

RESOLUTION NO. 2021-22 003

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SACRAMENTO VALLEY CHARTER SCHOOL PROCLAIMING A LOCAL EMERGENCY, RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY GOVERNOR GAVIN NEWSOM DATED MARCH 4, 2020, AND AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE GOVERNING BODY OF SACRAMENTO VALLEY CHARTER SCHOOL PURSUANT TO BROWN ACT PROVISIONS. THE SCHOOL BOARD IS REQUIRED TO TAKE ACTION TO EXTEND THE LOCAL EMERGENCY NOT TO EXCEED 30-DAY PERIODS. THE ABILITY TO ADOPT RESOLUTIONS TO SUSPEND THE SPECIFIC BROWN ACT PROVISIONS RELATING TO TELECONFERENCING EXPIRES ON JANUARY 1, 2024.

WHEREAS, the Sacramento Valley Charter School is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of Sacramento Valley Charter School's governing body are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the School's governing body conduct its business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a governing body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the State caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the School's boundaries, caused by natural, technological, or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, such conditions exist in the School's areas of attendance, specifically, the Governor's March 4, 2020 declaration of a State of Emergency for COVID-19; and,

WHEREAS, Yolo County and Sacramento County have issued continuing and revised health orders in July 2021 regarding wearing masks in all public indoor settings regardless of vaccination status,

WHEREAS, the Board of Directors does hereby find that COVID-19, its variants and masking orders and similar conditions may cause imminent risk to participants, has caused, and will continue to cause, conditions of peril to the safety of persons within the School that are likely to be beyond the control of services, personnel, equipment, and facilities of the School, and desires to proclaim a local emergency and ratify the proclamation of state of emergency by the Governor of the State of California; and

WHEREAS, as a consequence of the local emergency, the Board of Directors does hereby find that the governing body of Sacramento Valley Charter School shall conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

WHEREAS, SACRAMENTO VALLEY CHARTER SCHOOL HAS TAKEN AND CONTINUES TO TAKE MEASURES FOR PUBLIC PARTICIPATION THROUGH ZOOM LINKS AND A TELECONFERENCING OPTION FOR MAXIMUM INCLUSION OF THE PUBLIC.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF SACRAMENTO VALLEY CHARTER SCHOOL DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Proclamation of Local Emergency. The Board hereby proclaims that a local emergency now exists throughout the area served by the School, and due to the age of many of the Board Members, Staff, and public participants as well as the age of students being served being too young to receive vaccinations at this time, meeting in person poses imminent risk of the spread of COVID-19 and its variants.

Section 3. Ratification of Governor's Proclamation of a State of Emergency. The Board hereby ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of March 4, 2020 and the local orders from July 2021 that have not expired, been rescinded or revised.

Section 4. Remote Teleconference Meetings. The staff and governing body of Sacramento Valley Charter School are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 5. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of December 10, 2021, or such time the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the governing body of Sacramento Valley Charter School may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

PASSED AND ADOPTED by the Board of Directors of Sacramento Valley Charter School, this 8th day of December, 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

**Sacramento Valley Charter School
2021-22 1st Interim Report Narrative
December 8, 2021**

The following narrative is provided to highlight and explain significant changes from the 2021-22 45-Day Budget Revision with actual results through October 31, 2021.

Revenue:

LCFF: Net decrease \$169,444

The main reasons for net decrease in LCFF revenue are that SVCS enrollment is 11 students fewer than budgeted. Schools throughout California are struggling with enrollment and attendance as parents keep their students out of school or home from school attributed to the pandemic.

Federal Revenue: Net increase \$64,776

Increased Title I allocation, included Title IV allocation, PY increase to Title II, and added Federal Special Education as Special Education expenses are expected to increase in 2021-22.

Other State Revenue: Net decrease (\$9,537)

Minor changes to prior estimates.

Local Revenue: Net increase \$10,000

Local revenue is budgeted for an increase as transportation fees have resumed and the 2021-22 property tax exemption was greater than in previous years.

