separate postings were posted to EdJoin: August 14, 2024 and again October 8, 2024.

REQUIREMENT #2: Sacramento Valley Charter School has provided orientation, guidance and assistance to the permit holder.

REQUIREMENT #3: Sacramento Valley Charter School has and will assist the permit holder to seek and enroll in subject matter training, such as workshops or seminars and site-based courses along with training in test-taking strategies and will assist the permit holder in meeting subject matter competence related to the permit.

REQUIREMENT #4: Sacramento Valley Charter School has and will assist the permit holder in developing a personalized plan through an agency-defined assessment that would lead to meeting subject matter competence related to the permit.

REQUIREMENT #5: The candidate has been apprised of steps to earn a credential and enroll in an intern program.

REQUIREMENT #6: Sacramento Valley Charter School will ensure a notice of intent to employ the applicant in the identified position has been made.

REQUIREMENT #7: Vera Andrievskaya has completed at least 40 semester units including 10 semester units of course work in each of at least four of the following subject areas or at least 10 semester units of course work in each of three of the subject areas and an additional 10 semester units in a combination of two of the remaining subject areas. The subject areas include language studies, history, literature, humanities, mathematics, the arts, science, physical education, social science, and human development.

REQUIREMENT	VERIFIED BY CHIEF BUSINESS OFFICIAL/PRINCIPAL	DATE
Possession of a baccalaureate degree or higher from a regionally-accredited college or university.	Awarding of degree verified	12/4/24
Successful completion of coursework specified for Multiple Subject as follows: 40 semester units A. 10 semester units each in Language Studies <ol style="list-style-type: none"> 1) Lexicology (2) 2) Theoretical Grammar (2) 3) Stylistics (2) 4) Practical Oral and Written English Language (10) 5) Practical Grammar (4.5) 6) Practical Phonetics (3.5) 7) Oral & Written English Communication (1.5) B. 10 semester units each in Literature <ol style="list-style-type: none"> 1) Practical Oral and Written English Literature (10) 2) Stylistics of Literary Pieces (1) 3) Foreign Literature and Literature of English-Speaking Countries (2.0) 4) Literature in the USA in the 19th & 20th Centuries (1) 5) Literature of England (1.5) 6) L.N. Tolstoy (2.0) 		
C. 10 semester units each in History <ol style="list-style-type: none"> 1) Latin and Ancient Culture (2.0) 2) National History (2.5) 3) History of Education and Educational Thought-Special Education and Psychology (1.5) 4) Musical History of Modern Civilization: Countries and Continents (3.0) 5) Country Studies and Linguistic Country Studies (2.0) 		
D. 10 semester units each in Social Science <ol style="list-style-type: none"> 1) Social Psychology (1) 2) Sociology (2) 3) General Psychology (2) 4) Experimental Psychology (1) 5) Teaching Psychology (2) 6) Special Education and Psychology (2) 		
E. Additional 10 Semester Units in a combination of 2 of the remaining subject areas: SCIENCE:		

1) Environmental Studies (2) 2) Developmental Anatomy, Physiology, and Hygiene (2) 3) Medical Skills (2) 4) Medical First Aid (2) 5) Concepts of Modern Natural Science (3) <u>HUMANITIES:</u> 1) Social Linguistics (1) 2) Philosophy (3) 3) Economics (2.5) 4) Spiritual Heritage of L.N. Tolstoy (2) 5) Linguistics (2.5)		
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REQUIREMENT #8: Public school districts must present this notice to the governing board in a public meeting with a signed statement from the superintendent, or his or her designee, and verification that the item was acted upon favorably. A copy of the agenda item must be submitted with the application packet.

REQUIREMENT #9: County offices of education, nonpublic, nonsectarian schools and agencies as defined in Education Code sections 56365 and 56366, statewide agencies, and charter schools must submit a copy of the dated public notice that was posted 72 hours prior to the position being filled.

TK-6 Grade Teacher at Sacramento Valley Charter School

Application Deadline

Until Filled

Date Posted

10/8/2024

Contact

Dr. Brown

2095987541

Number of Openings

2

Salary

Pay dependent on experience

Add'l Salary Info

\$60,000-\$70,000

Length of Work Year

186 days

Employment Type

Full Time

Job Summary

Provides a standards-driven educational program for elementary school pupils for the purpose of facilitating student success in academics and interpersonal skills; implements the school's approved curriculum and California State Standards; documents teaching and student progress, activities, and outcomes; addresses specific needs of students; provides feedback to students, parents, and administration. Performs other related duties as assigned.

Requirements / Qualifications

Copy of Bachelor Degree

Copy of CA Teaching Credential

Resume

3 Reference Letters

Links Related To This Job

[View Other Job Desc. / Ess. Elem.](#)

Transitional Kindergarten Teacher at Sacramento Valley Charter School

Application Deadline

9/16/2024 1:26:29 PM Pacific

Date Posted

8/14/2024

Contact

Dr Brown

2095987541

Number of Openings

1

Salary

Pay dependent on experience

Add'l Salary Info

\$60,000-\$70,000

Length of Work Year

186 days

Employment Type

Full Time

Job Summary

TK Teacher working for SVCS has the following benefits.

Medical, dental, and vision coverage

401k Retirement (8% match for 4% employee contribution)

Small classrooms

Professional Development trainings including induction program

Requirements / Qualifications

Credential Copies

3 reference letters

Links Related To This Job

[View Other Job Desc. / Ess. Elem.](#)

Commission on Teacher Credentialing

Provisional Internship Permit (CL-856)

Home | Credentialing Information | Applications, Forms and Leaflets
| Provisional Internship Permit (CL-856)

The Provisional Internship Permit (PIP) was created in response to the phasing out of emergency permits and became effective on July 1, 2005. It allows an employing agency to fill an immediate staffing need by hiring an individual who has not yet met the subject matter competence requirement needed to enter an intern program. Prior to requesting a PIP, the employing agency must verify that a diligent search has been made, and a fully-credentialed teacher cannot be found.

The PIP is only available at the request of an employing agency. Individuals may not apply directly to the Commission for this document. Holders of the PIP are restricted to service with the employing agency requesting the permit. An employing agency is defined as a California public school district, county office of education, nonpublic, nonsectarian school and agency as defined in Education Code sections 56365 and 56366, charter school, or statewide agency.

The PIP is available in the areas of Multiple Subject, Single Subject, and Education Specialist. Individuals who were issued four or fewer Long-Term Emergency Permits may be issued the PIP as long as the employer requirements have been met. Individuals who were issued five Long-Term Emergency Permits do not qualify for the PIP.

Requirements for Issuance

1. Possession of a baccalaureate degree or higher from a regionally-accredited college or university. **Subject Matter Competence cannot be met by degree major.**
2. Successful completion of course work for the permit type requested, as specified below:

Single Subject:

At least 18 semester units, or 9 upper division semester units, of course work in the subject to be listed on the permit [1].

For a permit in one of the science subjects, at least nine semester units must be in the specific science area.

For a permit in Foundational-Level General Science, an individual has to verify 18 semester units (or nine upper division semester units) across the four science areas of biological science, chemistry, geosciences, and physics. A minimum of one course in each of the four areas is required.

Note[1]: Individuals who were previously issued an emergency permit in the same subject area of the requested PIP will not be required to submit verification of this requirement. If the subject matter requirement for the emergency permit was met by passage of all appropriate subject matter examinations or degree major, the individual will not qualify for the PIP.

