

SVCS 2023-24 DRAFT LCAP SUMMARY

The LCAP is a three-year document where 2022-23 is year two and 2023-24 will be year three.

Goal 1: With appropriately assigned, credentialed teachers, all SVCS students will meet or exceed State academic standards that will help prepare them to complete in the global society.

Action 1: Hire and properly assign credentialed teachers.

Action 2: Continue professional development in delivering CCSS-aligned curriculum, differentiated instruction, and using technology in the classroom, and STREAM programs to assist students in meeting and exceeding standards. New teachers with preliminary credentials will be scheduled for two years of BTSA (budgeted for five participants in 2021-22 funded with Title II).

Action 3: Purchase curriculum aligned with CCSS and Next Generation Science (NGS) through printed and/or digital instructional materials including UTK and Special Ed.

Action 4: Provide intervention and assistance in classrooms, small groups, and individually to unduplicated and special education populations to meet grade-level expectations.

Action 5: Maintain, repair, replace and expand technology in the classrooms.

Goal 2: Continued improvement of the physical education (PE) program and visual and performing arts (VAPA) programs; and enhanced of World Language Punjabi through the purchase and implementation of instructional materials.

Action 1: Continue lesson plans that ensures 200 minutes of PE every 10 days. Identify and practice the fitness areas in the CA Physical Fitness Test to help students improve their readiness for the fitness testing.

Action 2: Continue music/fine arts integration onto the classrooms and school wide. Schedule performances at the school and/or as fieldtrips. Enhances the elective and extra-curricular dance program.

Action 3: Enhance students' experience learning World Language Punjabi with the addition of new and/or co-curricular instructional materials.

Goal 3: Adopt and implement a course of study that includes all the subject areas described in Education Code section 51210 and subdivisions (a) to (i), inclusive, of Section 51220, as applicable.

"Broad course of STREAM focus of study" includes the following, as applicable: Grades K-8: English, reading, mathematics, social sciences, science, visual and performing arts, health, physical education, and World Language Punjabi K-8. E.C. §51210

Action 1: Continue PD training aligned to CCSS curriculum with focus on STREAM

Action 2: Continue student support structures during the school day (tutoring, differentiated instruction, re-teaching) to improve student performance.

Action 3: At parent involvement meetings (such as Family Nights and PTO Meetings), remind parents of the importance of their student(s) attendance on learning outcomes. Reduce absences to improve student learning and retention.

Action 4: University and College campus visits to encourage students to perform well in elementary and high school and then pursue higher levels of education.

Action 5: Continue to work with parents of EL students through the English Learner Advisory Committee (ELAC) to maximize their understanding of the support and opportunities available to the students and their families.

Action 6: Offer After School and Summer Boost programs using available funding sources.

Goal 4: SVCS will continue to properly maintain and improve its facilities, transportation, and food service to enhance student safety, school connectedness and opportunities for well-being.

Action 1: The campus facilities will be repaired, maintained, and improved as budgetary resources allow. Emphasis is placed on safety-related items.

Action 2: SVCS will provide safe, reliable, and efficient home-to-school bus and van transportation.

Action 3: Students will be served fresh, wholesome, and nutritious meals prepared daily to help optimize learning conditions at no cost. Meals and/or snacks, as applicable, will be provided during summer and after-school programs using allowed funding sources. SVCS hopes to operate State and Federal meal programs beginning in 2023-24.

Action 4: SVCS staff will receive training on student social-emotional learning, internet safety, suicide prevention, and anti-bullying.

Action 5: SVCS will increase awareness of and access to community resources such as library, county health and mental health services, authorizer-contracted services, State/County/City options.

Action 6: SVCS will continue providing Recess Monitors for student safety at recesses, classroom transitions and during pick up/drop off times.

NEW/ADDITIONAL/CHANGES BRAINSTORMING:

- 1) Mental Health Support - prioritize adding counseling services in 2023-24.
- 2) English Learners – full time teacher, full time aide and curriculum
- 3) Parent Involvement – more formalized structure/plan/timeline to have more opportunities to help guide parent support of their scholars (goals, roles, responsibilities, resources, etc.)
- 4) Purchase additional textbook/materials licenses for additionally enrolled students.
- 5) Add a Science Lab Assistant to be sure Science Lab is used with the equipment, manipulatives, and course outlines through Saavas Science Curriculum.
- 6) Resume trips to the library
- 7) Add after school sports to SWEAT agreement and ensure compliance through CharterSAFE for program operations (concussion training and plan and AED).

Sacramento Valley Charter School
2023-24 Budget Development Narrative
May 17, 2023

The following narrative is provided to highlight and explain significant changes since the 2022-23 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., classified pay rates).