Expenses:

Certificated: Decrease of \$13,418 attributed to leaving the VP position open in 2021-22 with most of the savings offset by adding a PE teacher position for middle school, adding longevity stipends.

Classified: Increase of \$2,106 the decrease for salaried tech position ending and lower after school program offset by additional instructional aides and longevity stipends.

Benefits: Increase of \$23,348 for 401k matching to begin in January 2022.

Books and Supplies: Decrease of \$2,000 for reduced after school program.

Services and Operating Expenses: Increase of \$7,779 mostly for one-time and on-going ERISA compliance and fees for 401k plan implementation and maintenance.

Other Outgo/Financing Uses: No change.

Summary:

SVCS' strong financial position remains. Through the Board-approved longevity stipends and 401k matching, SVCS now offers a truly comprehensive compensation package that recognizes longevity and encourages retirement savings.

The multi-year projection shows that 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	Adopted	45-Day Revise	Difference	2021-22 Budget
	Budget	Budget		1st Interlm
	6/23/2021	8/18/2021		12/8/2021
	2021-22	2021-22		2021-22
5640 Food Service Shopping & Delivery	5,000	5,000	-	5,000
5800 District Adm'n Oversight (1% State Aid)	28,046	28,332	(1,694)	26,638
5800 SELPA Admin Fee 5.5% Year 2	0	8,462	3,253	11,715
5800 Nursing Services (screenings) est.	1,500	1,500	-	1,500
5800 Accounting Services	34,660	34,660	-	34,660
5820 Audit Services	11,576	11,576	-	11,576
5800 Fieldtrips	7,500	7,500	-	7,500
5810 Special Education Contract Services	100,000	100,000	-	100,000
5820 Learning Loss Mitigation Expenses	-	-	-	-
5820 ESSER II Placeholder	-	200,192	-	200,192
5820 ESSER III Placeholder	-	498,193	-	498,193
5820 Title VI Placeholder	-	10,000	-	10,000
5830 Legal Services	10,000	10,000	-	10,000
5800 Marketing/Recruiting	10,000	10,000	-	10,000
5800 Technology Upgrade	10,000	10,000	-	10,000
5800 Technology Support	20,000	20,000	-	20,000
5800 Other Contracted Srvc	40,000	60,480	7,220	67,700
5800 Professional Development	24,775	24,775	-	24,775
5900 Postage and Communications	12,000	12,000	-	12,000
6000-6999 Capital Outlay	\$ 116,163	\$ 116,163	\$ -	\$ 116,163
6400 Furniture and Equipment (>\$5,000)				
6500 FF&E Replacement (>\$5,000)				
6900 Depreciation Expense (non-cash)	116,163	116,163	-	116,163
Total Expenditures	\$ 3,209,176	\$ 3,992,612	\$ 17,515	\$ 4,010,127
Net Annual Operations	\$ 151,116	\$ 166,246	\$ (121,720)	\$ 44,526
7000-7999 Other Outgo/Other Financing (Sources)Uses				
7141 Special Ed. Pro-Rata Share of Unfunded Costs	\$ -	\$ -	\$ -	\$ -
7438 Debt Service (bus loan interest 1 bus)	5,108	5,108	-	5,108
7438 Debt Service (bus loan interest 3 buses)	11,771	11,771	-	11,771
Other (Sources)/Uses (balance of PPP proceeds used in 2020-21)				
Total Other Outgo	\$ 16,879	\$ 16,879	\$ -	\$ 16,879
Net Increase (decrease):	\$ 134,237	\$ 149,367	\$ (121,720)	\$ 27,647
Beginning Balance	1,702,302	\$ 1,900,000	683,383	\$ 2,385,685
Ending Balance*	<u>\$ 1,836,539</u>	<u>\$ 2,049,367</u>	<u>\$ 561,663</u>	<u>\$ 2,413,332</u>