The statutory subjects available for Single Subject Provisional Internship Permit are as follows:

Agriculture

Art

Business

Dance

English

Foundational-Level General Science

Foundational-Level Mathematics

Health Science

Home Economics

Industrial and Technology Education

Mathematics

Music

Back to top

Physical Education

Science: Biological Sciences

Science: Chemistry

Science: Geosciences

Science: Physics

Social Science

Theater

World Language: English Language

Development

World Languages-Languages other
than English (specify)

Multiple Subject:

At least 40 semester units including 10 semester units of course work in each of at least four of the following subject areas or at least 10 semester units of course work in each of three of the subject areas and an additional 10 semester units in a combination of two of the remaining subject areas [2]. Subject areas include language studies, history, literature, humanities, mathematics, the arts, science, physical education, social science, and human development. If the subject matter

requirement for the emergency permit was met by passage of all appropriate subject matter examinations or degree major, the individual will not qualify for the PIP.

Education Specialist:

Complete the requirements for the Single Subject or Multiple Subject as listed above, or verify a minimum of three years of successful full-time classroom experience, or the equivalent in part-time experience, working with special education students (experience as an aide is acceptable) or verify a minimum of nine semester units of course work in special education or in a combination of special education and general education [2].

Note[2]: Individuals who were previously issued an emergency permit in the same subject area of the requested PIP will not be required to submit verification of this requirement. If the subject matter requirement for the emergency permit was met by passage of all appropriate subject matter examinations or degree major, the individual will not qualify for the PIP.

Areas of specialization for the Education Specialist PIP include:

Mild to Moderate Support Needs

Extensive Support Needs

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Deaf and Hard of Hearing

Visual Impairments

The PIP may not be issued in the specialty area of Early Childhood Special Education alone as subject

matter competence is not required for the issuance of a credential.

All course work must meet the following criteria:

- Must be completed at a regionally-accredited college or university.
- Must be baccalaureate degree-applicable (non-remedial).
- Must be earned with a "C" grade or higher ("Pass" and "Credit" grades meet this requirement).

** Note: Individuals who were previously issued an emergency permit in the same subject area of the requested PIP will not be required to submit verification of this requirement. If the subject matter requirement for the emergency permit was met by passage of all appropriate subject matter examinations or degree major, the individual will not qualify for the PIP.*

4. The employing agency must verify all of the following on the form entitled Verification of Requirements for the Provisional Internship Permit (form CL-857) with each request for the Provisional Internship Permit:
 - A diligent search has been conducted for a suitable credentialed teacher or suitable qualified intern teacher. Diligent search must include, but is not limited to, distributing job announcements, contacting college and university placement centers, and advertising in print or electronic media. **Copies of all recruitment efforts must be retained by employing agency, but do not need to be submitted to the Commission.**

- The employer has provided orientation, guidance and assistance to the permit holder.
- The employing agency will assist the permit holder in developing a personalized plan through an agency-defined assessment that would lead to meeting subject matter competence related to the permit.
- The employing agency will assist the permit holder to seek and enroll in subject matter training, such as workshops or seminars and site-based courses along with training in test-taking strategies and will assist the permit holder in meeting subject matter competence related to the permit.
- The candidate has been apprised of steps to earn a credential and enroll in an intern program.
- The employing agency will ensure a notice of intent to employ the applicant in the identified position has been made.

Public school districts must present this notice to the governing board in a public meeting with a signed statement from the superintendent, or his or her designee, and verification that the item was acted upon favorably. A copy of the agenda item must be submitted with the application packet.

County offices of education, nonpublic, nonsectarian schools and agencies as defined in Education Code sections 56365 and 56366, statewide agencies, and charter schools must submit a copy of the dated public notice that was posted 72 hours prior to the position being filled.

5. **Completed application (form 41-4), processing fee, CL-857, a copy of the agenda item or a copy of the public notice and if not previously submitted, a completed Live Scan receipt (form 41-LS).**

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One-Time Renewal:

For a PIP initially issued before October 1, 2013, the employing agency may request a one-time only renewal if the holder has taken but not passed all the subject matter examinations or earned a degree major appropriate to the credential that authorizes the service listed on the permit [3]. The holder of an Education Specialist PIP must take all appropriate subject matter examinations or earned a degree major as determined appropriate by the recommending college or university. The renewal packet should include an application (form 41-4), a new Verification of Requirements for the Provisional Internship Permit (form CL-857) including all appropriate documentation, and current processing fee.

If the holder has met subject matter competence, **they** should contact a California college or university or school district with a Commission-approved intern program regarding enrollment.

Note [3]: The last date to submit an application for the Provisional Internship Permit in one of the Specialized Science content areas was January 1, 2015. The Provisional Internship Permit (only those initially issued prior to October 1, 2013) can no longer be reissued in one of these content areas.

Authorization:

The Multiple Subject PIP authorizes the holder to teach in a self-contained classroom such as the classrooms in most elementary schools. However, a teacher authorized for multiple subject instruction may be assigned to teach in any self-contained classroom (preschool, K-12, or in classes organized primarily for adults). In addition, the holder of a Multiple Subject PIP may serve in a core or team teaching setting.[4]

The Single Subject PIP authorizes the holder to teach the specific subject(s) named on the credential in departmentalized classes such as those in most middle schools and high schools. However, a teacher authorized for single subject instruction may be assigned to teach any subject in his or her authorized fields at any grade level (preschool, grades K-12, or in classes organized primarily for adults).[4]

The Education Specialist PIP authorizes the holder to teach in the area of specialization listed on the credential in the following settings: special day classes, special schools, home/hospital settings, correctional facilities, nonpublic, nonsectarian schools and agencies as defined in Education Code sections 56365 and 56366, and resource rooms.[4]

Note [4]: All PIPs are issued with an English learner authorization. This authorization allows the holder to teach English language development (also known as English as a Second Language or ESL) and specially designed academic instruction delivered in English (SDAIE) in the specified grade level(s) and settings.

Bilingual Authorizations:

Bilingual Authorizations may be requested by the employing agency and added directly to a PIP document if target-language proficiency has been verified. Additional information may be found in Coded Correspondence 10-07.

Individuals may verify target-language proficiency by one of the following methods:

- Pass Test II or III (depending on the specific language) of the CSET: World Languages Examinations in the target language. Passing exam scores are valid for five years from the individual test date.
- If Test II or III of the CSET: World Languages Examination is not available, pass an assessment performed by an approved organization covering the integrated communication skills of listening, speaking, reading and writing in the target language.
- Pass an assessment covering the integrated communication skills of listening, speaking, reading and writing administered by a California college or university as a part of its Commission-approved bilingual authorization program in the target language.
- Possess a valid, non-emergency California Single Subject or Standard Secondary Teaching Credential with a major in the target language.

- Possess a three-year or higher degree from a foreign institution in which all instruction was delivered in the target language. The foreign institution must be equivalent in status to a regionally-accredited institution of higher education in the United States.

Period of Validity:

The PIP will be issued for one year.