The Governor's May Revise was released on May 12th with the impact on schools being provided at a CCSA webinar this Friday, May 19th. At this point, some of the May Revise highlights are:

- Fully funding the K-12 COLA at 8.22% adds \$109,000 in LCFF funding to SVCS' 2023-24 budget.
- Reducing the one-time Arts, Music & Instructional Materials Block Grant by \$1.8 B with a potential offset of \$933 M Art funding under the new Prop 28.
- Reducing the Learning Recovery Emergency Block Grant by \$2.5B
- Extending the expenditure deadline for ELOP by one year.
- Increasing meal funding for anticipated demand increases in 2022-23 and 2023-24
- Requiring screening of K-2nd grader for reading difficulties, including dyslexia, by 2025-26

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 \$750,576

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

- 1) an increase in enrollment for adding another section of 5th grade and a dedicated TK class
- 2) State COLA is estimated at 5.38% in the LCFF calculator; however, the January budget proposal was a COLA of 8.13% and the May Revise COLA is 8.22% so it is very likely that there will be a 2.75%+ increase in LCFF funding.
- 3) SVCS' focus on returning the attendance rate from 94% to 95% (and eventually returning to the pre-COVID rate of 96%+)
- 4) Full repayment of the \$217,229 adjustment to prior year State Aid

Federal Revenue: Net increase \$101,125

Adds National School Lunch and Breakfast funding \$126,000 and reduces one-time COVID funding (\$24,875). At the 45-day revise or 1st Interim, we may add approximately \$38,250 Federal Special Education funding based on greater number of identified pupils (increase from 12 to 30+/-) and related services.

Other State Revenue: Net change of \$0

Adds State meal funding of \$90,000, reduces one-time funding (i.e. TK planning and implementation is planned to be fully expended in 2023-24) by \$90,000 for a net \$0 estimate (though funding use is shifted to support allowed purposes).

Local Revenue: Net increase of \$5,000

In 2022-23, more families were paying transportation fees and the level is expected to remain at this level with the enrollment increase to 325.

Expenses:

Certificated: Increase of \$400,611 as certificated base pay was increased by \$10,000 and returning staff received the \$1,000/year experience increase. Also, included are placeholders for open positions of a full-time TK teacher, 5th Grade teacher, PE teacher for Middle School and a half-time Art teacher. The Principal's salary is proposed with the same increase as teachers at \$11,000. The success and continued need for the Parent-Family Liaison and TK Program Coordinator recommending the \$5,000 stipends renew for one year.

Classified: Increase of \$197,031 for \$1.00/hour pay rate increases for all positions, additional Recess Monitor, Nutrition Services Manager, Science Lab Assistant/IA, TK IA, 3rd Grade IA and reclassifying an hourly secretary position to a salaried manager or director.

Benefits: Increase of \$67,644 for increased statutory benefits on rate increases and additional positions described in the two previous sections, an estimated 6% cost increase to H&W benefits and 1/2 year at 1% increase in 401(k) matching from 7% to 8% at 2:1 match on employees up to 4% deferral (there is enough existing budget to cover this - it has been considered and is included).

Books and Supplies: Net increase of \$30,000 is attributed to purchasing curriculum and consumables for TK, EL, Science lab, Robotics, VAPA and Punjabi. Some savings from 200 Chromebooks in 2023-24 compared to 300 in 2022-23. Food and afterschool snacks are likely to increase based on inflation and meal program implementation.

Services and Operating Expenses: Decrease of (\$95,507) as placeholder budgets for ESSER III, UTK, ELOP, Art/Music Block Grant, LREBG, etc. are reassigned to the area of planned use. The school is searching for a full-time mental health counselor (certificated or classified employee or contract) and funding will come from ERMHS Level 2 funding not included in revenue and LREBG placeholder to be updated at 45-day Revise or 1st Interim.

Other Outgo/Financing Uses: Decrease of (\$8,466) changes are loans pay off and interest cost decreases and decrease in depreciation expense as items vehicles become fully depreciated.

Summary:

SVCS' strong financial position continues.

The multi-year projection correctly shows SVCS' planned "deficit spending" in 2024-25 as one-time funding is schedule to be spent purposefully.