Cash

Book balance at 6/30/2021:	\$ 802,570
Bank balance 06/30/2021:	\$ 901,450
Bank Balance at 12/6/2021:	\$ 1,923,443
Est cash balance at 6/30/2022:	\$ 2,318,281

Sacramento Valley Charter School

Fiscal Year Budget Cycle	Adopted Budget 6/23/2021	45-Day Revise Budget 8/18/2021	Difference	2021-22 Budget 1st Interim 12/8/2021
	2021-22	2021-22		2021-22
Key Budget and Financial Variables				
Enrollment	280	280	(11.00)	269
Estimated School P2 ADA	268	265	(16.00)	249
Unduplicated Count - EL/FRLE	200	225	(5.00)	220
A. Revenues:				
State (using FCMAT LCFF Calculator)				
Base Grade Span (includes CIL & EPA)	\$ 2,300,636	\$ 2,278,171	(134,320)	\$ 2,143,851
Supplemental and Concentration	503,979	555,030	(35,124)	519,906
PY Adj to CIL, EPA, State Aid				
Subtotal - State Revenue	\$ 2,804,615	\$ 2,833,201	\$ (169,444)	\$ 2,663,757
Federal (ConApp Title I - Ivc, ESSER II and III)	85,000	798,385	64,776	863,161
Other State (Lottery, MBG, SB740 CSFGP, Spec Ed)	405,677	447,272	(9,537)	437,735
Local (bus, fund raising, donations, after school)	65,000	80,000	10,000	90,000
Total Revenue	\$ 3,360,292	\$ 4,158,858	\$ (104,205)	\$ 4,054,653
B. Expenditures:				
1000-1999 Certificated Personnel Salaries				
1100 Teachers (all)	\$ 1,195,346	\$ 1,180,121	\$ (13,718)	\$ 1,166,403
1100 2 P.D. days, 21 teachers @ \$199/day + 50 hours@\$25/hr	968,196	951,531	46,344	997,875
1100.01 Substitutes (absence coverage)	10,370	10,330	(1,722)	9,608
1100.03 Substitutes for PD release time	19,200	19,200	2,175	21,375
1100 Teacher-in-Charge Stipend	2,880	3,360	1,365	4,725
1100 Hard-to-Fill Position (Math+Science) Stipends	2,000	2,000	-	2,000
1100 Longevity Stipends Certificated	2,000	2,000	-	2,000
1300 Cell Phone Stipends	-	-	8,000	8,000
1300 Asst Principal @ 210 days/yr	-	-	120	120
1300 Waived Ins (Other Coverage)	70,000	70,000	(70,000)	-
1300 Principal @ 220 days/yr	1,200	1,200	-	1,200
1300 Principal @ 220 days/yr	119,500	119,500	-	119,500
2000-2999 Classified Personnel Salaries	\$ 572,817	\$ 613,898	\$ 2,106	\$ 616,004
2100 Instructional Aides/EL, hourly (rates/hours vary, 180 days)	133,367	146,115	43,655	189,770
2200 Non-Certificated Support (drivers, food svcs, tech)	263,406	281,850	(48,875)	232,975
2400 School Office/Clerical (all)	91,640	94,200	22,294	116,494
2100-2900 Cell Phone Stipends	-	-	2,000	2,000
2100-2900 Longevity Stipends Classified	-	-	3,531	3,531
2900 Other Classified (RM, After School)	84,404	91,733	(20,500)	71,233
3000-3999 Employee Benefits	\$ 312,297	\$ 315,812	\$ 23,348	\$ 339,161
3200 401(k) Employer Contributions	-	-	25,100	25,100
3300 OASDI and Medicare	135,264	137,242	(888)	136,354
3400 Health & Welfare	136,427	137,219	(719)	136,500
3500 State Unemployment	18,656	19,080	-	19,080
3600 Worker's Compensation	21,950	22,271	(144)	22,127
4000-4999 Books and Supplies	\$ 214,600	\$ 223,156	\$ (2,000)	\$ 221,156
4100 Textbooks	60,000	60,000	(4,000)	56,000
4200 Other Books/Library	2,600	2,600	-	2,600
4300 Materials and Supplies	55,000	55,000	-	55,000
4300 Transportation - Gasoline	50,000	55,556	-	55,556
4400 Non-capitalized Furn/Equip (>\$500, <\$5,000)	4,000	4,000	4,000	8,000
4700 Food	40,000	42,000	-	42,000
4700 After School Program Snacks	3,000	4,000	(2,000)	2,000
5000-5999 Services and Other Operating Expenditures	\$ 797,954	\$ 1,543,482	\$ 7,779	\$ 1,551,241
5200 Travel & Conferences	3,500	3,500	-	3,500
5300 Dues & Memberships	4,000	4,000	-	4,000
5400 Insurance	48,839	48,839	-	48,839
5501 Operations & Housekeeping	35,000	40,896	-	40,896
5530 Utilities	15,000	15,000	(3,000)	12,000
5610 Facility Rent/Lease	294,557	294,557	-	294,557
5600 Facility Maintenance and Safety Improvements	7,500	7,500	-	7,500
5630 Copier Leases	10,000	10,000	2,000	12,000
5600 Transportation - Bus/Van Maint	35,000	35,000	-	35,000
5625 Van Rental for Student Transportation	-	-	-	-
5625 Contracted Student Transportation (Three Drivers)	29,500	31,500	-	31,500