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Reference:

Title 5, California Code of Regulations, Section 80021.1

CL-856 July 2022

Updated July 01, 2024

Sacramento Valley Charter School

JOB DESCRIPTION: INSTRUCTIONAL AIDE (revised 12-11-2024)

JOB SUMMARY: Under the direction, guidance and supervision of the assigned certificated teacher (s), the 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 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) Minimum 2 yr.'s prior experience working with children in an education and/or classroom setting.
- 4) Prior experience working with Students with Special Needs in a school setting is highly desirable.
- 5) 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

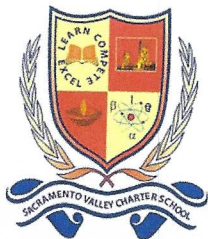
PHYSICAL DEMANDS: The usual and customary methods of performing the job's functions require the physical demands outlined below. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

- 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

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JOB DESCRIPTION

GENERAL POSITION INFORMATION

Position Title: Food Service Manager
Reports To: Principal

POSITION OVERVIEW

This position is primarily responsible for providing personal support to the campus in a multifaceted role. This position requires you to be able to cover all positions within the kitchen. You will be responsible for coordinating and directing the day-to-day activities of the campus Food Service Team. The position works alongside the Food Service Team to ensure that food quality standards, inventory levels, food safety guidelines and customer service expectations are met.

ESSENTIAL FUNCTIONS

Note: The essential functions below describe the general requirements of this position and are not intended to be an exhaustive statement of duties. Incumbents may perform all or most of the primary accountabilities listed below. Specific tasks, responsibilities or competencies may be documented in the incumbent's performance objectives as outlined by the incumbent's immediate supervisor or manager.

- Ability to work in a multifaceted role that requires you to change roles as needed day to day.
- Ability to perform all kitchen duties.
- Provide direction, guidance and support the Food Service team as needed, to ensure all daily tasks are completed.
- Ability to work under minimal supervision.
- Assist with the operational oversight and training as needed.
- Assist in the day-to-day activities of the kitchen, which include preparing, serving, and replenishing food and drink.
- Assist in preparing and cooking foods, which may include: panning frozen food; cupping fruit; washing and bagging fruits and vegetables; baking foods; chopping salad items; monitoring food temperatures; preparing sandwiches; removing hot items from ovens; and/or performing other related activities.
- Set up and stock work areas with all necessary ingredients and equipment.
- Serves and replenishes food supply as needed.
- Monitor inventory levels, order food and supply items at appropriate times, ensure food and supplies are rotated and stored in a safe and sanitary location.



JOB DESCRIPTION

- Verify and monitor HACCP procedures including temperature, sanitizer and storage logs.
- Maintain courteous, respectful, relationships with students, staff, and parents.
- Know and comply with all company policies and procedures regarding safety, security, emergencies and energy.
- Assure the team is working together to prep menu items and keep the kitchen clean and orderly throughout the day.
- Operates the cash register/POS system/Daily Reconciliation – closing out end of day.
- Implements financial controls to maintain profitability.
- Accounts for all funds and properly handles funds, as required.
- Works closely with school administrators, parents, and children to resolve issues; communicate procedures and policies and provide customer service to all cafeteria users.
- Perform all other duties of a similar nature or level.

SUPERVISORY AND MANAGERIAL RESPONSIBILITY

- Self-motivated, eager to grow and learn.
- Communicative, customer service based.
- Ability to coach and celebrate in the moment.
- Work Schedule:
 - 200 days/year
 - Minimum of 40 hours a week
 - On-site hours: 7:00AM-3:30PM, including a 30-minute lunch

KNOWLEDGE, SKILLS, & ABILITIES

Education, Licensure, or Certification

- High School Diploma/GED required.
- Food Handlers Manager Certificate/Card required for job.

Work Experience or Related Experience

- Four years of food handling service/preparation or cashiering experience
- Two years of lead/supervisory experience

REQUIREMENTS

- Fingerprint criminal history background check (LiveScan).
- TB Test



JOB DESCRIPTION

PHYSICAL AND TRAVEL REQUIREMENTS / WORK ENVIRONMENT

- This position requires the need to lift objects (up to 25 pounds) on occasion.
- This position may require standing for long periods at times, talking on the phone, kneeling, stooping and long periods of concentration.
- Local travel may be required.

This job description does not state or imply that these are the only duties to be performed by the employee assigned to this position. Employees will be required to follow other job-related instructions and to perform other job-related duties directed by persons authorized to give instructions or assignments.

The School will provide reasonable accommodation to employees with disabilities to help them perform the essential functions of the position. A request for such accommodation should be directed to the employee's immediate supervisor.

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I have received and reviewed a copy of my job description. I understand any questions I have regarding my role or related expectations should be directed to my manager.

Print Name

Sign Name

Date



JOB DESCRIPTION

GENERAL POSITION INFORMATION

Position Title: Food Service Lead
Reports To: Food Service Manager and Principal

POSITION OVERVIEW

Perform routine food preparation tasks, clean up, set up and other duties as needed.

ESSENTIAL FUNCTIONS

Note: The essential functions below describe the general requirements of this position and are not intended to be an exhaustive statement of duties.

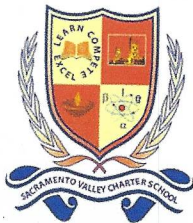
- Cross-trained as back-up to the Food Services Manager position.
- Follow the guidance and directives of the Food Services Manager.
- Perform routine food preparation tasks, such as cutting up fruits and vegetables, making and wrapping sandwiches and salads.
- Set up and stock work areas with all necessary ingredients and equipment.
- Assist with daily cleaning duties in the kitchen including cleaning equipment and work areas, mopping, operating dishwasher and/or scrubbing pots and pans.
- Cleaning up lines at the end of meal shift and putting away/disposing of leftovers.
- Organize food service kitchen and serving areas.
- Serve students and staff in a cheerful and helpful manner.
- Accurately identify a reimbursable meal on the serving line; provide monitoring and guidance to customers to be sure selections meet federal guidelines.
- Safely operate standard and specialized kitchen equipment, including convection/combi ovens, microwave ovens, dishwashers, food warmers, coolers and freezers.
- Set up serving lines with appropriate serving equipment according to local Health Department guidelines.
- Clean work areas and dispose of garbage daily.
- Assist manager in verifying and monitoring HACCP procedures including temperature, sanitizer and storage logs.
- Maintain courteous relationships with students, staff, parents, and community, treating all with respect.
- Perform all duties in a safe and prudent manner as directed.

KNOWLEDGE, SKILLS, & ABILITIES

Education, Licensure, or Certification

- Food Handlers Manager Certificate/Card required for job
- High School Diploma or Equivalent

03



JOB DESCRIPTION

Work Experience or Related Experience

- Previous experience in food preparation and handling preferred.
- Ability to operate institutional equipment preferred.
- Must display ability to communicate effectively with staff, co-workers and students.

Specialized Knowledge, Skills & Abilities:

- Function effectively as a team member.
- Be flexible and adaptable to change.
- Positively accept direction.

REQUIREMENTS

- Fingerprint criminal history background check (LiveScan).
- TB Test

PHYSICAL AND TRAVEL REQUIREMENTS / WORK ENVIRONMENT

- This position requires the need to lift objects (up to 25 pounds) on occasion.
- This position may require standing for long periods at times, talking on the phone, kneeling, stooping and long periods of concentration.

This job description does not state or imply that these are the only duties to be performed by the employee assigned to this position. Employees will be required to follow other job-related instructions and to perform other job-related duties directed by persons authorized to give instructions or assignments.