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	2nd Interim	Difference	Budget
	Budget		Development
	3/8/2023		5/17/2023
	2022-23	2023-24	2023-24
Key Budget and Financial Variables			
Enrollment	305	20	325
Estimated School P2 ADA	285.5	23.5	309
Unduplicated Count - EL/FRLE	269	6	275
A. Revenues:			
State (using FCMAT LCFF Calculator)			
Base Grade Span (includes CiL, EPA)	\$ 2,797,127	392,891	\$ 3,190,018
TK Add-On	14,065	45,222	59,287
Supplemental and Concentration	715,253	95,234	810,487
PY Adj to CiL, EPA, State Aid	(217,229)	217,229	-
Subtotal - State Revenue	\$ 3,309,216	750,576	\$ 4,059,792
Federal (ConApp Title I - IV, ESSER III, NSLP)	376,258	101,125	477,383
Other State (Lottery, MBG, SB740 CSFGP, Spec Ed, ELOP, Meals)	1,654,606	-	1,654,606
Local (bus/van, fund raising, donations)	115,000	5,000	120,000
Total Revenue	\$ 5,455,080	\$ 856,701	\$ 6,311,781
B. Expenditures:			
1000-1999 Certificated Personnel Salaries	\$ 1,406,106	\$ 400,611	\$ 1,806,717
1100 Teachers (all)	1,044,610	398,750	1,443,360
1100 2 P.D. days, 22 teachers @ \$299/day + 80 hours@\$30/hr	21,556	-	21,556
1100.01 Substitutes (absence coverage)	28,000	-	28,000
1100.03 Substitutes for PD release time	6,000	-	6,000
1100 Teacher-in-Charge Stipend	2,000	-	2,000
1100 Hard-to-Fill (Math, Science)	2,000	-	2,000
1100 Advanced Degree Stipends (MA, PhD)	1,000	-	1,000
1100 Returning Teacher Stipend - OTO	28,000	(28,000)	-
1100 Longevity Stipends Certificated	6,000	1,476	7,476
1100 TK Coordinator Stipend (UTK Planning Grant- 1-yr extension)	5,000	-	5,000
1100 Parent/Family Liaison Stipend (Title-funded, 1-yr extension)	5,000	-	5,000
1200 Speech Pathologist, Psychologist	56,610	9,435	66,045
1300 Cell Phone Stipends	230	-	230
1300 Asst Principal @ 210 days/yr w MA	23,000	(23,000)	-
1300 Waived Ins (Other Coverage)	1,600	-	1,600
1300 Longevity	4,000	(2,000)	2,000
1300 Principal @ 210 days/yr w PhD	127,000	11,000	138,000
1900 Other Certificated (reclassified from 1100)	44,500	32,950	77,450
2000-2999 Classified Personnel Salaries	\$ 891,515	\$ 197,031	\$ 1,088,545
2100 Instructional Aides/EL, hourly (rates/hours vary, 185 days)	307,004	103,312	410,315
2200 Non-Certificated Support (drivers, food srvc, tech coord)	316,587	61,827	378,415
2400 School Office/Clerical	141,480	17,080	158,560
2900 Other Classified (RM, After School)	108,263	12,356	120,619
2100-2900 Waived Ins (Other Coverage)	12,650	-	12,650
2100-2900 Cell Phone Stipends	2,000	-	2,000
2100-2900 Longevity Stipends Classified	3,531	2,456	5,987
3000-3999 Employee Benefits	\$ 399,864	\$ 67,644	\$ 467,508
3300 OASDI and Medicare	175,768	45,720	221,488
3400 Health & Welfare	124,477	13,602	138,079
3500 State Unemployment	12,096	904	13,000
3600 Worker's Compensation	28,523	7,419	35,942
3900 401(k) Employer Contributions	59,000	-	59,000
4000-4999 Books and Supplies	\$ 345,500	\$ 30,000	\$ 375,500
4100 Textbooks	55,000	15,000	70,000
4200 Other Books/Library	11,500	9,000	20,500
4300 Materials and Supplies	120,000	-	120,000
4300 Classroom Budgets (ESSER III)	6,000	-	6,000
4300 Transportation - Gasoline	70,000	-	70,000
4400 Non-capitalized Furn/Equip (>\$500, <\$5,000)	10,000	-	10,000
4700 Food	70,000	5,000	75,000
4700 After School Program Snacks	3,000	1,000	4,000
5000-5999 Services and Other Operating Expenditures	\$ 2,173,244	\$ (95,507)	\$ 2,077,737