Sacramento Valley Charter School

Fiscal Year Budget Cycle	1st Interim Revision	MYP	MYP
	2021-22	2022-23	2023-24
Key Budget and Financial Variables			
Enrollment	269.00	280.00	280.00
Estimated School P2 ADA	249.00	268.00	268.00
Unduplicated Count - EL/FRLE	220.00	200.00	200.00
A. Revenues:			
State (using FCMAT LCFF Calculator)			
Base Grade Span (includes CIL & EPA)	2,143,851	\$ 2,290,688	\$ 2,361,870
Supplemental and Concentration	519,906	557,921	560,850
PY Adj to Cil, EPA, State Aid	-	-	-
Subtotal - State Revenue	\$2,663,757	\$2,848,609	\$2,922,720
Federal (Spec Ed, ConApp, OTO)	863,161	164,500	164,500
Other State (Lottery, MBG, SB740 CSFGP)	437,735	438,735	438,735
Local (bus, fund raising, donations, after school)	90,000	85,000	85,000
Total Revenue	\$ 4,054,653	\$ 3,536,844	\$ 3,610,955
B. Expenditures:			
1000-1999 Certificated Personnel Salaries	\$1,166,403	\$1,281,423	\$1,307,856
1100 Teachers (all)	997,875	1,040,275	1,060,275
1100 3 P.D. days, 20 teachers @ \$160/day + 50 hours@\$20/hr	9,608	9,608	9,608
1100.01 Substitutes	21,375	21,375	21,375
1100.03 Substitutes for PD	4,725	4,725	4,725
1100 Teacher-In-Charge Stipend	2,000	2,500	2,500
1100 Hard-to-Fill Position (Math+Science) Stipends	2,000	3,000	3,000
1100 Longevity Stipends Certificated	8,000	9,000	13,333
1300 Cell Phone Stipends	120	240	240
1300 Asst Principal @ 210 days/yr	-	70,000	72,100
1300 Waived Ins (Other Coverage)	1,200	1,200	1,200
1300 Principal @ 210 days/yr	119,500	119,500	119,500
2000-2999 Classified Personnel Salaries	\$616,004	\$664,305	\$677,088
2100 Instructional Aides/EL, hourly (rates/hours vary, 180 days)	189,770	234,770	239,465
2200 Non-Certificated Support (drivers, food srvc, tech)	232,975	210,475	214,685
2400 School Office/Clerical (all)	116,494	140,014	142,815
2100-2900 Cell Phone Stipends	2,000	2,000	2,000
2100-2900 Longevity Stipends Classified	3,531	5,813	6,891
2900 Other Classified (RM, After School)	71,233	71,233	71,233
3000-3999 Employee Benefits	\$339,161	\$388,655	\$399,402
3200 401(k) Employer Contributions	25,100	51,455	54,028
3300 OASDI and Medicare	136,354	152,740	155,818
3400 Health & Welfare	136,500	140,595	144,813
3500 State Unemployment	19,080	19,080	19,080
3600 Worker's Compensation	22,127	24,785	25,664
4000-4999 Books and Supplies	\$221,156	\$220,156	\$222,996
4100 Textbooks	56,000	56,000	56,000
4200 Other Books/Library	2,600	2,600	2,600
4300 Materials and Supplies (incl. after school)	55,000	55,000	55,000
4300 Transportation - Fuel	55,556	57,556	59,556
4400 Non-capitalized Furn/Equip (>\$500, <\$5,000)	8,000	5,000	5,000
4700 Food	42,000	42,000	42,840
4700 After School Program Snacks	2,000	2,000	2,000
5000-5999 Services and Other Operating Expenditures	\$1,551,241	\$867,274	\$882,947
5200 Travel & Conferences	3,500	3,500	3,500
5300 Dues & Memberships	4,000	4,000	4,000
5400 Insurance	48,839	50,060	51,311
5501 Operations & Housekeeping	40,896	41,918	42,966
5530 Utilities	12,000	12,000	12,000
5610 Facility Rent/Lease	294,557	301,862	311,250