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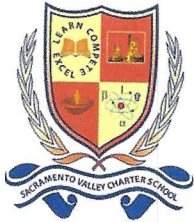
I have received and reviewed a copy of my job description. I understand any questions I have regarding my role or related expectations should be directed to my manager.

Print Name _____

Sign Name _____

Date _____

C3



JOB DESCRIPTION

GENERAL POSITION INFORMATION

Position Title: Food Service Worker
Reports To: Food Service Manager and Principal

POSITION OVERVIEW

Perform routine food preparation tasks, clean up, set up and other duties as needed.

ESSENTIAL FUNCTIONS

Note: The essential functions below describe the general requirements of this position and are not intended to be an exhaustive statement of duties.

- Follow the guidance and directives of the Food Services Manager.
- Perform routine food preparation tasks, such as cutting up fruits and vegetables, making and wrapping sandwiches and salads.
- Set up and stock work areas with all necessary ingredients and equipment.
- Assist with daily cleaning duties in the kitchen including cleaning equipment and work areas, mopping, operating dishwasher and/or scrubbing pots and pans.
- Cleaning up lines at the end of meal shift and putting away/disposing of leftovers.
- Organize food service kitchen and serving areas.
- Serve students and staff in a cheerful and helpful manner.
- Accurately identify a reimbursable meal on the serving line; provide monitoring and guidance to customers to be sure selections meet federal guidelines.
- Safely operate standard and specialized kitchen equipment, including convection/combi ovens, microwave ovens, dishwashers, food warmers, coolers and freezers.
- Set up serving lines with appropriate serving equipment according to local Health Department guidelines.
- Clean work areas and dispose of garbage daily.
- Assist manager in verifying and monitoring HACCP procedures including temperature, sanitizer and storage logs.
- Maintain courteous relationships with students, staff, parents, and community, treating all with respect.
- Perform all duties in a safe and prudent manner as directed.

KNOWLEDGE, SKILLS, & ABILITIES

Education, Licensure, or Certification

- Food Handlers Card
- High School Diploma or Equivalent

C3



JOB DESCRIPTION

Work Experience or Related Experience

- Previous experience in food preparation and handling preferred.
- Ability to operate institutional equipment preferred.
- Must display ability to communicate effectively with staff, co-workers and students.

Specialized Knowledge, Skills & Abilities:

- Function effectively as a team member.
- Be flexible and adaptable to change.
- Positively accept direction.

REQUIREMENTS

- Fingerprint criminal history background check (LiveScan).
- TB Test

PHYSICAL AND TRAVEL REQUIREMENTS / WORK ENVIRONMENT

- This position requires the need to lift objects (up to 25 pounds) on occasion.
- This position may require standing for long periods at times, talking on the phone, kneeling, stooping and long periods of concentration.

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Print Name _____

Sign Name _____

Date _____

CS

Sacramento Valley Charter School
HUMAN RESOURCES/RISK MANAGEMENT MANAGER

Full time, 210 Duty Days/Year

Salary Range: \$95,000 - \$105,000

BASIC FUNCTION:

Under the direction of the principal, performs a variety of duties in support of classified and certificated human resources operations and activities; participates in the recruitment, screening and processing of new personnel; provides information and assistance to employees, job applicants and the public regarding personnel functions, policies and procedures; prepares and maintains a variety of manual and automated personnel files, records and reports. Develops, implements, and evaluates policies and practices of a cost-efficient and effective Risk Management program for a TK-8 grade charter school. Performs a wide variety of duties for risk management and insurance services; provides information to the school's charter authorizer and the school's employees; performs related duties as assigned.

ESSENTIAL DUTIES:

- Perform a variety of technical duties in support of classified and/or certificated human resources operations and activities; resolve personnel-related issues and concerns with discretion and confidentiality; work with the principal and the Board on more difficult or sensitive issues, as needed
- Participate in the recruitment, screening, testing and processing of new personnel according to established procedures; collect and process various employment forms and applications; arrange interview panels and testing activities; arrange and follow-up for clearance on Livescan/fingerprints and TB test
- Serve as an informational resource to employees, job applicants and the public; respond to inquiries and provide information regarding job openings and personnel functions, policies and procedures; distribute and assist applicants with completing required forms and applications; provide employment verifications; receive and respond to telephone calls, texts and e-mails as appropriate
- Input a variety of employee information and other personnel data into assigned computer system; maintain automated employee records and files; generate a variety of computerized lists and reports; ensure accuracy of input and output data
- Establish and maintain a variety of personnel files and records according to established policies and procedures; update records and files with employee information, position control number, job location, job assignment, payroll information, sick and vacation leaves, and other related information; prepare documents for Board approval
- Prepare and distribute announcements for job openings; place advertisements in various media; review applications for minimum qualifications and completeness; verify background information; notify candidates of testing and interviewing activities; compile and prepare interview packets; assure compliance with State and federal rules and regulations
- Provide information to new employees regarding sick leave days, benefits and School rules and regulations; prepare the proper salary placement for review by the Principal and fiscal consultant; monitor employee longevity and benefits eligibility

- Utilize the computer and web-based substitute system as appropriate; locate and assist with arranging for substitutes including long-term substitutes, limited-term and provisional employees to cover employee absences or short-term needs; input and maintain substitute, limited term, and provisional employee records; process substitute, limited term and provisional employee applications and assist with hiring substitute, limited term and provisional staff
- Organize and coordinate the screening, testing, scoring, data collection and processing of classified and/or certificated applicants according to established Education Code and human resources procedures; perform compliance tracking and reporting of classified provisional and limited-term vacancies; report discrepancies and compliance tracking discrepancies to designated administrator
- Process State disability and paid family leave claim forms; respond to inquiries from State of California agencies.
- Input and track employee information in designated database/system; identify leave status; monitor leave dates and contact site supervisors to assure employees returned as scheduled; notify site supervisors of changes regarding duration of employees' leave of absence; process and file absence certificates; enter and monitor accrual of sick leave, personal leave, vacation and personal necessity leaves according to established timelines and guidelines
- Assigns applicable training modules to new hires and annual/period training to returning employees through CharterSAFE online training program and monitors timely completion of assigned training.
- Performs work specializing in the areas of Risk Management and insurance including general liability, drug testing, worker's compensation, injury and illness prevention, property and casualty, student accident, and related areas of risk identified according to the school's needs.
- Works with the
-
- school's insurance companies and attorneys on Human Resources and Risk Management matters, as needed.
- Provide technical support in the identification of exposures to loss and the development, implementation, and evaluation of loss control techniques and claims management.
- Develops checklists and monitors completion of duties to maintain compliance with school safety items (including but not limited to playground inspections, pest control notices, MSDS binder).
- Under the direction of the principal, works with the school's legal counsel , as applicable, for specific HR and RM matters.
- May be assigned as a Title IX and/or Uniform Compliant Officer.
- Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software
- Communicate with personnel and various outside agencies to exchange information and resolve issues or concerns; serve as an informational resource for employees regarding leave
- Compose a variety of correspondence including inter-office communications, lists, notices, forms, letters, memoranda, reports and other materials; disseminate bulk mailings as requested
- Perform variety of clerical duties related to assigned activities such as answering phones, greeting visitors and duplicating materials as assigned

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE OF:

- Human resources and risk management functions, practices and procedures
- Practices and procedures related to classified and/or certificated personnel
- Offers of employment protocols
- Applicable laws, codes, regulations, policies and procedures related to assigned human resources and risk management activities
- Operations, policies and objectives relating to human resources and risk management activities
- Record-keeping and report preparation techniques
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Telephone etiquette
- Modern office procedures and record-keeping techniques
- Oral and written communication skills
- Interpersonal skills using tact, patience and professionalism
- Operation of a computer and assigned software
- Technical aspects of fields of specialty
- Data entry and retrieval techniques
- Mathematical computations

ABILITY TO:

- Perform a variety of technical duties in support of human resources and risk management operations and activities
- Participate in the recruitment, screening and processing of new personnel
- Provide information and assistance to employees, job applicants and the public regarding personnel functions, policies and procedures
- Prepare and maintain a variety of manual and automated personnel files, records and reports
- Prepare announcements for job openings and place advertisements
- Interpret, apply and explain rules, regulations, policies and procedures
- Distribute, screen and process employment applications and personnel-related documents
- Maintain confidentiality of sensitive and privileged information
- Compose correspondence and written materials independently
- Keyboard or input data at an acceptable rate of speed
- Understand and follow oral and written instructions
- Operate a variety of office equipment including a computer and assigned software
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Meet schedules and timelines
- Accurately complete work with many interruptions
- Determine appropriate action within clearly defined guidelines
- Make mathematical computations with speed and accuracy

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school and 1) a college degree with course work in human resources and risk management or related fields and three years increasingly responsible experience in human resources 2) some college-level course work in human resources and risk

management (or a related field) and at least five years of increasing experience in HR and Risk Management with two or more years of supervisor-level job history including experience processing insurance claims, loss control and loss prevention. Knowledge of Human Resources and Risk Management in California public schools is preferred.

LICENSE OR CERTIFICATE:

- Possession of a valid California driver's license
- First Aid and CPR certificates must be obtained within sixty (60) days from the date of hire
- Livescan/fingerprints and TB test.

WORKING CONDITIONS AND OTHER INFORMATION:

ENVIRONMENT:

Office environment

School campus that requires walking to and from various buildings.

Constant interruptions

Interactions with dissatisfied individuals

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate a computer keyboard
- Hearing and speaking to exchange information in person and on the telephone
- Sitting or standing for extended periods of time
- Seeing and read a computer screen and printed matter with or without vision aids
- Bending at the waist or kneeling to file and retrieve materials
- Reach overhead, above the shoulders and horizontally grasp, push/pull
- Lift and/or carry up to 25 lbs. at waist height for short distances.

OTHER INFORMATION:

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C4

Sacramento Valley Charter School

JOB DESCRIPTION:

Technology Coordinator

Basic Function

In addition to duties assigned as needed by SVCS, the Technology Coordinator serves as the lead of the SVCS Technology Department, overseeing the planning, implementation, and maintenance of the school's technological infrastructure. Reporting to the Principal, the Technology Coordinator ensures the seamless operation of all technology systems, facilitates communication and collaboration within the department and with stakeholders, and develops policies and procedures to enhance efficiency and security across the school. This role requires a balance of compassionate leadership, technical expertise, and adaptability to the fast-paced, culturally diverse environment of SVCS.

Essential Duties

1. Leadership and Management

- Lead the Technology Department, supervising and guiding the Technology Specialist and Computer Support Technician.
- Delegate tasks and oversee their execution, ensuring alignment with departmental and school-wide objectives.
- Develop and implement policies, best practices, and standards to streamline operations and enhance efficiency.
- Serve as the primary liaison between the Technology Department, school administration, and external IT vendors.

2. Operational Oversight

- Oversee the maintenance and functionality of campus technology, including hardware, software, and network systems.
- Manage technology-related security, including access control systems, security cameras, and cybersecurity protocols.
- Ensure the timely onboarding and offboarding of students and staff, including account setup, device allocation, and training.
- Support technology upgrades and projects such as the migration to a cloud-based network/server and classroom upgrades with interactive flat panels.

3. Collaboration and Training

- Work closely with administrators, teachers, and staff to identify technology needs and implement effective solutions.

- Provide professional development and training for staff on new systems, platforms, and tools as directed by the principal.
 - Ensure open communication and collaboration within the Technology Department and across all SVCS stakeholders.
- 4. Technical Support and Troubleshooting**
- Serve as the escalation point for complex technical issues, providing advanced troubleshooting and resolution.
 - Monitor and maintain a broad range of systems and platforms, including but not limited to:
 - Google Admin Suite, Microsoft Admin, RICOH Printer Management, Atrium/CDVI key card systems, SchoolWise, and online educational tools.
 - Conduct regular inspections, surveys, and communication to proactively address potential issues.
- 5. Resource and Inventory Management**
- Manage inventory records for devices, software, and licenses, ensuring accurate allocation and tracking.
 - Coordinate purchases for technology-related needs, adhering to budget constraints and approval processes.
 - Maintain key distribution forms and oversee equipment security and allocation.
- 6. Community Engagement**
- Provide technical support and resources to parents, families, and the broader SVCS community.
 - Foster a welcoming and supportive environment by addressing community technology concerns with professionalism and empathy.

Knowledge and Abilities

- **Knowledge of:**
 - Principles of leadership, project management, and departmental coordination.
 - Current educational technology tools, platforms, and best practices.
 - Network security and data privacy standards.
 - Systems administration, including Google Workspace and Microsoft Admin tools.
 - Culturally responsive practices and communication skills suited to a diverse environment.
- **Ability to:**
 - Develop and implement strategic plans for technology integration.
 - Lead, mentor, and collaborate effectively within a team and across departments.
 - Communicate technical concepts clearly to non-technical audiences.

- Handle multiple priorities in a fast-paced environment with professionalism and adaptability.
- Foster a safe, inclusive, and efficient learning environment.

Qualifications

- **Required:**
 - High school diploma or equivalent.
 - Background in education, STEM, IT, or educational technology.
 - Proven experience in a leadership or supervisory role within a technology-related field.
- **Preferred:**
 - Bachelor's degree in computer science, information systems, or a related field.
 - Certifications such as CompTIA, Google Admin, or Microsoft certifications.
 - Experience in a culturally diverse, high-paced academic setting.

Working Conditions

- **Environment:**
 - Office and fieldwork on a dynamic campus with shared facilities.
 - Regular interaction with diverse community members and stakeholders.
- **Physical Demands:**
 - Prolonged sitting, standing, and walking.
 - Frequent lifting, carrying, or transporting of equipment using carts or dollies.
 - Occasional use of ladders, power tools, and safety equipment.

LICENSES OR CERTIFICATES:

Possession of a valid California driver's license

First Aid and CPR certificates must be obtained within sixty (60) days from the date of hire
Livescan/fingerprint and TB test clearances.

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Sacramento Valley Charter School

JOB DESCRIPTION:

Computer Support Technician

Basic Function

In addition to duties assigned as needed by SVCS, the Computer Support Technician provides hands-on technical assistance to SVCS staff, students, and community members, ensuring the efficient operation of hardware, software, and network systems. Reporting to the Principal and collaborating with the Technology Coordinator, the technician plays a key role in resolving day-to-day technology issues and maintaining campus-wide systems.

Essential Duties

1. Technical Support and Troubleshooting

- Respond promptly to user requests for assistance with hardware, software, and peripheral devices.
- Diagnose and resolve technical issues, escalating complex problems to the Technology Coordinator or Specialist as needed.
- Configure, install, and maintain devices such as desktop computers, laptops, printers, projectors, and mobile devices.

