

Sacramento Valley Charter School
Transaction Report
May 9 to June 6, 2024

	Account	Amount
Total for Transportation	UNRESTRICTED REVENUE:0000 - Unrestricted:8699 - Other Local Income:Transportation	\$ 1,955.00
Total for 8311 - Special Education - State	V RESTRICTED REVENUE:6500 - Special Education - Sac Vly Chtr - May 23-24	32,492.00
	May 23-24 NPSRTC SacVly	(472.00)
		<u>32,020.00</u>
		<u>\$ 33,975.00</u>

Sacramento Valley Charter School
Check Detail
May 7 - June 6, 2024

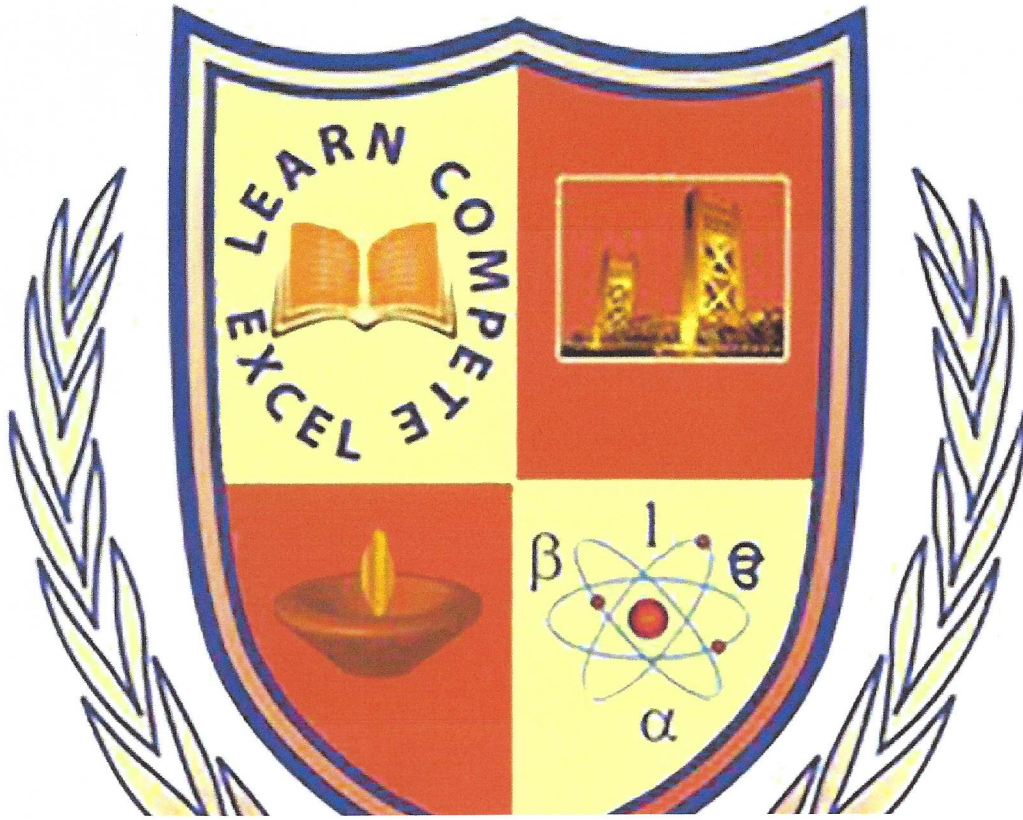
Date	Transaction Type	Num	Name	Memo/Description	Amount
05/08/2024	Check	5606	Aptech Surveillance	Install Camera and Setup - Outdoor/ Indoor & TK School	22,425.00
05/09/2024	Check	5607		void	0.00
05/09/2024	Check	5608	R&P Enterprises INC	For Sub Wheat Bread	150.00
05/09/2024	Check	5609	The Stepping Stones Group LLC	For OT Services	470.25
05/09/2024	Check	5610	West Sacramento Truck Stop	For Fuel	5,946.13
05/09/2024	Check	5611	Preet Cheema	Reimbursement for Classroom Supplies	107.55
05/09/2024	Check	5612	Wave Broadband	For Phone & Internet Services	1,441.08
05/09/2024	Check	5613	The UPS Store	For Mailing & Employee Background Check	286.41
05/09/2024	Check	5614	Dr. Cerrene Yvonne Cervantes	Reimbursement for teachers snacks	108.39
05/09/2024	Check	5615	Chill-Chain, Inc.	For Milk & Butter	1,305.81
05/09/2024	Check	5616	WageWorks	For Cobra Services	100.00
05/09/2024	Check	5617	Gurjot Singh Dhaliwal	Invoice # 003/004 For Bhangra Class	1,000.00
05/09/2024	Check	5618	Kristin Medina	Reimbursement for the Classroom Supplies	177.98
05/09/2024	Check	5619	Amazon capital Services	Supplies for Special Education	352.05
				Office Supplies	447.05
				For Graduation	199.33
				Supplies for Robotic Class	65.73
				For Classroom Supplies	2,085.39
				Supplies for Multicultural Night	1,489.86
					4,639.41
05/10/2024	Check	5620	Buck Master	For Copier Usage	860.45
05/10/2024	Check	5621	EMS LINQ INC	For NSLP	249.16
05/13/2024	Check	5623	City of West Sacramento	For Utility Bill	577.58
05/13/2024	Check	5622	Mech Finix Labs	Invoice # 027 For Afterschool Robotics Class - 4th & 5th Graders	650.00
05/15/2024	Check	5625	Bay Alarm Company	For Security Alarm Monitoring Services A/c 3304744 :- \$ 470.79 A/c 3304844 - \$157.48(Service Call Replace Battery) \$ 235.44 for Monitoring	863.71

05/15/2024	Check	5626 Great America Financial	For Copier Lease	1,402.89
05/15/2024	Check	5627 New Horizon Flooring	Janitorial Service for the month of May 2024	5,400.00
05/15/2024	Check	5628 Colliers International Valuations & Advisory Services	Appraisal Report for Sac Valley Charter School Facility Total Amount 5,250, already paid 50% \$2,625 2399 Sellers Way, 2301 Evergreen Ave and 2255 Evergreen Ave	2,625.00
05/15/2024	Check	5629 Light house Charter School	Facility Lease Agreement for Student & Staff Basket Ball & Volley Ball Competition	200.00
05/21/2024	Check	5630 Mech Finix Labs	For Robotic Class # Invoice 028	650.00
05/21/2024	Check	5631 Bay Alarm Company	For Security - Service Call	240.98
05/21/2024	Check	5632 The Stepping Stones Group LLC	For OT Services	1,113.75
05/21/2024	Check	5633 Donald Steele	Reimbursement for Classroom Supplies - August 2023 to June2024	1,017.86
05/21/2024	Check	5634 Jonah Husted	Reimbursement for Classroom Supplies	30.79
05/21/2024	Check	5635 Together Behavior Solutions	For IEE Services	3,074.00
05/21/2024	Check	5636 Chill-Chain, Inc.	For Milk	580.77
05/29/2024	Check	5637 T-mobile	For Hotspot Connection Services For Cell Phone - Staff (2 Months)	322.24 713.28
				<u>1,035.52</u>
05/29/2024	Check	5638 PG&E	For Utility Services	60.97
05/29/2024	Check	5639 DMV	For Toyota Van Registration Renewal (7ZZT200)	270.00
05/29/2024	Check	5640 MetLife	For LTD/ AD&D	712.88
05/29/2024	Check	5641 Dr. Cerrene Yvonne Cervantes	Reimbursement for Staff Refreshment	301.15
05/29/2024	Check	5642 Chill-Chain, Inc.	For Milk	376.63
05/29/2024	Check	5643 City of West Sacramento	For Utility Charges	318.66
05/29/2024	Check	5644 Jaideep Singh	For Customized Cafeteria Staff Aprons and School Business Cards	295.00
05/29/2024	Check	5645 Vicky Dali CPA LLC	Invoice for the month of May 2024	5,670.00
05/15/2024	Check	5646 Juila McGee	Manual Check	1,641.22
05/15/2024	Check	5647 Janelle Mc Gee	Manuel Check	2,362.43
5/20/2024	Check	5648 Poonam Saini	Manuel Check	1,068.36
05/29/2024	Check	5649 Gurjot Singh Dhaliwal	Invoice for Bhangra Classes - 3 Sessions	1,500.00
05/29/2024	Check	5650 West Sacramento FARP	For False Alarm	600.00

05/29/2024	Check	5651 Colliers International Valuations & Advisory Services	For Appraisal Reports - Paid Pending Balance	2,625.00
05/30/2024	Check	5652 Amy Burns Merenda	For IEE Evaluation	10,000.00
05/31/2024	Check	5653 Rosalinda Gomez	For Tent - Carnival Day	1,000.00
05/31/2024	Check	5654 Capitol Tent City	For Tent - 8th Grade Graduation Ceremony	5,000.00
06/05/2024	Check	5655 West Sacramento Truck Stop	For Fuel - Month of May 2024	7,562.76
06/05/2024	Check	5656 Sarbjeet Nijjar	Reimbursement for the graduation decoration supplies	132.04
06/05/2024	Check	5657 Teresa Phillips	Reimbursement for the classroom supplies	111.85
06/05/2024	Check	5658 Kristin Medina	Reimbursement for the Classroom Supplies	148.16
06/05/2024	Check	5659 Young, Minney & Corr, LLP	For Legal Fee	1,535.00
06/05/2024	Check	5660 WageWorks	For Cobra Service	100.00
06/05/2024	Check	5661 R&P Enterprises INC	For Lunch - Subway Wheat Bread	150.00
06/05/2024	Check	5662 Elite Production, LLC	For Graduation - Video Screen / All Video Feed and Stream	6,850.00
06/05/2024	Check	5663 Capital Tires	Replace Tires for School Bus S7 and S5/ Fixed Breaks for S8	4,932.15

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Note: The complete LCAP is posted on the school website at: www.sacvalleycharter.org/lcap-and-financial-info.html



Local Control and Accountability Plan

The instructions for completing the Local Control and Accountability Plan (LCAP) follow the template.