Sacramento Valley Charter School

Fiscal Year Budget Cycle	1st Interim	MYP	MYP
	Revision		
	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>
5600 Facility Maintenance	7,500	8,000	8,200
5630 Copier Leases	12,000	12,000	12,000
5600 Transportation - Bus/Van Maint	35,000	40,000	45,000
5625 Van Rental for Student Transportation	-	-	-
5625 Contracted Student Transportation (Three Drivers)	31,500	32,130	32,773
5640 Food Service Shopping & Delivery	5,000	5,000	5,000
5800 District Admin Oversight (1% State Aid)	26,638	28,486	29,227
5800 SELPA Admin Fee 5.5% Year 2	11,715	6,582	6,582
5800 Nursing Services (screenings) est.	1,500	1,575	1,654
5800 Accounting Services	34,660	35,660	36,660
5820 Audit Services	11,576	12,025	12,025
5800 Fieldtrips	7,500	9,500	9,500
5810 Special Education Contract Services	100,000	100,000	100,000
5820 ESSER II Placeholder	200,192	-	-
5820 ESSER III Placeholder	498,193	-	-
5820 Title VI Placeholder	10,000	10,000	10,000
5830 Legal Services	10,000	10,000	10,000
5800 Marketing/Recruiting	10,000	10,000	10,000
5800 Technology Upgrade	10,000	10,000	10,000
5800 Technology Support	20,000	20,000	15,000
5800 Other Contracted Srvc (ADP, banking, tech, licenses, driver traini	67,700	66,200	67,524
5800 Professional Development	24,775	24,775	24,775
5900 Postage and Communications	12,000	12,000	12,000
6000-6999 Capital Outlay	\$116,163	\$93,926	\$91,694
6400 Furniture and Equipment (>\$5,000)	-	-	-
6500 FF&E Replacement (>\$5,000)	-	-	-
6900 Depreciation Expense (non-cash)	116,163	93,926	91,694
Total Expenditures	<u>\$4,010,127</u>	<u>\$3,515,738</u>	<u>\$3,581,984</u>
Net Annual Operations	\$44,526	\$21,106	\$28,971
7000-7999 Other Outgo/Other Financing Uses			
7438 Debt Service (bus loan interest 1 bus)	\$ 5,108	\$ 2,965	\$ 735
7438 Debt Service (bus loan interest 3 buses)	11,771	10,052	4,855
Other (Sources)/Uses	-	-	-
Total Other Outgo	<u>\$ 16,879</u>	<u>\$13,017</u>	<u>\$5,590</u>
Net increase (decrease):	27,647	8,089	23,381
Beginning Balance	2,385,685	2,413,332	2,421,421
Ending Balance	<u>\$ 2,413,332</u>	<u>\$ 2,421,421</u>	<u>\$ 2,444,802</u>