Sacramento Valley Charter School

Fiscal Year Budget Cycle	2nd Interim	Difference	Budget
	Budget		Development
	3/8/2023		5/17/2023
	<u>2022-23</u>	<u>2023-24</u>	<u>2023-24</u>
5200 Travel & Conferences (also see PD 5800)	3,000	-	3,000
5300 Dues & Memberships	4,200	-	4,200
5400 Insurance	58,391	2,909	61,300
5501 Operations & Housekeeping	60,000	-	60,000
5530 Utilities	20,000	-	20,000
5610 Facility Rent/Lease	328,644	26,256	354,900
5600 Facility Maintenance	16,500	30,000	46,500
5630 Copier Leases	12,000	-	12,000
5670 Facility Security/Safety Improvements	30,000	-	30,000
5600 Transportation - Bus/Van Maint	40,000	-	40,000
5800 Contracted Student Transportation (converted to employees)	50,000	(50,000)	-
5640 Food Service Shopping & Delivery (converted to employee)	5,000	(5,000)	-
5800 District Admin Oversight (1% State Aid)	33,092	7,506	40,598
5800 SELPA Admin Fee (decr from 5.5 to 4.5% Year 3)	9,270	-	9,270
5800 Nursing Services (screenings) est.	2,655	-	2,655
5800 Accounting Services	48,200	2,000	50,200
5820 Audit Services	15,000	-	15,000
5800 Fieldtrips	7,500	-	7,500
5810 Special Education Placeholder	22,404	(22,404)	-
5820 ESSER III Placeholder	-	-	-
5820 Title VI Placeholder	-	-	-
5820 UPK Placeholder	46,688	(46,688)	-
5820 ELOP Placeholder	434,053	(55,000)	379,053
5820 LREBG Placeholder	505,502	-	505,502
5820 Educator Effectiveness Placeholder	42,046	-	42,046
5820 Art, Music, IM Block Grant Placeholder	167,014	(20,000)	147,014
5830 Legal Services	10,000	-	10,000
5800 Marketing/Recruiting	15,000	-	15,000
5800 Technology Upgrade	20,000	-	20,000
5800 Technology Support	20,000	-	20,000
5800 Other Contracted Services	71,085	28,915	100,000
5800 Professional Development	40,000	6,000	46,000
5900 Postage and Communications	36,000	-	36,000
6000-6999 Capital Outlay	\$ 107,592	\$ (989)	\$ 106,603
6400 Furniture and Equipment (>\$5,000)	-	-	-
6500 FF&E Replacement (>\$5,000)	-	-	-
6898 Amortization Expense (non-cash)	802	73	875
6900 Depreciation Expense (non-cash)	106,790	(1,062)	105,728
Total Expenditures	\$ 5,323,820	\$ 598,790	\$ 5,922,610
Net Annual Operations	\$ 131,260	\$ 257,911	\$ 389,171
7000-7999 Other Outgo/Other Financing (Sources)Uses			
7438 Debt Service (bus loan interest 1 bus)	2,965	(2,279)	686
7438 Debt Service (bus loan interest 3 buses)	10,037	(5,198)	4,839
Total Other Outgo	\$ 13,002	\$ (7,477)	\$ 5,525
Net increase (decrease):	\$ 118,258	\$ 265,388	\$ 383,646
Beginning Balance	\$ 2,521,475	2,639,733	\$ 2,639,733
Ending Balance*	\$ 2,639,733	\$ 2,905,121	\$ 3,023,378

Cash

Book balance at 6/30/2022:	\$ 1,964,944
Bank balance 06/30/2022:	\$ 1,987,811
Bank balance at 05/10/2023:	\$ 3,162,939
Est cash balance at 6/30/2023:	\$ 3,000,000
Est cash balance at 6/30/2024:	\$ 3,919,270