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone
Sacramento Valley Charter School	Amrik Singh Principal	asingh@sacvalleycharter.org 916.596.6422

Plan Summary [2024-25]

General Information

A description of the LEA, its schools, and its students in grades transitional kindergarten–12, as applicable to the LEA.

Sacramento Valley Charter School (SVCS) is a UTK-8 grade school located in West Sacramento authorized by Washington Unified School District (WUSD). The school opened in 2011 and serves students from West Sacramento and several other local communities. Students elect to attend the school to take advantage of the core curriculum in English Language Arts (ELA), Math, Social Studies, Science and World Language Punjabi. Many students enter as English Learners (ELs) and are reclassified to English Proficient within two years. SVCS provides a safe learning environment, small class sizes, credentialed teachers, common core-aligned curriculum and many opportunities to build English language proficiency. SVCS supports measurable student outcomes toward the overall academic performance in core curriculum. SVCS sets specific measurable goals and actions to reflect goals pursuant to the Education Code and priorities of the State of California for charter schools that include: conditions of learning, student outcomes and parent engagement.

Reflections: Annual Performance

A reflection on annual performance based on a review of the California School Dashboard (Dashboard) and local data.

The California School Dashboard for the year 2022-2023 indicates an improvement in achievement levels for the ELs, socially and economically disadvantaged, special education, and students with mental health needs. During the pandemic, students' achievement levels had dropped in the subject of ELA, Math and Science. But as the post-pandemic measures were implemented and in-person learning was introduced, SVCS registered a great improvement higher than the CA state data and many local districts. It is a result of increasing all students' access to a standard-based curriculum, fully credentialed teachers, parent engagement, and creating safe and compassionate learning environment. Reflecting on the dashboard data, the school administration has taken significant steps to address chronic absenteeism and reduce suspension rate. Sacramento Valley Charter School administration provides teachers and staff guidance in making informed decisions, with the support of continuous staff development and discussions. Parents are encouraged to partner with the school staff during various meetings and class visits. Partnership occurs with an aim to increase achievement levels, strengthen a safe learning environment, and reduce chronic absenteeism.



LCFF Budget Overview for Parents

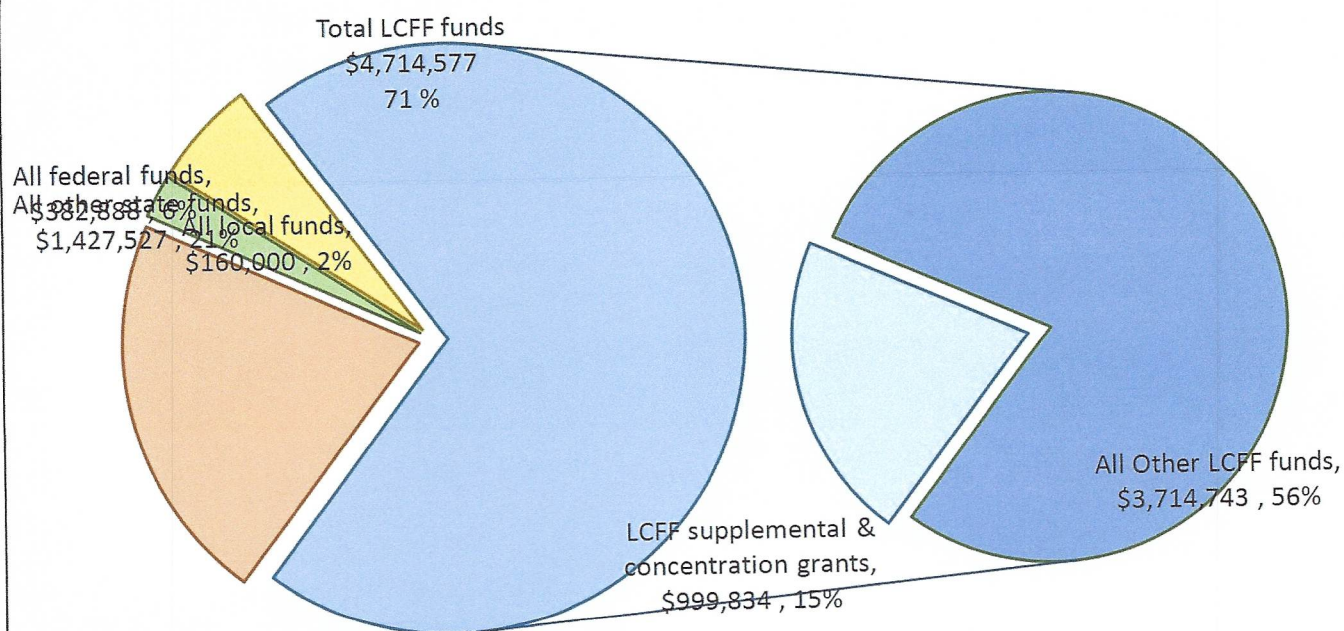
Local Educational Agency (LEA) Name: Sacramento Valley Charter School
CDS Code: 57726940124875

School Year: 2024-25
LEA contact information:
Amrik Singh
Principal
asingh@sacvalleycharter.org
916.596.6422

School districts receive funding from different sources: state funds under the Local Control Funding Formula (LCFF), other state funds, local funds, and federal funds. LCFF funds include a base level of funding for all LEAs and extra funding - called "supplemental and concentration" grants - to LEAs based on the enrollment of high needs students (foster youth, English learners, and low-income students).

Budget Overview for the 2024-25 School Year

Projected Revenue by Fund Source

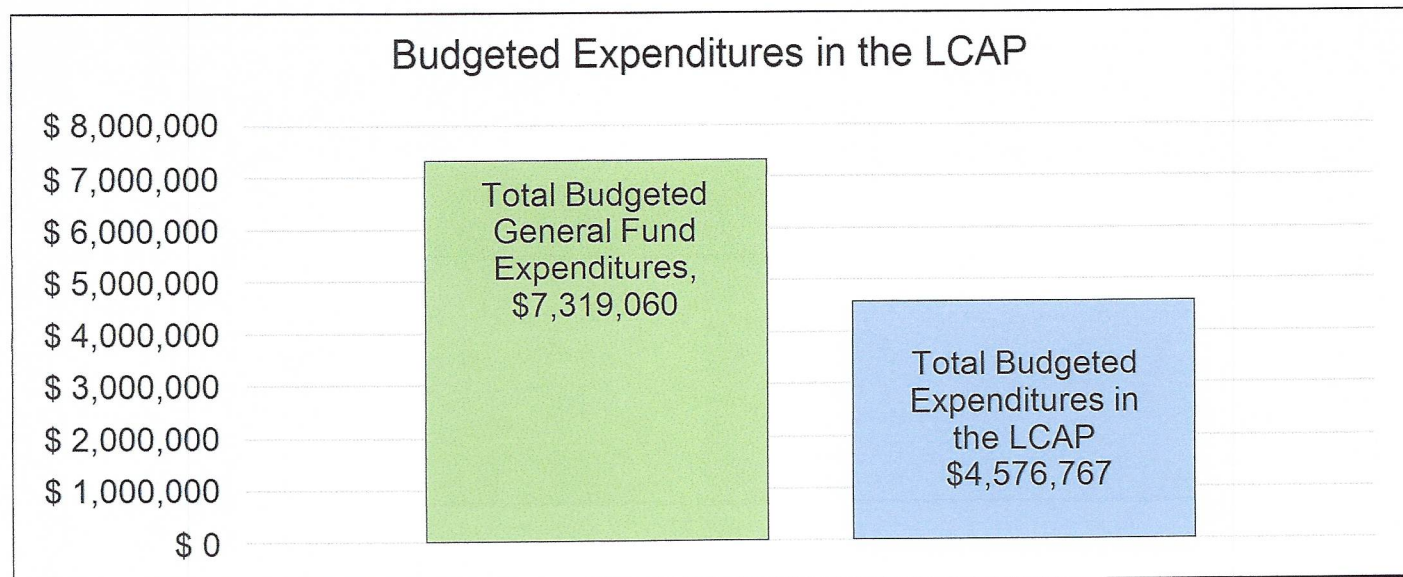


This chart shows the total general purpose revenue Sacramento Valley Charter School expects to receive in the coming year from all sources.

The text description for the above chart is as follows: The total revenue projected for Sacramento Valley Charter School is \$6,684,992, of which \$4714577 is Local Control Funding Formula (LCFF), \$1427527 is other state funds, \$160000 is local funds, and \$382888 is federal funds. Of the \$4714577 in LCFF Funds, \$999834 is generated based on the enrollment of high needs students (foster youth, English learner, and low-income students).