2. Hardware and Software Maintenance

- Ensure all devices are functioning correctly through regular inspections, updates, and repairs.
- Maintain campus technology, including Chromebooks, classroom carts, and staff devices.
- Apply updates, patches, and antivirus solutions to ensure system security and reliability.

3. Network Support

- Assist in maintaining network connectivity for devices, ensuring smooth access to internet and school systems.
- Support the setup and management of user accounts and permissions within platforms like Google Admin Suite.
- Troubleshoot minor network connectivity issues, coordinating with external IT providers for larger concerns.

4. Inventory and Documentation

- Track and document device inventory, allocation, and maintenance records.
- Manage technology distribution forms for staff and students, ensuring accurate and secure allocation.

- Assist in the removal, recycling, or disposal of outdated equipment.
 - 5. **Training and User Support**
 - Provide one-on-one or small group training on basic technology use, such as operating devices and troubleshooting common issues.
 - Assist staff and students with login issues, device settings, and access to educational platforms.
 - 6. **Collaboration and Communication**
 - Work closely with the Technology Coordinator and Specialist to ensure alignment with department goals and initiatives.
 - Communicate effectively with staff, students, and families to address concerns and provide solutions.
 - Support broader school initiatives, projects, and events as directed.
-

Knowledge and Abilities

- **Knowledge of:**
 - Basic principles of computer hardware, software, and peripheral device operation.
 - Common troubleshooting techniques for hardware and software issues.
 - School-specific platforms such as Google Admin Suite, Microsoft Admin, and online learning tools (e.g., SchoolWise, Renaissance, Securly).
 - Network connectivity basics, including Wi-Fi troubleshooting and account management.
 - **Ability to:**
 - Diagnose and resolve common technical issues efficiently.
 - Operate tools and equipment for device repair and maintenance.
 - Communicate technical concepts clearly to non-technical users.
 - Manage time effectively and prioritize multiple tasks in a fast-paced environment.
 - Work collaboratively and professionally with a diverse community.
-

Qualifications

- **Required:**
 - High school diploma or equivalent.
 - Strong problem-solving skills and a customer-focused approach.
 - Experience with computer hardware and software support.
- **Preferred:**
 - Technical certifications such as CompTIA A+ or equivalent.
 - Background in electronic device repair or IT support.

- Experience in a school or similar educational setting.

Working Conditions

- **Environment:**
 - Primarily campus-based, involving office and fieldwork across multiple buildings.
 - Interaction with diverse users, including staff, students, and families.
 - **Physical Demands:**
 - Frequent lifting and transport of equipment using carts or dollies.
 - Occasional climbing of ladders and use of safety equipment.
 - Prolonged standing, walking, and sitting as required.
-

LICENSES OR CERTIFICATES:

Possession of a valid California driver's license

First Aid and CPR certificates must be obtained within sixty (60) days from the date of hire
Livescan/fingerprint and TB test clearances.

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Sacramento Valley Charter School

JOB DESCRIPTION:

Technology Specialist

Basic Function

In addition to duties assigned as needed by SVCS, the Technology Specialist supports the implementation and maintenance of SVCS's technological systems, focusing on long-term projects, resource training, and integrating technology into academic and administrative processes. Reporting to the Principal, the Technology Specialist collaborates closely with the Technology Coordinator and other staff to enhance the school's technology infrastructure and ensure effective and secure use of resources.

Essential Duties

- 1. Technology Integration and Long-Term Projects**
 - Collaborate with the Technology Coordinator to plan and execute technology initiatives, including infrastructure upgrades, cloud migration, and classroom technology enhancements.
 - Assist in the rollout and maintenance of introduced technology, 1:1 Chromebook programs, and other instructional technologies.
 - Evaluate and recommend new tools, platforms, or software to improve school operations and student outcomes.
- 2. System Maintenance and Advanced Support**
 - Provide technical expertise in configuration, troubleshooting, and maintenance of hardware, software, and network systems.
 - Support advanced technical needs such as managing Google Admin Suite, Microsoft Admin, and security systems.
 - Monitor and maintain device functionality and compatibility across platforms, ensuring seamless operations for staff and students.
- 3. Training and Professional Development**
 - Organize and deliver training sessions for staff on educational technology tools, cybersecurity best practices, and new platforms as needed.
 - Develop documentation and user guides to assist staff and students in effectively utilizing available technologies.
 - Assist in onboarding and offboarding processes, providing technology orientation for new staff.
- 4. Collaboration and Support**

- Provide backup support for day-to-day technical operations when needed, ensuring continuity in services.
 - Work closely with external IT vendors to implement solutions for complex technical challenges.
 - 5. Resource Management and Policy Implementation**
 - Collaborate with the Technology Coordinator to manage inventory, allocate resources, and track equipment usage.
 - Contribute to the development and enforcement of technology policies, including security protocols and best practices.
 - Conduct regular reviews of systems and software to ensure compliance with school policies and security standards.
 - 6. Community Engagement**
 - Support parents and families in resolving technology-related issues, such as access to online resources or student accounts.
 - Promote a welcoming and supportive atmosphere for all members of the SVCS community.
-

Knowledge and Abilities

- **Knowledge of:**
 - Current educational technology trends and their applications in academic settings.
 - Proficient troubleshooting techniques for hardware, software, and networks.
 - Cybersecurity principles and practices, including data privacy and device security.
 - Google Admin Suite, Microsoft Office 365, and other commonly used platforms.
 - Principles of effective training and documentation creation.
 - **Ability to:**
 - Collaborate with staff to develop and implement technology solutions that align with educational goals.
 - Diagnose and resolve complex technical issues efficiently.
 - Communicate technical concepts clearly to non-technical users.
 - Manage multiple projects and tasks simultaneously, meeting deadlines and maintaining quality standards.
 - Adapt to a fast-paced, culturally diverse environment with professionalism and empathy.
-

Qualifications

- **Required:**
 - High school diploma or equivalent.

- Strong background in technology integration, systems maintenance, or educational technology.
 - Proven experience supporting instructional technologies and collaborating with educators.
 - **Preferred:**
 - Associate or bachelor's degree in information technology, education technology, or a related field.
 - Certifications such as Google Educator, CompTIA, or Microsoft certifications.
 - Experience working in culturally diverse academic settings.
-

Working Conditions

- **Environment:**
 - Office and fieldwork within a dynamic campus shared with external facilities.
 - Interaction with a diverse community of staff, students, and families.
 - **Physical Demands:**
 - Prolonged standing, walking, and occasional climbing of ladders or use of power tools.
 - Transporting equipment using carts or dollies, with occasional lifting of moderately heavy items.
-

LICENSES OR CERTIFICATES:

Possession of a valid California driver's license

First Aid and CPR certificates must be obtained within sixty (60) days from the date of hire
Livescan/fingerprint and TB test clearances.

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Sacramento Valley Charter School

JOB DESCRIPTION: SCHOOL PSYCHOLOGIST

JOB SUMMARY:

The school psychologist provides psychoeducational services through specialized knowledge regarding social, emotional, cognitive, physical, language, academic, and psychomotor abilities which affect the learning process to students, their families, school personnel and community agencies.