Sacramento Valley Charter School

Fiscal Year Budget Cycle	Draft Budget	MYP	MYP
	2023-24	2024-25	2025-26
Key Budget and Financial Variables			
Enrollment	325.00	325.00	325.00
Estimated School P2 ADA	309.00	309.00	309.00
Unduplicated Count - EL/FRLE	275.00	275.00	270.00
A. Revenues:			
State (using FCMAT LCFF Calculator)			
Base Grade Span (includes CIL, EPA)	3,190,018	\$ 3,318,138	\$ 3,441,623
Supplemental and Concentration	810,487	840,452	860,303
TK Add-On	59,287	61,670	63,964
PY Adj to CIL, EPA, State Aid	-	-	-
Subtotal - State Revenue	<u>4,059,792</u>	<u>\$4,220,260</u>	<u>\$4,365,890</u>
Federal (ConApp, NSLP in yrs 2&3)	477,383	497,776	351,500
Other State (Lottery, MBG, SB740 CSFGP, State Meals in yrs 2&3)	1,654,606	596,277	596,277
Local (bus, fund raising, donations, after school)	120,000	110,000	110,000
Total Revenue	<u>\$ 6,311,781</u>	<u>\$ 5,424,313</u>	<u>\$ 5,423,667</u>
B. Expenditures:			
1000-1999 Certificated Personnel Salaries	\$1,806,717	\$2,116,275	\$2,144,173
1100 Teachers (all)	1,443,360	1,767,860	1,789,860
1100 2 P.D. days, 22 teachers @ \$299/day + 80 hours@\$30/hr	21,556	21,556	21,556
1100.01 Substitutes	28,000	28,000	28,000
1100.03 Substitutes for PD	6,000	6,000	6,000
1100 Teacher-in-Charge Stipend	2,000	2,000	2,000
1100 Hard-to-Fill Position (Math+Science) Stipends	2,000	2,000	2,000
1100 Advanced Degree Stipends (MA, PhD)	1,000	1,000	1,000
1100 Returning Teacher Stipend - OTO	-	-	-
1100 Longevity Stipends Certificated	7,476	10,953	13,810
1900 TK Coordinator Stipend (UTK Planning Grant- 1-yr extensi	5,000	-	-
1200 Parent/Family Liaison Stipend (Title-funded, 1-yr extensio	5,000	-	-
1200 Speech Pathologist, Psychologist	66,045	68,026	70,067
1300 Cell Phone Stipend	230	230	230
1300 Waived Ins (Other Coverage)	1,600	1,200	1,200
1300 Longevity	2,000	2,000	2,000
1300 Principal @ 210 days/yr	138,000	127,000	127,000
1900 Other Certificated (SpecEd reclassified from 1100)	77,450	78,450	79,450
2000-2999 Classified Personnel Salaries	\$1,088,545	\$1,149,730	\$1,173,393
2100 Instructional Aides/EL, hourly (rates/hours vary, 180 days)	410,315	418,521	426,892
2200 Non-Certificated Support (drivers, food srv, tech)	378,415	425,983	434,503
2400 School Office/Clerical (all)	158,560	161,731	164,966
2900 Other Classified (RM, After School)	120,619	123,031	125,492
2100-2900 Waived Ins (Other Coverage)	12,650	12,650	12,650
2100-2900 Cell Phone Stipends	2,000	2,000	2,000
2100-2900 Longevity Stipends Classified	5,987	5,813	6,891
3000-3999 Employee Benefits	\$467,508	\$513,408	\$529,748
3300 OASDI and Medicare	221,488	249,849	253,794
3400 Health & Welfare	138,079	147,744	158,086
3500 State Unemployment	13,000	13,154	13,154
3600 Worker's Compensation	35,942	36,661	37,394
3900 401(k) Employer Contributions	59,000	66,000	67,320
4000-4999 Books and Supplies	\$375,500	\$345,000	\$355,530
4100 Textbooks	70,000	70,000	70,000
4200 Other Books/Library	20,500	20,500	20,500
4300 Materials and Supplies (incl. after school)	120,000	90,000	100,000
4300 Classroom Budgets (ESSER III)	6,000	3,000	-
4300 Transportation - Fuel	70,000	72,000	74,000
4400 Non-capitalized Furn/Equip (>\$500, <\$5,000)	10,000	10,000	10,000
4700 Food	75,000	76,500	78,030
4700 After School Program Snacks	4,000	3,000	3,000
5000-5999 Services and Other Operating Expenditures	\$2,077,737	\$1,323,407	\$1,108,292
5200 Travel & Conferences	3,000	3,250	3,500
5300 Dues & Memberships	4,200	4,300	4,400

Sacramento Valley Charter School

Fiscal Year Budget Cycle	Draft Budget	MYP	MYP
	2023-24	2024-25	2025-26
5400 Insurance	61,300	64,365	67,583
5501 Operations & Housekeeping	60,000	61,200	62,400
5530 Utilities	20,000	20,000	20,000
5610 Facility Rent/Lease	354,900	383,291	398,623
5600 Facility Maintenance	46,500	10,000	10,000
5630 Copier Leases	12,000	12,000	12,000
5670 Facility Security/Safety Improvements	30,000	10,000	10,000
5600 Transportation - Bus/Van Maint	40,000	40,000	45,000
5625 Contracted Student Transportation (Four Drivers)	-	-	-
5640 Food Service Shopping & Delivery	-	-	5,000
5800 District Admin Oversight (1% State Aid)	40,598	42,203	43,659
5800 SELPA Admin Fee (decr from 5.5 to 4.5% Year 3)	9,270	7,585	5,899
5800 Nursing Services (screenings) est.	2,655	3,000	3,150
5800 Accounting Services	50,200	50,200	52,208
5820 Audit Services	15,000	18,000	19,500
5800 Fieldtrips	7,500	9,500	9,500
5810 Special Education Placeholder	-	-	-
5820 ESSER III Placeholder	-	50,000	10,000
5820 UPK Placeholder	-	-	-
5820 Title VI Placeholder	-	-	-
5820 ELOP Placeholder	379,053	50,000	10,000
5820 LREBG Placeholder	505,502	50,000	10,000
5820 Educator Effectiveness Placeholder	42,046	42,000	20,000
5820 Art, Music, IM Block Grant Placeholder	147,014	147,014	20,000
5830 Legal Services	10,000	10,000	30,000
5800 Marketing/Recruiting	15,000	15,000	15,000
5800 Technology Upgrade	20,000	18,500	18,870
5800 Technology Support	20,000	20,000	20,000
5800 Other Contracted Srvc (ADP, banking, tech, licenses, driver traini	100,000	100,000	100,000
5800 Professional Development	46,000	46,000	46,000
5900 Postage and Communications	36,000	36,000	36,000
6000-6999 Capital Outlay	\$106,603	\$99,910	\$91,055
6400 Furniture and Equipment (>\$5,000)	-	-	-
6500 FF&E Replacement (>\$5,000)	-	-	-
6898 Amortization Expense (non-cash)	875	875	875
6900 Depreciation Expense (non-cash)	105,728	99,035	90,180
Total Expenditures	\$5,922,610	\$5,547,730	\$5,402,191
Net Annual Operations	\$389,171	(\$123,417)	\$21,476
7000-7999 Other Outgo/Other Financing Uses			
7438 Debt Service (bus loan interest 1 bus)	\$ 686	\$ -	\$ -
7438 Debt Service (bus loan interest 3 buses)	4,839	404	-
Total Other Outgo	\$ 5,525	\$404	\$0
Net increase (decrease):	383,646	(123,821)	21,476
Beginning Balance	2,639,733	3,023,378	2,899,557
Ending Balance	\$ 3,023,378	\$ 2,899,557	\$ 2,921,033