LCFF Budget Overview for Parents

The LCFF gives school districts more flexibility in deciding how to use state funds. In exchange, school districts must work with parents, educators, students, and the community to develop a Local Control and Accountability Plan (LCAP) that shows how they will use these funds to serve students.



This chart provides a quick summary of how much Sacramento Valley Charter School plans to spend for 2024-25. It shows how much of the total is tied to planned actions and services in the LCAP.

The text description of the above chart is as follows: Sacramento Valley Charter School plans to spend \$7319060 for the 2024-25 school year. Of that amount, \$4576767 is tied to actions/services in the LCAP and \$2,742,293 is not included in the LCAP. The budgeted expenditures that are not included in the LCAP will be used for the following:

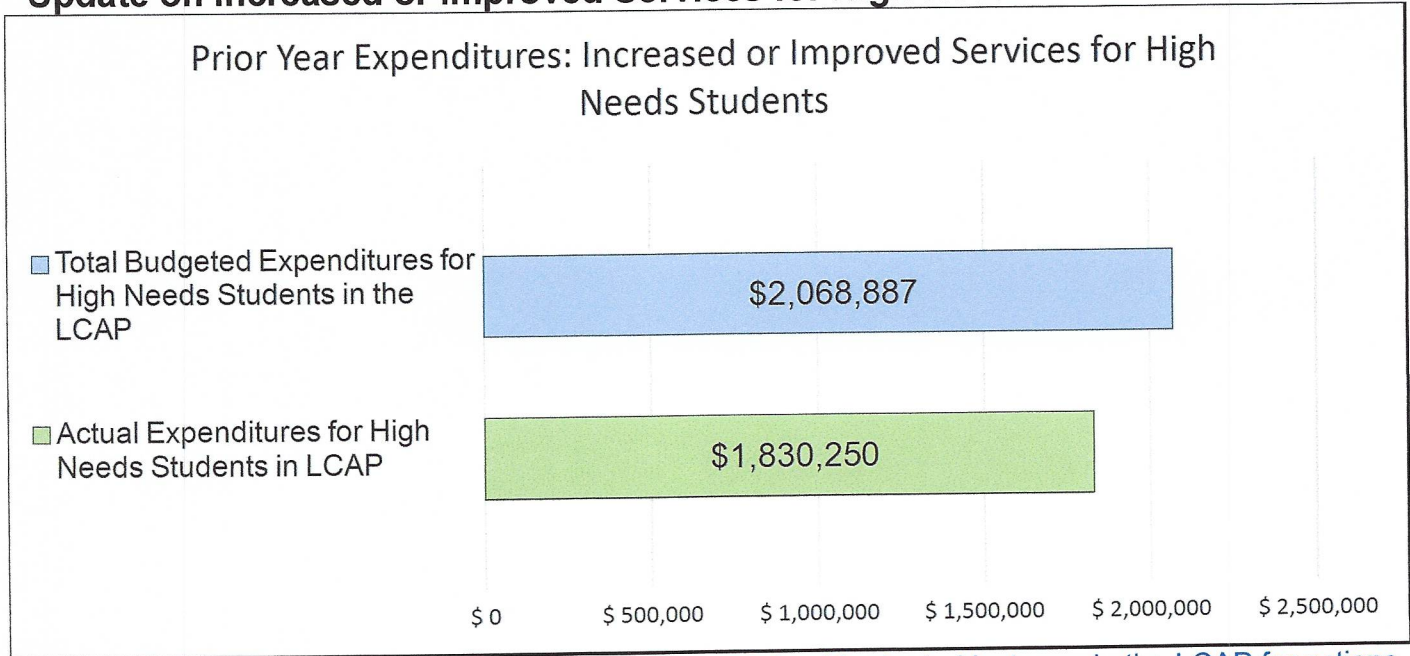
Administration costs, indirect costs, accounting/audit/legal and other professional contract services, special education contract services, oversight fees to authorizer and SELPA, and amortization are usually excluded in part or in total from the LCAP.

Increased or Improved Services for High Needs Students in the LCAP for the 2024-25 School Year

In 2024-25, Sacramento Valley Charter School is projecting it will receive \$999834 based on the enrollment of foster youth, English learner, and low-income students. Sacramento Valley Charter School must describe how it intends to increase or improve services for high needs students in the LCAP. Sacramento Valley Charter School plans to spend \$2295961 towards meeting this requirement, as described in the LCAP.

LCFF Budget Overview for Parents

Update on Increased or Improved Services for High Needs Students in 2023-24



This chart compares what Sacramento Valley Charter School budgeted last year in the LCAP for actions and services that contribute to increasing or improving services for high needs students with what Sacramento Valley Charter School estimates it has spent on actions and services that contribute to increasing or improving services for high needs students in the current year.

The text description of the above chart is as follows: In 2023-24, Sacramento Valley Charter School's LCAP budgeted \$2068887 for planned actions to increase or improve services for high needs students. Sacramento Valley Charter School actually spent \$1830250 for actions to increase or improve services for high needs students in 2023-24.

The difference between the budgeted and actual expenditures of \$-238,637 had the following impact on Sacramento Valley Charter School's ability to increase or improve services for high needs students:

The lower costs are attributed to struggles to fill open positions with qualified candidates. High need students needs were consistently met though at a level less than the targeted high level as budgeted.

Sacramento Valley Charter School
2024-25 Adopted Budget Narrative
June 6, 2024

The following narrative is provided to highlight and explain significant changes since the 2023-24 Second Interim Report. Items already approved by the Board (i.e., teacher compensation) are included as well as staff recommendations for Board consideration (i.e., certain classified pay rates).

The Governor's May Revise was released with low levels of detail. The legislative process and negotiations with the Governor to arrive at a State adopted budget will be in the works through June 15th with implementation "trailer" bills to follow. We expect CCSA and other advisory organizations to advise schools to wait to incorporate the changes until the State adopts its budget and then we will have the 45-Day Revise to reflect material changes.

Revenue:

LCFF: Net increase \$54,617

The main reasons for the net increase in LCFF revenue are:

- 1) an increase in enrollment for another TK class plus efforts to improve attendance rates.
- 2) State COLA is estimated at 1.07% (a slight increase from .76% at the January Budget proposal but down sharply from the 8.22% COLA in 2023-24).
- 3) The unspent portion of 2021-22 and 2022-23 ELOP program funds of approximately \$300,000 will be returned to the State.

Federal Revenue: Net increase \$31,505

Adds National School Lunch and Breakfast funding and reduces one-time COVID funding. At the 45-day revise or 1st Interim, we may add over \$30,000 in Federal Special Education funding based on greater number of identified pupils and IEP services needed.

Other State Revenue: Net decrease of (\$440,016)

Reduces one-time funding sources, adds \$26,955 for SB740 funds for TK lease from 2023-24 and adds \$125,000 for meal programs.

Local Revenue: Net increase of \$3,900

In 2023-24, more families paid transportation fees and the level is expected to increase as enrollment increases to 390.

Expenses:

Certificated: Net increase of \$274,475. Increase of \$19,000 as returning staff received the \$1,000/year experience increase, about \$180,000 for open position placeholders for a full-time TK teacher, Middle School PE teacher and Art/VAPA teacher. Other position and allocation changes for SpecEd. The VP and Math Coach positions reflect a full year. The Principal and VP positions include increases proportionate with the certificated increase so \$2,000 and \$1,500, respectively. The success and continued need for the Parent-Family Liaison with a recommendation that the \$5,000 stipend renews for one year.

Classified: Increase of **\$35,022** for one additional Food Service Worker, the Food Service Manager and Lead Job descriptions were approved with starting pay rates for those positions, and estimated changes in pay rates between terminated staff and new hires. No pay rate changes are budgeted for classified staff at this time and all positions pay rates are at least \$1.00 per hour more than the CA minimum wage of \$16.00 per hour effective January 1, 2024.

Benefits: Increase of **\$40,533** for increased statutory benefits on rate increases and additional positions described in the two previous sections, an estimated 4% cost increase to H&W benefits.

Books and Supplies: Net increase of **\$15,000** is attributed to purchasing curriculum and consumables for TK, EL, Science lab, Robotics, VAPA and Punjabi. Food and afterschool snacks are likely to increase based on inflation and meal program implementation.

Services and Operating Expenses: Increase of **\$100,116** mostly for the contracted services with Vertex for program implementation and on-going food services oversight and reimbursement claims processing. The cost will be paid for from the NSLP/SBP funding after the applications are approved by the State Child Nutrition Dept. A full time PE teacher is being advertised as the SWEAT Team might not continue to offer services to SVCS or services will be for elementary grades only if a PE teacher is hired.

Capital Outlay and Other Outgo/Financing Uses: Net decrease of **(\$4,511)** as loans pay off and interest costs decrease along with decreased depreciation expense as more vehicles become fully depreciated. There is amortization for the TK facility tenant improvements.

Summary:

SVCS' solid financial position continues. With the likelihood of State cuts, deferrals, and/or deficits, SVCS will be very proactive in managing expenses and considering staffing reductions through attrition to avoid and minimize the potential for layoffs and hours reductions for existing staff in future years.