SUPERVISION:

The school psychologist receives direction from the assigned Program Director of the El Dorado Charter SELPA and the school principal and/or administrator designee.

The School Psychologist may perform any combination of the essential duties as delineated below. This job position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this position, but is intended to accurately reflect the principal job elements.

ESSENTIAL DUTIES:

- Conduct appropriate evaluations to aid in the determination of special education eligibility and referrals to community services.
- Present results of evaluations in written and oral reports.
- Participate as a multidisciplinary member of Individualized Educational Program (IEP) teams.
- Participate in case conferences, Student Study Team and other student intervention meetings as needed or requested.
- Adhere to SELPA procedures for timely submission of written assessment reports for IEP Team communication and attach to the web/internet based IEP system.
- Consult with students, their families and school personnel regarding individual learning and/or emotional problems, and help plan appropriate educational services.
- Work with students, their families and school personnel to develop appropriate academic and behavioral interventions.
- Assist in development and presentation of workshops and in-services for students, their families and school personnel.
- Participate on risk intervention teams (e.g., threats and suicide); conduct crisis counseling as necessary.

- Provide counseling as appropriate within the multi-tiered system of support.
- Provide in-service training activities to staff and parents as needed.
- Consult with other agencies, psychologists, counselors, psychiatrists, school districts, and physicians for the purpose of correlating all available information regarding students with exceptional needs as appropriate.
- Maintain professional competence through participation in in-service activities provided by the district and/or other professional growth activities.
- Maintain confidentiality of student files and information.
- Attend SELPA and other staff meetings as necessary.
- Maintain consistent, punctual, and regular attendance.
- Perform other duties as assigned.

KNOWLEDGE OF:

- Current testing practices, procedures, and assessment methods.
- Federal and state laws and regulations regarding special education.
- IEP preparation and implementation methods and procedures.
- Appropriate public and community referral agencies.
- Technical aspects of the field of psychology.

ABILITY TO:

- Plan, organize and establish priorities.
- Assist others in resolving problems
- Communicate clearly and succinctly.
- Understand and demonstrate sensitivity to diverse cultures
- Work independently with minimal direction.
- Meet schedules and timelines
- Establish and maintain cooperative and effective working relationships with
- Operate a variety of office equipment including a computer and assigned software.
- Read, hear and speak to exchange information and make presentations.
- Observe and monitor student behavior and motivate students to learn.
- Analyze current and proposed programs and/or software, evaluate alternatives, and adopt effective courses of action.
- Prepare clear and concise student records and written materials.

QUALIFICATIONS & REQUIREMENTS:

Applicants Educated in California:

- Bachelor's Degree from a regionally accredited school
- Master's Degree from an accredited college or university

- 60 semester hours of graduate education in a California Commission-approved program (A list of the Commission-approved programs appears on the site of the California Commission).

Applicants educated outside of California:

- Bachelor's Degree from a regionally accredited school
- Master's Degree from an accredited college or university
- 60 semester hours of appropriate baccalaureate-level study. The Commission notes that programs approved by the National Association of School Psychologists (NASP) meet requirements. If the education is not clearly recognizable as equivalent, the applicant will need to have a California-approved program review their education and make a recommendation.

(<http://www.ctc.ca.gov/credentials/leaflets/cl606.pdf>)

NASP lists the following as minimum program standards for out-of-state students seeking California school psychologist licensing: 450 hours of practicum and 1,200 hours of field experience. At least 300 of the practicum hours must be with children from preschool to twelfth grade level, but a portion of the 300 may be in community agency settings. At least 800 of the field experience hours must be in a school setting unless the program was before July 1, 2004

(http://www.nasponline.org/certification/state_info_list.aspx).

Internationally Educated Applicants:

- Applicants educated outside the United States must provide the Commission's verification of credential-qualifying coursework as per [Foreign Transcript Evaluation \(CL-635\)](#)
- Master's Degree from an accredited college or university
- Meet Basic Skills requirements:

([https://www.ctc.ca.gov/credentials/leaflets/basic-skills-requirement-\(cl-667\)](https://www.ctc.ca.gov/credentials/leaflets/basic-skills-requirement-(cl-667)))

ADDITIONAL REQUIREMENTS:

- California Pupil Personnel Services Credential with Specialization in School Psychology or equivalent.
- Must possess a valid California Driver's License and evidence of insurance.
- Possession of valid First Aid and CPR certificate is required.

- TB Test Clearance
- Criminal Justice/Fingerprint Clearance (LiveScan)

ENVIRONMENT:

- Classrooms
- School office
- Assigned office

PHYSICAL DEMANDS:

Employees in this position must possess/have the ability to:

- Hearing and speaking to exchange information and make presentations
- Visual ability to read, prepare/process documents and small figures and monitor a wide area
- See and read a computer screen and printed matter with or without vision aids, and to observe students.
- Dexterity of hands and fingers to operate a computer keyboard
- Sitting, walking and standing for extended periods of time
- Occasional carrying, pushing, pulling or lifting up to 25 lbs.
- Occasional bending at the waist and stooping
- Occasional reaching overhead, above the shoulders and horizontally
- Frequent movement of head, looking up and down and side to side
- Hear and understand speech at normal levels and on the telephone, with or without hearing aid

HAZARDS:

- The employee may encounter disruptive students and/or dissatisfied or abusive individuals
- The employee 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

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Sacramento Valley Charter School

JOB DESCRIPTION: SCHOOL COUNSELOR (TK-8)

JOB SUMMARY:

The TK-8 Counselor provides educational, social, emotional, and behavioral counseling to individuals and small groups of students; provides counseling and guidance services to students and their parents; identifies and counsels students with behavioral, social, school adjustment, and attendance issues; makes referrals to other agencies to provide support for students as necessary; helps students develop solutions to academic, social, and emotional challenges and issues;

SUPERVISION:

The school counselor reports to the school principal, and also receives guidance and direction from the assigned Program Director of the El Dorado Charter SELPA.

The School Counselor may perform any combination of the essential duties as delineated below. This job position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this position, but is intended to accurately reflect the principal job elements.

ESSENTIAL DUTIES:

- Maintain regular contact and communication with students.
- Assist staff in working with students toward solution of their class adjustment problems.
- Counsel students on an individual and group basis.
- Work with teachers and develop prevention programs.
- Establish contacts with parents.
- Coordinate efforts with the other guidance personnel and community agencies.
- Work with administrators and other staff on school policies and regulations.
- Counsel with students on day-to-day problems.
- Be apprised of SELPA and school resources available to students.
- Follow up on attendance, tardiness and absence issues.
- Participate in school site team meetings, staff meetings, school crisis team, & SST meetings
- Interact with students appropriately in collaboration with the site administrator
- Work with students experiencing school/social adjustment problems i.e. grades, poor attendance, social interactions, communication

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- Engage in other duties and responsibilities as assigned

QUALIFICATIONS:

Knowledge of:

- Guidance and counseling techniques and methods
- Development and maintenance of class assignments
- College and career preparation and planning
- Social emotional learning strategies, programs and services
- Laws relating to student counseling and guidance.