PRINCIPAL'S SECRETARY DEFINITION: Under the supervision of the Principal, provides support to the Principal in a wide range of office and school operations; coordinates and organizes office activities and coordinates flow of communications and information for the Principal; provides support by planning, organizing, supervising and participating in the school office administrative operation; maintains confidentiality of sensitive and personal information; prepares and maintains a variety of records and reports related to assigned activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following (other duties may be assigned);

- Performs diverse office-related responsibilities within areas and limits of authority as delegated by the Principal; coordinates and organizes office activities and coordinates flow of communications and information for the Principal.
- Handles routine issues and emergencies concerning employees and students, makes decisions independently or collaboratively and recommends action, as appropriate.
- Compiles information and prepares and maintains a variety of records and reports related to assigned activities.
- Inputs a variety of information into an assigned system; assures accuracy of input and output data.
- Maintains confidentiality of various aspects of school operation including sensitive and personal information.
- Performs a wide variety of secretarial work, including typing and word processing, proofreading, filing, recording information and processing and distribution of correspondence.
- Provides training and work direction to assigned office personnel, organizes and expedites the work flow of the school site and offers guidance and direction to other school personnel, as needed.
- Updates absence and time-reporting information for assigned personnel.
- Serves as a major program information resource person and liaison between schools, departments, the authorizer, County office, and other locations; disseminates accurate and timely information and direction to students, parents, staff and visitors.
- Assists with student registration duties, as needed.
- Communicates with personnel and various outside agencies to exchange information, request and provide materials, coordinate activities and resolve issues or concerns.
- Receives and greets visitors and provides information to parents and the public; screens correspondence and telephone calls for administrator and staff.
- Establishes, maintains, and assures proper use of confidential files including student, personnel, and payroll records.
- Helps secure substitutes in order to assure adequate coverage for school site; orients substitute personnel and provides keys and pertinent information.

Administrative Assistant to the Principal - Continued Page 2

- Performs assigned financial duties and maintains assigned financial records,
- Composes correspondence independently or with general instruction on a wide range of subjects requiring knowledge of procedures and policies of the school or assigned area; types and composes a variety of materials from verbal or written instruction.
- Attends and participates in assigned meetings and trainings; prepares minutes from notes as required.
- Updates and maintains multiple calendars as assigned; organizes appointments and meetings and makes arrangements for school visitations.
- Assists with planning school events and field trips as needed; arranges travel for assigned personnel as required.
- Answers questions and resolves situations involving students, parents, public, location staff and District personnel through knowledge of school policies and general District rules and regulations.
- Administers first aid, provides health office coverage and dispenses approved medication to students in accordance with organizational policy as assigned.
- Tracks and orders assigned school supplies according to established procedures and assures appropriate levels of supplies are maintained.
- Operates a variety of office equipment including a copier, fax machine, two-way radio, computer and assigned software.
- Assisting with implementing and managing COVID-19 protocols for a K-8 school; assisting the Principal with updates on COVID-19-related news, information, mandates and advisories.

QUALIFICATIONS GUIDE

Knowledge of:

- Organizational operations, policies, and objectives.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Modern office practices, procedures, and equipment.
- Operation of a computer and assigned software.
- Telephone techniques and etiquette. • Principles of providing training and work direction.
- Basic first aid techniques.
- Interpersonal skills using tact, patience, and courtesy.
- Oral and written communication skills.
- Basic math.

Ability to:

- Perform a variety of clerical and secretarial duties to relieve the Principal of administrative and clerical detail.
- Learn school organization, operations, policies, and objectives.
- Interpret, apply, and explain laws, codes, rules, regulations, policies, and procedures.