The multi-year projection correctly shows SVCS' planned "deficit spending" in 2024-25 as one-time funding is schedule to be spent down, carried forward or returned to the State.

SVCS will be able to meet its future obligations as well as maintain its reserves above the 5% level contained in the Operations MOU.

Sacramento Valley Charter School

Fiscal Year Budget Cycle

Key Budget and Financial Variables

	2nd Interim 3/20/2024 2023-24	Difference 2024-25	Budget for Adoption 6/6/2024 2024-25
Enrollment	370	20	390
Estimated School P2 ADA	347	18	365
Unduplicated Count - EL/FRLE	300	15	315

A. Revenues:

State (using FCMAT LCFF Calculator)			
Base Grade Span (includes CiL, EPA)	\$ 3,670,035	\$ 237,013	\$ 3,907,048
TK Add-On	49,773	57,922	107,695
Supplemental and Concentration	940,152	59,682	999,834
PY Adj to Cil, EPA, State Aid, ELOP		(300,000)	(300,000)
Subtotal - State Revenue	\$ 4,659,960	\$ 54,617	\$ 4,714,577
Federal (ConApp Title I - IV, ESSER III, NSLP)	351,383	31,505	382,888
Other State (Lottery, MBG, SB740 CSFGP, Spec Ed, ELOP, Meals)	1,867,543	(440,016)	1,427,527
Local (bus/van, interest, fund raising, donations)	156,100	3,900	160,000
Total Revenue	\$ 7,034,986	\$ (349,994)	\$ 6,684,992

B. Expenditures:

1000-1999 Certificated Personnel Salaries	\$ 1,849,889	\$ 274,475	\$ 2,124,364
1100 Teachers (all)	1,352,769	271,406	1,624,175
1100 2 P.D. days, 22 teachers @ \$299/day + 80 hours@\$40/hr	16,356	-	16,356
1100.01 Substitutes (absence coverage)	32,890	-	32,890
1100.03 Substitutes for PD release time	8,000	-	8,000
1200 MS and Title IX Coordinator Stipend	2,000	-	2,000
1100 Hard-to-Fill (Math, Science, SpEd)	2,000	4,000	6,000
1100 Longevity Stipends Certificated	6,476	3,667	10,143
1200 Parent/Family Liaison Stipend (Title-funded, 1-yr extension)	5,000	-	5,000
1200 Speech Pathologist, Counselor	93,672	20,028	113,700
1200-1900 Cell Phone Stipends	682	-	682
1300 ELA Coach (2 days/wk)	35,000	400	35,400
1300 Math/Science Coach 30%	15,920	5,381	21,300
1300 Waived Ins (Other Coverage)	1,200	1,200	2,400
1300 Longevity	3,030	(630)	2,400
1300 Vice Principal @ 210 days/yr (80%/20% SpEd)	38,476	64,024	102,500
1300 Principal @ 210 days/yr w PhD	139,419	2,000	141,419
1900 Other Certificated	92,000	(92,000)	-
2000-2999 Classified Personnel Salaries	\$ 1,288,945	\$ 35,022	\$ 1,323,967
2100 Instructional Aides/EL, hourly (rates/hours vary, 185 days)	525,390	(48,016)	477,374
2200 Non-Certificated Support (drivers, food srvc, tech coord)	371,497	75,905	447,402
2300 Classified Administration	67,000	-	67,000
2400 School Office/Clerical	136,149	8,331	144,480
2900 Other Classified (RM, After School)	165,070	-	165,070
2100-2900 Waived Ins (Other Coverage)	15,150	(3,300)	11,850
2100-2900 Cell Phone Stipends	4,330	-	4,330
2100-2900 Longevity Stipends Classified	4,359	2,102	6,461
3000-3999 Employee Benefits	\$ 530,951	\$ 39,796	\$ 570,747
3300 OASDI and Medicare	240,121	23,677	263,797
3400 Health & Welfare	133,218	9,661	142,879
3500 State Unemployment	17,955	2,205	20,160
3600 Worker's Compensation	35,657	3,154	38,811
3900 401(k) Employer Contributions	104,000	1,100	105,100

Sacramento Valley Charter School

	2nd Interim		Budget
	3/20/2024	Difference	for Adoption
Fiscal Year Budget Cycle	2023-24	2024-25	2024-25
4000-4999 Books and Supplies	\$ 395,000	\$ 15,000	\$ 410,000
4100 Textbooks	70,000	-	70,000
4200 Other Books/Library	15,000	-	15,000
4300 Materials and Supplies	100,000	-	100,000
4300 Classroom Budgets (ESSER III)	6,000	(6,000)	-
4300 Transportation - Gasoline	65,000	-	65,000
4400 Non-capitalized Furn/Equip (>\$500, <\$5,000)	35,000	-	35,000
4700 Food	100,000	20,000	120,000
4700 After School Program Snacks	4,000	1,000	5,000
5000-5999 Services and Other Operating Expenditures	\$ 2,640,348	\$ 100,116	\$ 2,740,464
5200 Travel & Conferences (also see PD 5800)	3,000	-	3,000
5300 Dues & Memberships	4,200	-	4,200
5400 Insurance	60,901	19,728	80,629
5501 Operations & Housekeeping	60,000	3,000	63,000
5530 Utilities	30,000	-	30,000
5610 Facility Rent/Lease	388,601	4,158	392,759
5600 Facility Maintenance	5,000	-	5,000
5630 Copier Leases	15,000	3,000	18,000
5670 Facility Security/Safety Improvements	6,000	-	6,000
5600 Transportation - Bus/Van Maint	45,000	10,000	55,000
5800 District Admin Oversight (1% State Aid)	46,600	546	47,146
5800 SELPA Admin Fee (decr 1% per yr to 3.5%)	10,788	-	10,788
5800 Nursing Services (screenings) est.	3,600	400	4,000
5800 Accounting Services	63,600	6,400	70,000
5820 Audit Services	15,000	2,988	17,988
5800 Fieldtrips	12,000	2,000	14,000
5820 ESSER III Placeholder	-	-	-
5820 ELOP Placeholder	889,006	222,366	1,111,372
5820 LREBG Placeholder	345,144	(132,933)	212,211
5820 Educator Effectiveness Placeholder	83,000	(43,655)	39,345
5820 Art, Music, IM Block Grant Placeholder	135,000	(58,160)	76,840
5820 Prop 28 Art & Music in Schools Placeholder	54,283	(31,822)	22,461
5830 Legal Services	20,000	10,000	30,000
5800 Marketing/Recruiting	10,000	(2,500)	7,500
5800 Technology Upgrade	20,000	-	20,000
5800 Technology Support	20,000	-	20,000
5800 Other Contracted Services	219,625	81,600	301,225
5800 Professional Development	40,000	-	40,000
5900 Postage and Communications	35,000	3,000	38,000
6000-6999 Capital Outlay	\$ 115,056	\$ (4,511)	\$ 110,545
6400 Furniture and Equipment (>\$5,000)			
6500 FF&E Replacement (>\$5,000)			
6898 Amortization Expense (non-cash)	9,328	2,182	11,510
6900 Depreciation Expense (non-cash)	105,728	(6,693)	99,035
Total Expenditures	\$ 6,820,189	\$ 459,898	\$ 7,280,088
Net Annual Operations	\$ 214,797	\$ (809,892)	\$ (595,096)
7000-7999 Other Outgo/Other Financing (Sources)Uses			
7438 Debt Service (bus loan interest 1 bus)	686	(686)	-

Sacramento Valley Charter School

Fiscal Year Budget Cycle
7438 Debt Service (bus loan interest 3 buses)
Total Other Outgo

2nd Interim		Budget for Adoption
3/20/2024	Difference	6/6/2024
2023-24	2024-25	2024-25
5,000	(4,609)	391
\$ 5,686	\$ (5,295)	\$ 391
Net increase (decrease):		
\$ 209,111	\$ (804,597)	\$ (595,487)
Beginning Balance		
4,355,953	4,355,953	4,355,953
Ending Balance*		
\$ 4,565,064	\$ 3,551,356	\$ 3,760,466

	Cash
Bank balance at 06/30/2023:	\$ 3,279,034
Book balance at 6/30/2023:	\$ 3,239,939
Bank balance at 5/31/2024:	\$ 3,975,179
Est cash balance at 6/30/2024:	\$ 3,432,395

Sacramento Valley Charter School

Fiscal Year Budget Cycle

Key Budget and Financial Variables

	Budget for Adoption 2024-25	MYP 2025-26	MYP 2026-27
Enrollment	390.00	390.00	390.00
Estimated School P2 ADA	365.00	365.00	365.00
Unduplicated Count - EL/FRLE	315.00	310.00	305.00

A. Revenues:

State (using FCMAT LCFF Calculator)			
Base Grade Span (includes CIL, EPA)	3,907,048	\$ 4,021,449	\$ 4,145,359
TK Add-On	107,695	110,845	114,275
Supplemental and Concentration	999,834	1,004,015	1,010,659
PY Adj to State Aid, ELOP, Cil, EPA	(300,000)	(300,000)	(300,000)
Subtotal - State Revenue	<u>4,714,577</u>	<u>\$4,836,309</u>	<u>\$4,970,293</u>
Federal (ConApp)	382,888	382,888	382,888
Other State (Lottery, MBG, SB740 CSFGP, Special Ed, Prop 28 Art & Music, ELOP)	1,427,527	1,437,527	1,437,527
Local (bus, fund raising, donations, after school)	160,000	160,000	160,000
Total Revenue	<u>\$ 6,684,992</u>	<u>\$ 6,816,724</u>	<u>\$ 6,950,708</u>