Ability to:

- Work effectively with a wide variety of people from diverse backgrounds
- Understand, implement, and give complex oral and written directions in English
- Maintain cooperative relationships with those contacted in the course of work
- Compose clear, complete and concise correspondence and reports independently using correct grammar, syntax, punctuation, and spelling
- Demonstrate computer skills
- Manage confidential student files and records
- Manage time and resources to serve assigned students
- Assist students in constructive problem solving and long-term planning
- Maintain accurate files and records

EDUCATION, EXPERIENCE, REQUIREMENTS:

- Baccalaureate degree or higher from a regionally accredited college or university. (This satisfies both the degree requirement and the Basic Skills Requirement Beginning 6/29/2024.)
- Post Baccalaureate degree study consisting of a minimum of 48 semester units in a California Commission-approved professional preparation program specializing in school counseling, including a practicum with school-aged children.
- Formal recommendation of a California college or university with a Commission-approved Pupil Personnel Services program specializing in school counseling. (This process will result in the college or university submitting the recommendation online.)
- California Pupil Personnel Services Credential (PPS)
- At least one year of experience working with children in an educational or clinical setting
- TB Test Clearance
- Criminal Justice/Fingerprint Clearance (LiveScan)

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ENVIRONMENT:

- Classrooms, outdoor play areas, and school cafeteria
- School office
- Assigned office

PHYSICAL DEMANDS:

Employees in this position must possess/have the ability to:

- Hearing and speaking to exchange information and make presentations
- Visual ability to read, prepare/process documents and small figures and monitor a wide area
- See and read a computer screen and printed matter with or without vision aids, and to observe students.
- Dexterity of hands and fingers to operate a computer keyboard
- Sitting, walking and standing for extended periods of time
- Occasional carrying, pushing, pulling or lifting up to 25 lbs.
- Occasional bending at the waist and stooping
- Occasional reaching overhead, above the shoulders and horizontally
- Frequent movement of head, looking up and down and side to side
- Hear and understand speech at normal levels and on the telephone, with or without hearing aid

HAZARDS:

- The employee may encounter disruptive students and/or dissatisfied or abusive individuals
- The employee 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.

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Sacramento Valley Charter School

JOB DESCRIPTION: SPEECH AND LANGUAGE PATHOLOGIST

SUMMARY OF POSITION:

The Speech Language Pathologist identifies, evaluates students and provides specialized instruction and services to students who have disorders of language and speech, voice, fluency, auditory acuity disorders.

SUPERVISION: Receives direction from the Executive Director Special Education / SELPA, School Site Administrator and/or designee.

ESSENTIAL DUTIES:

- Work as a member of a multidisciplinary team to assess students' communication difficulties, plan remediation strategies and periodically evaluate student progress.
- Provide individual and small group therapy to students who qualify for speech, voice or fluency correction, and/or language remediation.
- Integrate and align therapy activities with the general education curriculum, to the maximum extent possible.
- Ensure that regularly scheduled services are provided as indicated in the IEP.
- Adhere to the school's and SELPA's procedures for timely submission of written assessment reports for IEP Team communication, and attach to the web/internet based IEP system.
- Adhere to the school's and SELPA's procedures for timely submission of written assessment reports/treatment notes for Medi-Cal billing purposes.
- Communicate and engage school personnel, parents/guardians and outside agencies on student's progress and treatment.
- Provide an environment to establish and reinforce appropriate student behavior, attitudes, social skills, and self image.
- Provide in-service training activities to staff and parents as needed.
- Participate in case conferences, student study team and other student intervention meetings as needed or requested.
- Provide other services to general and special education students as needed.
- Complete all necessary assessment, treatment and paperwork for IEP meetings, and maintain state electronic documentation systems as required.
- Consult with other agencies, psychologists, counselors, audiologists, school districts, and physicians/specialists for the purpose of correlating all available information regarding students with exceptional needs as appropriate.
- Attend school and SELPA meetings as required.
- Maintain professional competence through participation in in-service education activities provided by the school/district/SELPA and/or self-selected professional growth activities.
- Maintain confidentiality of student files and information.
- Maintain consistent, punctual, and regular attendance.

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- Perform other duties as assigned.

This job description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this position, but is intended to accurately reflect the principal job elements.

ABILITY TO:

- Plan, organize and establish priorities.
- Assist others in resolving problems
- Communicate clearly and succinctly.
- Demonstrate understanding and sensitivity to diverse cultures.
- Work independently with minimal direction.
- Meet schedules and timelines.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a variety of office equipment including a computer and assigned software.
- Read, hear and speak to exchange information and make presentations.
- Monitor student behavior and motivate students to learn.
- Analyze current and proposed programs, evaluate alternatives, and adopt effective courses of action.
- Prepare clear and concise student records and written materials.

QUALIFICATIONS: Knowledge of:

- 1) Current testing practices, procedures, and assessment methods.
- 2) Federal and state laws and regulations regarding special education.
- 3) IEP preparation and implementation methods and procedures.
- 4) Appropriate public and community referral agencies.
- 5) Technical aspects of the field of speech language pathology.

EDUCATION AND EXPERIENCE:

- 1) Any combination equivalent to Master Degree or above from an accredited college or university.
- 2) License or Certificate: California Credential with Specialization in Speech Language Pathology or equivalent.
- 3) California Driver's License
- 4) Possession of valid First Aid and CPR certificate is required.

C12

WORK ENVIRONMENT:

- Office, classroom, and other designated school and learning environments.
 - Driving a vehicle to conduct work.
 - Hazards:
 - Employees may occasionally work with students who present behavioral challenges.
 - Employees may encounter hostile or abusive individuals with unpredictable behavior
 - Exposure to childhood and other diseases in a school environment.
- Physical Demands
- 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

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

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Dear Members of the Sacramento Valley Charter School Governing Board,

We, the classified staff at Sacramento Valley Charter School, respectfully submit this letter to formally request an equitable and rightful amount of paid holidays. Our dedication to supporting the educational environment at Sacramento Valley Charter School reflects our commitment to fostering a safe, organized, and welcoming space for students, families, and fellow educators. In line with this commitment, we believe it is essential to have paid holiday benefits that align with those provided by our charter school's authorizer, Washington Unified School District (WUSD).

Currently, many California public schools provide classified staff with a minimum of 12 recognized federal and state holidays, including:

1. New Year's Day (January 1)
2. Martin Luther King Jr. Day (third Monday in January)
3. Lincoln's Birthday (February 12)
4. Presidents' Day (third Monday in February)
5. Cesar Chavez Day (March 31)
6. Memorial Day (last Monday in May)
7. Independence Day (July 4)
8. Labor Day (first Monday in September)
9. Veterans Day (November 11)
10. Thanksgiving Day (fourth Thursday in November)
11. Day after Thanksgiving (fourth Friday in November)
12. Christmas Day (December 25)

In addition to these 12 holidays, we are requesting parity with Washington Unified School District, which offers a total of **15 paid holidays**. As a charter school authorized by WUSD, we believe it is both fair and reasonable for our holiday benefits to reflect the same number of paid holidays granted to district employees. These additional paid days off would not only acknowledge our dedication but also align with the holiday standards set forth by the school district authorizing our charter.

Ensuring an equitable holiday policy helps support staff morale and well-being, ultimately benefiting the entire school community. We kindly request your support in aligning our holiday benefits with those of Washington Unified School District's classified staff, granting Sacramento Valley Charter School classified employees a total of 15 paid holidays.

Thank you for your attention to this important matter. We look forward to working with you to bring about a solution that supports and values the contributions of Sacramento Valley Charter School's classified staff.

Respectfully,

Classified Staff
Sacramento Valley Charter School

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