Administrative Assistant to the Principal - Continued Page 3

- Assure smooth and efficient office operations.
- Maintain a variety of records, logs, and files.
- Understand and carry out oral and written instructions. • Compose correspondence and written materials independently or from oral instructions.
- Establish and maintain cooperative and effective working relationships with others.
- Serve as liaison between administrators, faculty, staff, students, parents, and the public.
- Meet schedules and timelines.
- Complete work with many interruptions.
- Work independently with little direction.
- Work confidentially with discretion.

EDUCATION/EXPERIENCE: Any combination equivalent to: graduation from high school supplemented by additional training in office organization and secretarial skills. Three years of experience in increasingly responsible secretarial or clerical experience.

LICENSES AND OTHER REQUIREMENTS:

- May be required to obtain a valid First Aid/CPR certification from an authorized agency within a designated probationary period.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sitting, standing and walking for extended periods of time.
- Dexterity of hands and fingers to operate assigned equipment and a computer keyboard.
- Hearing and speaking to exchange information in person and on the telephone.
- Reaching overhead and above shoulders to retrieve files and materials.
- Bending at the waist, kneeling or crouching to file materials.
- The employee must occasionally lift and/or move up to 25 pounds
- Seeing to read a variety of materials.

WORK ENVIRONMENT: Indoor/school office environment. Constant interruptions. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Sacramento Valley Charter School Transaction Report

November 09 - December 08, 2021

	Account	Amount
Total for 8096 - Cash in Lieu of Property Taxes	UNRESTRICTED REVENUE:0000 - Unrestricted:8096 - Cash in Lieu of Property Taxes	\$ 38,144.00
Total for Miscellaneous	UNRESTRICTED REVENUE:0000 - Unrestricted:8699 - Other Local Income:Miscellaneous , Donation	\$ 250.00
Total for Transportation	UNRESTRICTED REVENUE:0000 - Unrestricted:8699 - Other Local Income:Transportation	\$ 750.00
Total for 6030 - CSFGP SB740	V RESTRICTED REVENUE:6030 - CSFGP SB740	\$ 39,156.02
Total		\$ 78,300.02

Sacramento Valley Charter School

Check Detail

November 11 - December 8, 2021

Date	Transaction Type	Num	Name	Memo/Description	Amount
11/15/2021	Check	4598	Sacramento Independent Learning Center	For workshop and material	700.00
11/15/2021	Check	4599	Pear Deek	For Renewal - Full Premium Subscription access for all teachers, staff & Admin	1,605.00
11/15/2021	Check	4600	Zowee Church	Reimbursement for the classroom supplies	74.82
11/15/2021	Check	4601	Great America Financial	For Copier Lease	952.79
11/15/2021	Check	4602	Sikh Temple - Rent Payable	Invoice for the month of November 2021	24,546.00
11/15/2021	Check	4603	DMV	For Registration Renewal - Toyt 7WKY428	285.00
11/15/2021	Check	4604	WageWorks	For Cobra Service	40.00
11/15/2021	Check	4605	Chill-Chain, Inc.	For Milk/ Butter	447.84
11/15/2021	Check	4606	West Sacramento Truck Stop	For Fuel - Buses/ Vans	5,379.95
11/15/2021	Check	4607	Sierra Nevada Journeys	Class Presentation Hands in the River - 5th Grade	640.00
11/15/2021	Check	4608	PG&E	For utility Bill A/c - 7686528609-0 = \$47.64 A/c 3276525243-5 \$ 30.20	77.84
11/16/2021	Check	4609	R&D Enterprises INC	For 170 Sub sandwich Bread	59.50
11/30/2021	Bill Payment (Check)	4610	T mobile	For 49 Hotspot Connections	980.00
12/01/2021	Check	4611	Sandip Kang	Reimbursement for the classroom supplies	240.59