B. Expenditures:

1000-1999 Certificated Personnel Salaries	\$2,124,364	\$2,151,942	\$2,181,808
1100 Teachers (all)	1,624,175	1,647,175	1,670,175
1100 2 P.D. days, 22 teachers @ \$299/day + 80 hours@\$40/hr	16,356	16,356	16,356
1100.01 Substitutes	32,890	35,000	35,000
1100.03 Substitutes for PD	8,000	8,500	8,500
1100 Teacher-in-Charge Stipend	2,000	2,500	2,500
1100 Hard-to-Fill Position (Math+Science) Stipends	6,000	6,000	6,000
1100 Advanced Degree Stipends (already in salary)	-	-	-
1100 Longevity Stipends Certificated	10,143	12,810	14,476
1900 TK Coordinator Stipend	-	-	-
1200 Parent/Family Liaison Stipend (Title-funded, 1-yr extension)	5,000	-	-
1200 Speech Pathologist, Counselor	113,700	115,000	116,300
1200-1900 Cell Phone Stipends	682	682	682
1300 ELA Coach (2 days/wk)	35,400	35,800	36,200
1300 Math/Science Coach 30%	21,300	21,300	21,600
1300 Waived Ins (Other Coverage)	2,400	2,400	2,400
1300 Longevity	2,400	2,800	3,800
1300 Vice Principal @ 210 days/yr (80%/20% SpEd)	102,500	103,000	104,000
1300 Principal @ 210 days/yr	141,419	142,619	143,819
2000-2999 Classified Personnel Salaries	\$1,323,967	\$1,348,004	\$1,374,636
2100 Instructional Aides/EL, hourly (rates/hours vary, 180 days)	477,374	486,922	496,660
2200 Non-Certificated Support (drivers, food srvc, tech)	447,402	456,350	465,477
2300 Classified Administration	67,000	68,000	69,000
2400 School Office/Clerical (all)	144,480	147,370	150,317
2900 Other Classified (RM, After School)	165,070	168,371	171,739
2100-2900 Waived Ins (Other Coverage)	11,850	11,850	11,850
2100-2900 Cell Phone Stipends	4,330	4,330	4,330
2100-2900 Longevity Stipends Classified	6,461	4,811	5,263
3000-3999 Employee Benefits	\$570,747	\$587,764	\$605,913
3300 OASDI and Medicare	263,797	267,746	272,068
3400 Health & Welfare	142,879	152,880	163,582
3500 State Unemployment	20,160	20,349	20,538
3600 Worker's Compensation	38,811	39,587	40,379
3900 401(k) Employer Contributions	105,100	107,202	109,346
4000-4999 Books and Supplies	\$410,000	\$392,400	\$393,848
4100 Textbooks	70,000	70,000	70,000
4200 Other Books/Library	15,000	15,000	15,000
4300 Materials and Supplies (incl. after school)	100,000	100,000	100,000
4300 Classroom Budgets (ESSER III)	-	3,000	-
4300 Transportation - Fuel	65,000	67,000	69,000
4400 Non-capitalized Furn/Equip (>\$500, <\$5,000)	35,000	10,000	10,000
4700 Food	120,000	122,400	124,848
4700 After School Program Snacks	5,000	5,000	5,000
5000-5999 Services and Other Operating Expenditures	\$2,740,464	\$2,100,640	\$1,941,419
5200 Travel & Conferences	3,000	3,000	3,000

Sacramento Valley Charter School

Fiscal Year Budget Cycle	Budget for Adoption	MYP	MYP
	2024-25	2025-26	2026-27
5300 Dues & Memberships	4,200	4,300	4,400
5400 Insurance	80,629	84,660	88,893
5501 Operations & Housekeeping	63,000	64,260	65,521
5530 Utilities	30,000	30,000	30,000
5610 Facility Rent/Lease	392,759	404,267	416,718
5600 Facility Maintenance	5,000	25,000	25,000
5630 Copier Leases	18,000	18,500	19,000
5670 Facility Security/Safety Improvements	6,000	7,500	7,500
5600 Transportation - Bus/Van Maint	55,000	55,000	55,000
5800 District Admin Oversight (1% State Aid)	47,146	48,363	49,703
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	70,000	72,100	74,263
5820 Audit Services	17,988	19,487	20,093
5800 Fieldtrips	14,000	15,000	17,000
5820 ESSER III Placeholder	-	-	-
5820 ELOP Placeholder	1,111,372	555,000	555,000
5820 LREBG Placeholder	212,211	141,474	70,737
5820 Educator Effectiveness Placeholder	39,345	39,345	-
5820 Art, Music, IM Block Grant Placeholder	76,840	76,832	-
5820 Prop 28 Art & Music in Schools Placeholder	22,461	-	-
5830 Legal Services	30,000	35,000	40,000
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)	301,225	263,225	263,225
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	\$7,280,088	\$6,682,439	\$6,586,918
Net Annual Operations	(\$595,096)	\$134,285	\$363,790
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):	(595,487)	134,285	363,790
Beginning Balance	4,355,953	3,760,467	3,894,752
Ending Balance	\$ 3,760,467	\$ 3,894,752	\$ 4,258,542

Beq. Bal.

			JULY - AUGUST - SEPTEMBER - OCTOBER - NOVEMBER - DECEMBER													@ 6/30/20		(Continued)	
			Def. Bal.																
			(Ref. Only)																
Object			3,239,939	3,284,947	3,215,363	3,119,175	2,958,441	2,858,697	2,963,986	2,963,851	2,860,181	3,053,021	3,495,082	3,444,642					
A. BEGINNING CASH																			
B. RECEIPTS																			
Revenue Limit:			144,868	144,868	260,763	227,430	227,430	487,430	227,430	227,430	487,430	727,430	227,430	227,430	260,204	3,837,572			
State Aid, incl. EPA																			
Other			0	52,820	105,241	70,160	70,160	70,160	70,160	70,160	147,337	73,668	73,668	73,668	0	877,005			
Cash in Lieu of Prop Tax			0	9,685	0	25,814	51,094	0	98,469	67,581	32,262	32,262	32,262	1,197	382,888				
Federal Revenues			0	39,942	53,103	74,198	79,887	73,289	59,612	52,111	59,612	120,000	120,000	120,000	575,773	1,427,527			
Other State Revenues, incl Spec Ed			0	39,942	53,103	74,198	79,887	73,289	59,612	52,111	59,612	120,000	120,000	120,000	575,773	1,427,527			
Other Local Revenues			20,400	46,701	31,291	1,332	7,609	13,994	2,195	6,699	1,200	1,200	1,200	180	26,000	160,000			
8600-8799																0			
Interfund Transfers In																			
8910-8929																			
All Other Financing Sources																			
8931-8979																			
TOTAL RECEIPTS			165,269	293,816	450,397	398,934	436,181	624,873	457,866	423,981	707,841	954,560	454,560	453,540	883,174	6,684,992			
C. DISBURSEMENTS																			
1000-1999			15,947	122,861	195,000	195,000	195,000	195,000	195,000	195,000	195,000	195,000	195,000	195,000	35,556	2,124,364			
2000-2999			22,000	58,000	137,000	120,000	137,000	115,500	85,000	149,000	135,000	135,000	135,000	99,887	0	1,324,387			
Classified Salaries			26,000	28,000	47,000	60,000	53,000	50,000	50,000	55,652	45,000	45,000	45,000	45,000	21,132	570,784			
Employee Benefits			26,161	29,408	26,465	54,668	50,925	29,084	23,000	23,000	35,000	30,000	30,000	25,900	21,389	410,000			
Books and Supplies			30,012	125,000	145,000	130,000	100,000	130,000	105,000	105,000	105,000	102,500	100,000	100,000	1,461,747	2,739,259			
5000-5999																0			
6000-6999																0			
Capital Outlay																0			
7000-7499																0			
Other Outgo - SPED																391			
Interfund Transfers Out			140	130	121														
7600-7629																			
All Other Financing Uses - Bus Loans																			
7630-7699																			
TOTAL DISBURSEMENTS			120,260	363,399	546,586	559,668	535,925	519,584	458,000	527,652	515,000	512,500	505,000	486,787	1,539,824	7,169,186			
D. BALANCE SHEET TRANSACTIONS																			
9200-9299																0			
Prepaid Expenditures																0			
9300-9299																0			
Accounts Receivable																0			
9400-9499																0			
Fixed Asset Addition																0			
9500-9599																0			
Accounts Payable																0			
9650																0			
Unearned Revenue																0			
Principal Reduction on Buses																0			
Audit Adj/Other Adj/ULD																0			
9640																0			
TOTAL BALANCE SHEET TRANSACTIONS			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
E. NET INCREASE/DECREASE			45,008	(69,583)	(96,188)	(160,733)	(99,745)	105,289	(134)	(103,671)	192,841	442,060	(50,440)	(12,247)	(676,650)	(484,194)			
F. ENDING CASH			3,284,947	3,215,363	3,119,175	2,958,441	2,858,697	2,963,986	2,963,851	2,860,181	3,053,021	3,495,082	3,444,642	3,432,395					



WORKPLACE VIOLENCE PREVENTION PLAN

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone
Sacramento Valley Charter School	Dr. Amrik Singh, Principal	asingh@sacvalleycharter.org 916-596-6422

Section 1: Policy Statement (Effective Date of Program)

Workplace Violence Prevention Plan (WVPP)

Effective: July 1, 2024

PURPOSE OF THE WORKPLACE VIOLENCE PREVENTION PLAN (WVPP)

California's Senate Bill 553 (SB 553) requires workplaces in the state to implement a comprehensive Workplace Violence Prevention Plan (WVPP). This plan outlines specific actions employers must take, both proactively to prevent violent incidents and effectively respond to them if they occur.