2023-24 Draft Budget

		Beg. Bal. (Ref. Only)												TOTAL		BUDGET
		@ 6/30/24												EST ACCR'Ls		(GA Fig)
		JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE			
A.	BEGINNING CASH	3,000,000	3,302,072	3,411,300	3,474,665	3,560,733	3,491,854	3,577,756	3,746,209	3,698,149	3,718,714	3,907,926	3,879,370			
B.	RECEIPTS															
	Revenue Limit:															
	State Aid, incl. EPA															
	Other															
	Cash In Lieu of Prop Tax															
	Federal Revenues															
	Other State Revenues, incl Spec Ed															
	Other Local Revenues															
	Interfund Transfers In															
	All Other Financing Sources															
	TOTAL RECEIPTS	243,016	267,100	404,793	562,844	400,850	549,664	647,269	435,829	504,508	668,981	451,151	451,151	724,585	6,311,780	6,311,780
C.	DISBURSEMENTS															
	Certificated Salaries															
	Classified Salaries															
	Employee Benefits															
	Books and Supplies															
	Services															
	Capital Outlay															
	Other Outgo - SPED															
	Interfund Transfers Out															
	All Other Financing Uses - Bus Loans															
	TOTAL DISBURSEMENTS	125,725	350,700	479,100	419,500	412,400	403,400	418,400	423,400	423,400	422,400	422,300	363,808	1,166,969	5,821,531	5,821,531
D.	BALANCE SHEET TRANSACTIONS															
	Prepaid Expenditures															
	Accounts Receivable	15,000	3,000	3,000	3,000	3,000										
	Fixed Asset Addition	744,895	250,000	194,895												
	Accounts Payable	58,100														
	Unearned Revenue	1,032,336	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	(432,336)	0	0
	Principal Reduction on Buses	115,186	10,171	10,223	10,276	10,329	10,382	10,436	10,489	10,543	7,369	7,407	7,443	0	0	0
	Audit Adj/Other ULD	184,782	192,829	137,672	(57,276)	(57,329)	(60,382)	(60,436)	(60,489)	(60,543)	(57,369)	(57,407)	(57,443)	0	0	0
	TOTAL BALANCE SHEET TRANSACTIONS	302,073	109,229	63,365	86,068	(68,879)	85,902	168,463	(48,060)	20,565	189,212	(28,566)	39,900	(442,415)	480,249	480,249
E.	NET INCREASE/DECREASE	3,302,072	3,411,300	3,474,665	3,560,733	3,491,854	3,577,756	3,746,209	3,698,149	3,718,714	3,907,926	3,879,370				
F.	ENDING CASH															

Sacramento Valley Charter School Transaction Report

April 13 - May 10, 2023

	Account	Amount
Total for 8096 - Cash in Lieu of Property Taxes	UNRESTRICTED REVENUE:0000 - Unrestricted:8096 - Cash in Lieu of Property Taxes	\$ 57,373.00
Total for Miscellaneous	UNRESTRICTED REVENUE:0000 - Unrestricted:8699 - Other Local Income:Miscellaneous : Donation	212.00
Total for Transportation	UNRESTRICTED REVENUE:0000 - Unrestricted:8699 - Other Local Income:Transportation	370.00
Total for 8311 - Special Education - State	V RESTRICTED REVENUE:6500 - Special Education - Sac Vly Chtr - April 22-23 April 22-23 ERMHS SacVly Chtr	23,014.00 1,916.00
	\$ 82,885.00	