12/01/2021	Check	4612 Vicky Dail CPA LLC	Invoice for the month of November 2021	2,310.00
11/17/2021	Bill Payment (Check)	4613 Total Education Solution	For Special Education	9,917.75
12/01/2021	Check	4614 MetLife	For ADD & LTD	344.88
12/01/2021	Check	4615 Preet Cheema	Reimbursement for the classroom Supplies	19.55
12/01/2021	Check	4616 Amazon.Com	For Class room supplies - Science kits and headphone	588.87
			For office supplies	44.72
			Reading Books for 2nd grade	189.99
			Card stock and pencils for scholars	82.69
			For 2 Chromebook carts	1,372.44
			For disposable face mask	103.35
			use sales tax	-8.07
				<u><u>2,373.99</u></u>
12/01/2021	Check	4617 Bay Alarm Company	For Fire monitoring fee a/c 3304744 = 386.58 a/c 3304844 = 193.32	579.90
12/01/2021	Check	4618 Gurdeep singh	Transport students from Bicentennial circle in School Van	1,125.00
12/01/2021	Check	4619 Gurdeep singh	Deliver Lunch Grocery to School - November 2021	500.00
12/01/2021	Check	4620 Raghuvant Singh Arora	Transport students from West Sacramento in School Van	1,260.00
12/01/2021	Check	4621 4 Imprints, INC	For promotional and marketing - 60 Pedova Zippered Padfolio	1,211.82
12/01/2021	Bill Payment (Check)	4622 New Horizon Flooring	Sanitizing Janitotail Service - Novermeber 2021	4,300.00
12/01/2021	Check	4624 Bus Paramedic	For Buses 45 days inspection & Reassembled door bus S5	797.50
12/01/2021	Check	4623 US Bank	For Lunch Grocery	3,682.18

For Phone & Internet - Nuso	430.39
For Microsoft, Wave cloud sub service and Weebly	849.80
For Facebook, Indeed and Southport Magazine	1,334.00
4 Go Math books - 2nd grade	46.22
For Postal Stamps	232.00
For Office - Labor Law Poster, Doorlocking & Printer paper	272.54
For Classroom - Printer Paper& Binder	407.86
	<u><u>7,254.99</u></u>

24,546.00

3,641.79

1,662.40

For Phone & Internet - Nuso
 For Microsoft, Wave cloud sub service and Weebly
 For Facebook, Indeed and Southport Magazine
 4 Go Math books - 2nd grade
 For Postal Stamps
 For Office - Labor Law Poster, Doorlocking & Printer paper
 For Classroom - Printer Paper& Binder

Invoice for the month of December 2021

For Fuel

For maintain tech support

4625 Sikh Temple - Rent Payable

4626 West Sacramento Truck Stop

4627 Serve 3 Network

12/02/2021 Check

12/02/2021 Check

12/02/2021 Check

Monday, Dec 06, 2021 09:17:56 AM GMT-8



Sacramento Valley Charter School
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West Sacramento, CA 95691
916.596.6422/916.596.6434
916.617.2707 (fax)



Dr. Amrik Singh, Principal

Principal Report: December 8, 2021

Vision and Hearing Testing, November 17: Marianne Akerland, RN, PHN of **K12 Health** was hired to assess students' vision and hearing of kindergarten, 1-2, 5 and 8 grades. Parents were informed about kids who didn't pass these tests.

Staff meeting, November 17, and December 3: Staff meetings were held to improve school climate, discipline, mental health/child abuse and homelessness. Feedback from parents during parent-teacher conferences was taken. The teacher evaluation dates were announced.

Parents and Teachers meetings, November 18 and 19: Teachers met parents of all their students to update them about their scholars' progress in school. The first trimester report cards were sent home and reviewed with parents.

Glove and Sock Drive: Glove and Sock drive started on December 6 - December 17.

Pre-evaluation Meetings with Teacher, December 6-16: Principal has been meeting teachers one on one to support them in teaching their lessons. It provides a review of students' progress, concerns, resources, assessments, and accommodations. Evaluations will take place in the beginning of January next year.

Transportation and Field Trips: In view of omicron variant, overnight field trips have been canceled and others are on hold. Bus and vans are fully certified and good to run. Drivers will have their training during winter break.