The WVPP establishes a comprehensive framework to proactively prevent and effectively respond to workplace violence. The WVPP is a component of the Injury and Illness Prevention Program, aims to minimize the risk of future occurrences and foster a safer work environment for all.

GOAL OF THE WORKPLACE VIOLENCE PREVENTION PLAN

The objective in implementing a Workplace Violence Prevention Plan (WVPP) is to diminish instances of violence across all Sacramento Valley Charter School work sites.

ESTABLISH A FRAMEWORK

The WVPP framework for protecting employees from workplace violence includes the following components:

- Identification of the person or persons responsible for implementing the program.
- The employer's system for identifying and evaluating workplace hazards, including scheduled periodic inspections to identify unsafe conditions and work practices. This must allow employee participation.
- The employer's methods and procedures for correcting unsafe or unhealthy conditions and work practices in a timely manner.
- An occupational health and safety training program designed to instruct employees in general safe and healthy work practices and to provide specific instruction with respect to hazards specific to each employee's job assignment.
- The employer's system for communicating with employees on occupational health and safety matters, including provisions designed to encourage employees to inform the employer of hazards at the worksite without fear of reprisal.
- The employer's method for investigating employee concerns.
- The employer's method for responding to an actual or potential workplace violence emergency, including the means to alert employees of the emergency and obtain help from staff designated to respond, and evacuation and shelter plans.
- The employer's system for ensuring that employees comply with safe and healthy work practices, which may include disciplinary action.
- The employer's method for post-incident response and investigation.
- A Workplace Violence Prevention Program conforming to the requirements of Section 6401.9.

DEFINITIONS

Using the definitions of Workplace Violence provided in SB 553, this document and trainings will define violence as:

- Type I. Violence by strangers

Example: Custodian assaulted by stranger while locking facilities.

- Type II. Violence by students or clients

Example: Secretary being assaulted by a student or their parent/caregiver.

- Type III. Violence by current or past coworkers

Example: Employee attacks or threatens another employee.

- Type IV. Violence by an individual in a personal relationship with an employee

Example: Domestic abuse situation where partner comes to worksite to do harm.

Violence encompasses not just actual violent acts but also the expression of threats or intentions to cause harm.

Workplace violence involves any form of behavior, whether verbal or physical, occurring in-person or virtually, that induces reasonable fear for one's personal safety or the safety of their immediate family.

The SVCS ensures the following:

- Employees will not be threatened with adverse action or retaliated against in any way if they refuse to report to or leave a workplace or worksite because they have a reasonable belief that the workplace or work site is unsafe.
- Employees will not be prevented from accessing their mobile or other communication devices to seek emergency assistance, assess the safety of a situation, or communicate with a person to verify their safety.

Section II: Responsibility

Dr.Amrik Singh
Principal
916-596-6422

The Workplace Violence Prevention Plan Committee:

Name:	Dr.Amrik Singh	Title:	Principal	Phone:	916-596-6422
Name:	Dr. Cerrene Cervantes	Title:	Vice Principal	Phone:	916-596-6422
Name:	Gurpreet Kaur	Title:	Director of Operations	Phone:	916-596-6422
		Title:	Add	Phone:	1
		Title:	Add	Phone:	1
		Title:	Add	Phone:	1
		Title:	Add	Phone:	1
		Title:	Add	Phone:	1

Name:	Add	Title:	Add	Phone:	1
Name:	Add	Title:	Add	Phone:	1

Section III: Involvement of Staff and Authorized Employee Representatives in Development and Implementation

Sacramento Valley Charter School ensures the following policies and procedures to obtain the active involvement of employees and authorized employee representatives in developing and implementing the plan:

1. Management will work with and allow employees and authorized employee representatives to participate in:
 - a. Identifying, evaluating, and determining corrective measures to prevent workplace violence.
 - i. Management will have monthly safety meetings with employees to discuss identification of workplace violence related concerns/hazards, evaluate those hazards and/or concerns, and how to correct them. These meetings could involve brainstorming sessions, discussions of recent incidents, and reviews of safety procedures.
 - b. Designing and implementing training
 - i. Employees are encouraged to participate in designing and implementing training programs, and their suggestions are incorporated into the training materials. For example, an employee might suggest a new training scenario based on a recent incident.
 - c. Reporting and investigating workplace violence incidents.
2. Management will ensure that all workplace violence policies and procedures within this written plan are clearly communicated and understood by all employees. Managers and supervisors will enforce the rules fairly and uniformly.
3. All employees will follow all workplace violence prevention plan directives, policies, and procedures, and assist in maintaining a safe work environment.
4. The plan shall be in effect at all times and in all work areas and be specific to the hazards and corrective measures for each work area and operation.

Section V: Compliance

Departments will ensure that all workplace security policies and procedures are clearly communicated and understood by all affected workers. The Departmental WVPP will be made accessible on departmental intranet to allow further education. Managers and supervisors will enforce the rules fairly and uniformly.

Annual completion of education and training by all employees is required to re-enforce best practices for violence prevention. All workers will follow all workplace security directives, policies, and procedures, and assist in maintaining a safe work environment.

Failure to comply with the Workplace Violence Prevention Plan (WVPP) and/or the policy prohibiting employee violence in the workplace may result in employee discipline up to and including termination as well as criminal prosecution.

Our system to ensure that employees comply with the rules and work practices that are designed to make the workplace more secure, and do not engage in threats or physical actions which create a security hazard for others in the workplace, include at a minimum:

- Training employees, supervisors, and managers in the provisions of the LSacramento Valley Charter School 's Workplace Violence Prevention Plan (WVPP)
- Effective procedures, including routine site inspections, to ensure that supervisory and nonsupervisory employees comply with the WVPP.
- Provide retraining to employees whose safety performance is deficient with the WVPP.
- Recognizing employees who demonstrate safe work practices that promote the WVPP in the workplace.
- Discipline employees for failure to comply with the WVPP.

Section VI: Communication, Reporting Workplace Violence, and Response to Investigation

Communication

The SVCS recognizes that to maintain a safe, healthy and secure workplace we must communicate to all employees, including managers and supervisors, all workplace safety, health and security issues. We have a communication system designed to encourage a continuous flow of safety, health and security information between management and our employees without fear of reprisal and in a form that is readily understandable.

We will communicate the WORKPLACE VIOLENCE PREVENTION PROGRAM policies and procedures through:

- New employee orientation.
- Periodic (designate monthly, quarterly, yearly based on the frequency and severity of workplace violence incidents) review of our WPVPP with all employees
- Training programs designed to address specific aspects of workplace violence prevention and security unique to our location.
- Posting and distributing workplace violence prevention information.
- Reporting workplace violence/security hazards or threats of violence. (Talk to your administrator's first)
- Effective communication between employees, managers, and supervisors about security and violence concerns, including translation where appropriate.
- Protecting employees who report incidents of workplace violence from retaliation by the person making the threats. Employees who report incidents of workplace violence will be protected from the person making the threats by The Company immediately taking the appropriate actions such as removing the person, making the threats, from the work area until the situation is resolved. For serious threats or acts of violence, Security and/or the local police will be called.
- A system for workers to anonymously inform management about workplace security and violence concerns
- Addressing security issues at our workplace violence prevention/security team meetings. (Note: Security issues will also be discussed at safety/workplace violence/joint Safety Committee meetings. The Safety Committee will recommend solutions to management and the program administrator will implement approved solutions.
- Ensure the WVPP program is posted.
- Other: (Locations may address specific requirements here)

Departments will maintain ongoing open communications with employees about safety concerns and will review the WVPP with employees at least annually. Ongoing communications can be met via regularly scheduled meetings, newsletters, emails, or bulletins. If changes are made in the WVPP after an incident analysis, these updates must be

shared with employees in a timely manner.

For supervisors:

Supervisors need familiarity with the incident report (Addendum A) and will be provided with specific departmental training to review the incident report, how to complete it, and the timelines for completion. Administrators are required to complete the Workplace Violence Report with the affected employee for investigation and report completion.

WORKPLACE VIOLENCE REPORTING FROM FOR STAFF:

Staff can report to their admin by phone, email, or in person.

WORKPLACE VIOLENCE REPORT FOR ADMIN:

The Workplace Violence Report shall be completed by the individual's immediate supervisor. If the administrator's are not available, the report shall be completed by the next level of management: Director of Operations. Prior to proceeding with any formal investigation, the management level admin shall report any incidents of threats or acts of physical violence to the Director of Operations. The Workplace Violence Report should be completed as quickly as possible while the details of the event are still current, ideally within 24 hours. The report is mainly data collection, so creating a culture and environment where an employee is comfortable coming forward to report a violent incident is crucial. If the incident is between an employee and their admin, the Director of Operations must complete the report. The report template is Addendum A.