Sacramento Valley Charter School
Check Detail
 April 12 - May 10, 2023

Date	Transaction Type	Num	Name	Memo/Description	Amount
04/12/2023	Check	5149	WageWorks	For Cobra Service	40.00
04/12/2023	Check	5150	Preet Cheema	Reimbursement for the classroom supplies	6.73
04/12/2023	Check	5151	Monica Singh	Reimbursement for the classroom supplies	38.76
04/12/2023	Check	5152	Astound Business Solutions	For Phone & Internet Service	1,436.95
04/12/2023	Check	5153	Image Source	For Printer	12.99
04/12/2023	Check	5154	Sikh Temple - Rent Payable	Rent for the month of April 2023	27,387.00
04/13/2023	Check	5155	Bob Sturgess	For Music Assembly	1,000.00
04/25/2023	Check	5156	PG&E	For utility Charges	262.23
04/25/2023	Check	5157	Great America Financial	For Copier Lease	1,167.85
04/25/2023	Check	5158	Image Source	For Office printer toner	118.46
04/25/2023	Check	5159	DMV	For Pull Notice	2.00
04/25/2023	Check	5160	Real Pest Management Inc.	For Pest Control Services	300.00
04/25/2023	Check	5161	West Sacramento Truck Stop	For Fuel - March 2023	6,177.58
04/25/2023	Check	5162	Mandeep S	Install new thermostat - 2nd Grade	204.59
04/25/2023	Check	5163	Chill-Chain, Inc.	For Milk - 2 weeks	611.89
04/25/2023	Check	5164	WageWorks	For Cobra Service	40.00
04/25/2023	Check	5165	New Horizon Flooring	Janitorial Service for the month of April 2023 Additional Cost of Sanitizing	4,233.00 767.00 5,000.00
04/27/2023	Check	5166	R&P Enterprises INC	For Lunch - Wheat Sub Bread	93.50
04/27/2023	Check	5167	Nearpod Inc	Renewal License 2023-2024 - Nearpod Plus, Flocabulary & Online Training	7,058.00
05/01/2023	Check	5168	Washington Unified School District	For Induction Program - 5 teachers	10,000.00
05/01/2023	Check	5169	Sikh Temple - Rent Payable	Rent for the month of May 2023	27,387.00
05/01/2023	Check	5170	Gurdeep Singh	Transport Students to School Deliver Lunch Grocery to School	1,470.00 500.00 1,970.00
05/01/2023	Check	5171	Raghuwant Singh Arora	Voided - lost check will be reissued. Stop payment issued.	0.00
05/01/2023	Check	5172	Vicky Dali CPA LLC	Invoice for the month of April 2023	3,680.00

Tuesday, May 09, 2023 08:09:12 AM GMT-7

Sacramento Valley Charter School Operations Director

Salary Range: \$62,000 - \$67,000/year

Duty Days: 210 + paid holidays

JOB DESCRIPTION:

The Charter School Operations Director is responsible for planning, coordinating, and supervising the day-to-day business operations of the school office, and serves as administrative assistant to the principal providing support for administrative details. This position is pivotal in facilitating the school's educational purpose and the efficient daily operations of the school office. The position buffers the principal from unnecessary interruptions.

PERFORMANCE RESPONSIBILITIES:

1. Supervises and/or delegates enrollment, transfer, discharge, and readmission process for students and the preparation of related records and files.
2. Supervises and/or delegates student enrollment and attendance reporting.
3. Supervises the maintenance of student records, including assessment results, test scores, discipline citations, medical reports and records, and other documents.
4. Supervises student medication dispensation and injury reports.
5. Supervises requisitions, receives, and distributes/stores classroom, school office and work room materials and supplies; maintains ongoing inventory; processes packing slips.
6. Prepares and processes field trip requests.
7. Maintains school web site.
8. Assists in writing, translating (if bilingual), publication, and distribution of the school newsletter.
9. Participates in the development of the budgets and monitors charter school budget-to-actual activity. Communicates with the Fiscal Consultant about updates needed for the 1st and 2nd Interim Reports.
10. Prepares and maintains purchase orders and other expense records; monitors expenditures; resolves discrepancies; and ensures expenditures are within budget allowances for the month and year.
11. Prepares necessary forms for Human Resources to hire, upgrade, terminate or authorize special payments to staff.
12. Organizes interview process for hiring certificated and classified staff.
13. Plans, assigns, trains, and evaluates classified staff in accordance with SVCS standards, timelines, and procedures.
14. Processes, assigns, trains, and directs work of volunteers.
15. Plans and coordinates arrangements for school and community activities; acts as liaison between school and other schools, authorizer, outside agencies, parents/guardians, and the public at large.
16. Serves as the custodian of school office records.