VIOLENT INCIDENT INVESTIGATION.

The Director of Operations, or admin are required to complete the incident investigation in a timely manner, such as within seven (7) calendar days. Addendum B includes the materials, questions, and required analysis. As required by SB 553, completed reports should be made available to the employee (and their bargaining unit) within 15 days from the date of the request.

Procedures for investigating workplace violent incidents may include the following:

- A visit to the incident scene as soon as possible.
- Interviews of threatened or injured workers and witnesses.
- Examination of the workplace for factors associated with workplace security, including any previous reports of inappropriate behavior by the perpetrator.
- Determination of the cause of the violent incident.

VIOLENT INCIDENT LOG COMPLETION.

Admin will complete the incident log (Addendum C) with the details required, and forward to the Principal, asingh@sacvalleycharter.org after completion of the investigation. Identifying a record number (as shown with an example in addendum C) instead of employee names allows tracking while protecting confidentiality. The log and supporting materials should be audit ready.

Section VII: Workplace Violence Response Procedures

After a workplace incident, the site administrator, Director of Operations or the Director of Human Resources will implement the following post-incident procedures: Completing Addendum A: Workplace Violence Reporting Form, which will include the following information:

1. Visit the scene of an incident as soon as safe and practicable.

2. Interview involved parties, such as employees, witnesses, law enforcement, and/or security personnel.
3. Review security footage of existing security cameras if applicable.
4. Examine the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.
5. Determine the cause of the incident.
6. Take corrective action to prevent similar incidents from occurring.
7. Record the findings and ensuring corrective actions are taken.
8. Obtain any reports completed by law enforcement.
9. The violent incident log will be used for every workplace violence incident and will include information, such as: [See attached Violent Incident Log]
 - a. The date, time, and location of the incident.
 - b. The workplace violence type or types involved in the incident.
 - c. A detailed description of the incident.
 - d. A classification of who committed the violence, including whether the perpetrator was a client or customer, family or friend of a client or customer, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or other perpetrator.
 - e. A classification of circumstances at the time of the incident, including, but not limited to, whether the employee was completing usual job duties, working in poorly lit areas, rushed, working during a low staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in an unfamiliar or new location.
 - f. A classification of where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.
 - g. The type of incident, including, but not limited to, whether it involved any of the following:
 - i. Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
 - ii. Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.
 - iii. Threat of physical force or threat of the use of a weapon or other object.
 - iv. Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
 - v. Animal attack.
 - vi. Other.
10. Consequences of the incident, including, but not limited to:
 - a. Whether security or law enforcement was contacted and their response.
 - b. Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.
 - c. Information about the person completing the log, including their name, job title, and the date completed.
11. Reviewing all previous incidents.

EMERGENCY RESPONSE PROCEDURES

The Sacramento Valley Charter School has in place the following specific measures to handle actual or potential workplace violence emergencies:

Effective means to alert employees of the presence, location, and nature of workplace violence emergencies by the following method:

- a. All Call phone alert
- b. Hand-held radios at SVCS school sites.
- c. Cell phones & email

The Sacramento Valley Charter School has posted evacuation or sheltering plans. Please refer to the Emergency Quick Flip Chart or Evacuation Map. If there is immediate danger, call for emergency assistance by dialing 9-1-1, and then notify the WVPP Administrator- Dr.Singh at 916-596-6422

Section VIII: Identify, Evaluate, and Correct Workplace Violence

WORKPLACE VIOLENCE HAZARD IDENTIFICATION AND EVALUATION

The following policies and procedures are established and required to be conducted by the Sacramento Valley Charter School to ensure that workplace violence hazards are identified and evaluated:

1. Inspections shall be conducted when the plan is first established, after each workplace violence incident, and whenever the employer is made aware of a new or previously unrecognized hazard.
 - a. Review all submitted/reported concerns of potential hazards:
 - i. Daily or weekly review of all submitted and reported concerns.
 - ii. Workplace Violence Hazards suggestion box
 - iii. Online form for reporting workplace violence hazards
 - iv. Voicemail/email/text messages

PERIODIC INSPECTIONS

Periodic inspections of workplace violence hazards will identify unsafe conditions and work practices. This may require assessment for more than one type of workplace violence. Periodic Inspections shall be conducted monthly. These inspections are to identify and evaluate workplace violence and hazards will be performed by the following designated personnel in the following areas of the workplace:

Specific Person Name/Job Title

Dr.Amrik Singh, Principal
Dr.Cerrene Cervantes, Vice-Principal
Gurpreet Kaur, Director of Operations

Inspections for workplace violence hazards include assessing:

1. The exterior and interior of the workplace for overall safety.
2. The need for violence surveillance measures, such as mirrors and cameras.
3. Procedures for employee response during a criminal act.
4. Procedures for reporting suspicious persons or activities.
5. Effective location and functioning of emergency buttons and alarms.
6. Posting of emergency telephone numbers for law enforcement, fire, and medical services.
7. Whether employees have access to a telephone with an outside line.
8. Whether employees have effective escape routes from the workplace.
9. Whether employees have a designated safe area where they can go to in an emergency.

10. Adequacy of workplace security systems, such as door locks, entry codes or badge readers, security windows, physical barriers, and restraint systems.
11. Frequency and severity of threatening or hostile situations that may lead to violent acts by persons who are service recipients of our sites.
12. Employees' skill in safely handling threatening or hostile service recipients (example: Rehabilitation Specialist).
13. Effectiveness of systems and procedures that warn others of actual or potential workplace violence danger or that summon assistance, e.g., all call, alarms or panic buttons.
14. The availability of employee escape routes.
15. How well our establishment's management and employees communicate with each other.
16. Access to and freedom of movement within the workplace by non-employees, including recently discharged employees or persons with whom one of our employees is having a dispute.
17. Frequency and severity of employees' reports of threats of physical or verbal abuse by managers, supervisors, or other employees.
18. Any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace.

WORKPLACE VIOLENCE HAZARD CORRECTION

Workplace violence hazards will be evaluated and corrected in a timely manner. The Sacramento Valley Charter School will implement the following effective procedures to correct workplace violence hazards that are identified:

1. If an imminent workplace violence hazard exists that cannot be immediately abated without endangering employee(s), all exposed employee(s) will be removed from the situation except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition will be provided with the necessary protection.
2. All corrective actions taken will be documented and dated on the appropriate forms.
3. Corrective measures for workplace violence hazards will be specific to a given work area:
4. Improve lighting around and at the workplace.
5. Post of signs notifying the public that cameras are monitoring the facility.
6. Utilize surveillance measures, such as cameras and mirrors, to provide information as to what is going on outside and inside the workplace and to dissuade criminal activity.
7. Install security surveillance cameras in and around the workplace.
8. Provide workplace violence systems, such as door locks, violence windows, physical barriers, emergency alarms and restraint systems.
9. Post emergency telephone numbers for law enforcement, fire, and medical services
10. Control, access to, and freedom of movement within, the workplace by non-employees, include recently discharged employees or persons with whom one of our employees is having a dispute.
11. Install effective systems to warn others of a violence danger or to summon assistance, e.g., alarms or panic buttons.
12. Ensure employees have access to a telephone with an outside line. Provide employee training/re-training(refreshers) on the WVPP, which could include but not limited to the following:
13. Recognizing and handling threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
14. Ensure that all reports of violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace are handled effectively by management and that the person making the report is not subject to retaliation by the person making the threat.
15. Improve how well our establishment's management and employees communicate with each other.
16. Procedures for reporting suspicious persons, activities, and packages.
17. Provide/review employee, supervisor, and management training on emergency action procedures.
18. Ensure adequate employee escape routes.
19. Increase awareness by employees, supervisors, and managers of the warning signs of potential workplace violence.
20. Ensure that employee disciplinary and discharge procedures address the potential for workplace violence.
21. Establish a policy for prohibited practices, such as bringing weapons to the worksite.

Section IX: Post Workplace Violence Response and Investigation

After a workplace incident, the site administrator or Director of Operations will implement the following post-incident procedures: Completing Addendum A: Workplace Violence Reporting Form, which will include the following information:

1. Visit the scene of an incident as soon as safe and practicable.
2. Interview involved parties, such as employees, witnesses, law enforcement, and/or security personnel.
3. Review security footage of existing security cameras if applicable.
4. Examine the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.
5. Determine the cause of the incident.
6. Take corrective action to prevent similar incidents from occurring.
7. Record the findings and ensuring corrective actions are taken.
8. Obtain any reports completed by law enforcement.
9. The violent incident log will be used for every workplace violence incident and will include information, such as: [See attached Violent Incident Log]
 - a. The date, time, and location of the incident.
 - b. The workplace violence type or types involved in the incident.
 - c. A detailed description of the incident.
 - d. A classification of who committed the violence, including whether the perpetrator was a client or customer, family or friend of a client or customer, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or other perpetrator.
 - e. A classification of circumstances at the time of the incident, including, but not limited to, whether the employee was completing usual job duties, working in poorly lit areas, rushed, working during a low staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in an unfamiliar or new location.
 - f. A classification of where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.
 - g. The type of incident, including, but not limited to, whether it involved any of the following:
 - i. Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
 - ii. Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.
 - iii. Threat of physical force or threat of the use of a weapon or other object.
 - iv. Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
 - v. Animal attack.
 - vi. Other.
10. Consequences of the incident, including, but not limited to:
 - a. Whether security or law enforcement was contacted and their response.
 - b. Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.
 - c. Information about the person completing the log, including their name, job title, and the date completed.
11. Reviewing all previous incidents.

Section X: Periodic Review and Revision of Workplace Violence Prevention Plan

REVIEW AND REVISION OF THE WVPP

The Sacramento Valley Charter School 's WVPP will be reviewed for effectiveness:

1. At least annually.
2. When a deficiency is observed or becomes apparent.
3. After a workplace violence incident.
4. As needed.

Review and revision of the WVPP will include the procedures listed in the STAFF & EMPLOYEE INVOLVEMENT, section 3 of this WVPP, as well as the following procedures to obtain the active involvement of employees and authorized employee representatives in reviewing the plan's effectiveness:

1. Review of Sacramento Valley Charter School 's WVPP should include, but is not limited to:
 - a. Review of incident investigations and the violent incident log.
 - b. Assessment of the effectiveness of security systems, including alarms, emergency response, and security personnel availability (if applicable).
2. Review that violence risks are being properly identified, evaluated, and corrected. Any necessary revisions are made promptly and communicated to all employees.

Section XI: Training

Each SVCS employee is required to attend workplace violence training annually. Employees must feel comfortable identifying a violence issue and elevating it for attention and support. Employees, once aware of violence, are encouraged to report any threats or acts of workplace violence within 24 hours from time of knowledge of the incident. Employees can report directly to Dr.Amrik Singh through email at asingh@sacvalleycharter.org

Training:

SVCS will provide employees with initial training when the plan is first established, and annually thereafter, on all of the following:

1. Our WVPP plan, how to obtain a copy of the plan, and how to participate in the development and implementation of the plan.
2. The definitions and requirement of SB 553
3. How to report workplace violence incidents or concerns to us and/or law enforcement, without fear of reprisal.
4. Workplace violence hazards specific to employee's jobs, the corrective measures we have implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.
5. The required violent incident log and how to obtain copies of records.
6. An opportunity for interactive questions and answers with a person knowledgeable about our WVPP plan.

Section XII: Recordkeeping

The Sacramento Valley Charter School will:

1. Create and maintain records of workplace violence hazard identification, evaluation, and correction, for a minimum of five (5) years.
2. Create and maintain training records for a minimum of one (1) year and include the following:
 - a) Training dates.
 - b) Contents or a summary of the training sessions.
 - c) Names and qualifications of persons conducting the training.
 - d) Names and job titles of all persons attending the training sessions.
3. Maintain violent incident logs for minimum of five (5) years.
4. Maintain records of workplace violence incident investigations for a minimum of five (5) years.
 - a) The records shall not contain medical information per subdivision (j) of section 56.05 of the Civil Code.
5. All records of workplace violence hazard identification, evaluation, and correction; training, incident logs and workplace violence incident investigations required by LC section 6401.9(f), shall be made available to Cal/OSHA upon request for examination and copying.

A- SVCS WORKPLACE VIOLENCE REPORTING FORM

THIS FORM IS TO BE USED TO IDENTIFY AN INCIDENT, THREAT OR CONCERN RELATED TO WORKPLACE VIOLENCE. THIS FORM BRINGS THE ISSUE TO THE ATTENTION OF THE MANAGEMENT.

IT IS ILLEGAL FOR THE EMPLOYER TO TAKE ACTION AGAINST AN EMPLOYEE FOR MAKING SUCH A REPORT. THE EMPLOYER MUST INVESTIGATE THE REPORT AND EXPLAIN TO EMPLOYEES THE ACTION TAKEN AND ANY SUBSEQUENT ACTIONS, AS NECESSARY.

To be completed by the individual investigating the incident. Return completed form within 2 days following incident to ASINGH@SACVALLEYCHARTER.ORG **Attach witness statements to this form.**

Report submitted by:	Date:
General Description:	Phone:

Date of Incident:	Time:
Address/Location of Incident:	

Individuals involved in the incident (use additional sheet(s) if necessary)

Name:	Name:
<input type="checkbox"/> Victim or <input type="checkbox"/> Assailant	<input type="checkbox"/> Victim or <input type="checkbox"/> Assailant
Job Title:	Job Title:
Department:	Department:
Phone:	Phone:
Immediate Supervisor:	Immediate Supervisor:

At Workplace, Indoors (Please Include Bldg. Name/Room No.)	At Workplace, Outdoors (Please Specify)	Other Area (Please Explain)

Classification of Incident (Select One)

<ul style="list-style-type: none"> • Type 1 Committed by a person who has no legitimate purpose at the worksite. 	<ul style="list-style-type: none"> • Type 2 Committed by a person who does have a legitimate purpose at the worksite 	<ul style="list-style-type: none"> • Type 3 Committed by a present or former employee, supervisor, or manager. 	<ul style="list-style-type: none"> • Type 4 Committed by a person who does not work at the workplace, but has or is known to have had a relationship with an employee.
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Classification/Type of Incident Location (Select One)

<input type="checkbox"/> Physical Attack – no weapon/object
<input type="checkbox"/> Physical Attack – with weapon/object
<input type="checkbox"/> Threat of physical force and/or threat of use of a weapon/object
<input type="checkbox"/> Physical Assault - Hitting, fighting, pushing, or shoving
<input type="checkbox"/> Sexual assault/threat (incl. rape, attempted rape, physical display, or unwanted verbal/physical sexual contact)
<input type="checkbox"/> Other (specify)

How was the incident communicated? (Check one or more)

<input type="checkbox"/> Communicated directly to victim	<input type="checkbox"/> Verbal	<input type="checkbox"/> Mail	<input type="checkbox"/> Note	<input type="checkbox"/> Email
<input type="checkbox"/> Communicated to another person	<input type="checkbox"/> Verbal	<input type="checkbox"/> Mail	<input type="checkbox"/> Note	<input type="checkbox"/> Email
<input type="checkbox"/> Other (specify)				

Initial Response or Follow up Activity: (Check all that apply)

<input type="checkbox"/> Situation defused	<input type="checkbox"/> Occupational Medicine notified
<input type="checkbox"/> Security called	<input type="checkbox"/> Law Enforcement notified If Yes, Name of Agency and Report Number:
<input type="checkbox"/> First Aid Received?	<input type="checkbox"/> Employee Assistance Program Resources Provided?
<input type="checkbox"/> Other (specify)	

Describe Incident in Detail

Include what happened, where, who was involved, what you heard, saw, etc. Also include the circumstances at time of incident (i.e.: was the employee completing usual job duties, was the area poorly lit, was the work being rushed, was the employee working during a low staffing level, was the employee isolated/alone, was the employee able to get help/assistance, was the employee working in a community setting, was the employee working in an unfamiliar/new location, other – please explain).

List Names of Other Witnesses

Signature

Date

Person Receiving Witness Statement

Date

Routing

<i>Yes</i>	<i>No</i>	<i>Name</i>	<i>Signature</i>	<i>Date</i>
<input type="checkbox"/>	<input type="checkbox"/>	[APPLICABLE CONTACT/DEPT]		
<input type="checkbox"/>	<input type="checkbox"/>	[APPLICABLE CONTACT/DEPT]		

Upon completion of investigation, attach a findings/follow-up document to this form.

Addendum B – Violent Incident Investigation

The Director of Operations, or a SVCS Administrator, will complete the investigation into the violent incident. Further investigation and resolution of the incident is expected within seven (7) days in addition to submitting a copy of the completed investigation to the Director of Operations.

Incident Analysis To be completed by Director of Operations or a SVCS Administration Designee:

Has this type of incident occurred before at the workplace? ☐ Yes ☐ No

What were the main factors that contributed to the incident?

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What could have prevented or at least minimized the damage caused by this incident?

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.
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Post-Incident Response

- ☐ Yes ☐ No Did the employee(s) require medical attention as a result of the incident?
- ☐ Yes ☐ No Did the employee(s) miss work as a result of the incident?
- ☐ Yes ☐ No Did the employee(s) apply for workers' compensation?
- ☐ Yes ☐ No Was law enforcement contacted?
- ☐ Yes ☐ No Was immediate counseling provided to affected workers and witnesses?
- ☐ Yes ☐ No Was critical incident debriefing provided to all affected staff who desired it?
- ☐ Yes ☐ No Was post-trauma counseling provided to affected staff who desired it?
- ☐ Yes ☐ No Was all counseling provided by a professional counselor?

Has there been follow-up with the Employee(s)? ☐ Yes ☐ No

Is this a recurring event? ☐ Yes ☐ No

Are there modifications to be made to WVPP to reflect updated practices? ☐ Yes ☐ No

Describe updates to WVPP _____

Investigation completed by: _____

Department/Job Title: _____

Date: _____ Phone number: _____

Email: _____

GENERAL SAFETY TRAINING RECORD LOG

SUBJECT COVERED

LOCATION OF TRAINING:	
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DATE OF TRAINING:	NAME & QUALIFICATIONS OF TRAINER <i>(Years of related experience, designations, certifications, etc.)</i>
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[illegible]

Copy to Admin/Director of Operations