17. Develops, implements, and monitors work practices, systems, and methods that are effective, efficient, and consistent with SVCS standards, policies, and procedures.
18. Assists with coordinating and scheduling classified staff (i.e., instructional aides, food service, transportation, recess monitors, tech coordinators, and office staff).
19. Coordinates professional development of classified staff.
20. Coordinates the Principal's master calendar of meetings and events, screens calls, receives visitors, and responds to requests for information and assistance, as appropriate.
21. Attends school meetings and events, as needed (i.e. board meetings, PTO, parent nights, Site Council/ELAC).
22. In-services new staff on SVCS policies and regulations as they apply to school site operations; standard school site rules and procedures; computer operation and software programs used; proper use of office equipment; and emergency procedures.
23. Maintains and updates student and staff emergency information and disaster preparedness.
24. Investigates circumstances of employee on-the-job injuries; prepares required documentation; and reports safety hazards to the principal.
25. Observes facility wear and tear and makes recommendations as to facility maintenance and improvements (i.e., carpet replacement, exterior and interior paint, sidewalk, and parking lot cracks, etc.).
26. Promotes and maintains a positive and effective school climate by ensuring that all interactions with staff, students, parents, and the public at large are prompt, efficient, helpful, and friendly.
27. Seeks out and participates in educational and professional development and motives and encourages such developments for classified employees.
28. Recognizes problems and impediments and reports them promptly with options for solutions to the principal; promotes and assists with constructive resolutions.
29. Establishes and maintains professional and cooperative working relationships with all stakeholders: parents/guardians, students, staff, neighbors, vendors, and stakeholders.
30. Monitors the MOU and Special Project accountability timelines and coordinates timely completion of administrative/clerical tasks.
31. Prepares annual performance audit in collaboration with Principal.
32. Monitors and analyzes student performance assessment data preparing reports, as needed, for various special projects (i.e., after school program, summer school).
33. Assist with organizing the summer school and after school programs.
34. Prepares and processes facility use agreement forms using established procedures.
35. Maintains confidentiality and sensitivity.
36. Uses appropriate professional judgement.
37. Performs other duties that are similar, related or a logical assignment to this classification.

QUALIFICATIONS

Credential and/or License:

Education:

B.A. or B.S. degree required with course work in Business Administration, Organizational Management, or related discipline desired.

Licenses or certifications:

Possession of a valid California Driver license.

Possession of a valid CPR and First Aid Certificate.

CharterSAFE HR Certificate or equivalent.

Experience:

Three years broad, varied and increasingly responsible experience with organizational procedures, computer information systems/business software and budgeting. Charter school experience desirable.

Knowledge and Abilities:

Knowledge of principles, methods and procedures, related to purchasing, operation, safety, computer networking programs, food service, budgeting and accounting, electronic data processing techniques and methods, purchasing and inventory control systems; Knowledge of principles, methods, techniques and strategies of organization, management and supervision; Knowledge of law, policies and regulations pertaining to youth and employee records; Ability to apply empirical principles and procedures in work performed; preparation of financial and statistical documents and reports; Analyze student achievement data, draw logical conclusions and prepare comprehensive reports; Establish and maintain cooperative relationships with all partners; Deal effectively and graciously with situations requiring tact and judgment; Exercise patience, common sense, and good humor to thrive within the pressures, competing priorities and demands of a school office environment.

EVALUATION:

The performance of this job will be evaluated by the principal in accordance with SVCS policies and procedures.



Sacramento Valley Charter School

Learn. Compete. Excel.
 2399 Sellers Way
 West Sacramento, CA 95691
 Front Office: 916.596.6422
 Fax: 916.372-7249

*Dr. Amrik Singh, Principal
 Gurpreet Kaur, Admin Secretary*

Principal's Report 5/17/2023

Events:

- **Monday - Friday May 8th - May 12th** Teacher Appreciation Week
- **Sunday, May 14th** Mother's Day
- **Wednesday, May 17th** Minimum Day
- **Thursday, May 24th** Multicultural Night
- **Thursday, May 25th** Talent Show
- **Monday, May 29th** Memorial Day (No School)
- **Tuesday, May 30th** Kindergarten Promotion
- **Wednesday, May 31st** Last Awards Assembly
- **Thursday, June 1st** 8th Grade Graduation
- **Thursday, June 1st** Last Day of School (Minimum Day)
- **June 12 - 23** Summer BOOST
- **June 19** - Juneteenth (NO Summer Boost)

LCAP & Budgeting: It is the second year of revision of the adopted LCAP that requires a lot of review of students' needs, budgeting, and LCAP priorities. Vicky, Gurpreet and the principal have been working on the report collaboratively.

Staff Update: Interviews have taken place and are scheduled to find qualified individuals for classified and credentialed staff for the current and coming school year.

New Hire (Filled)	To be filled positions
<ul style="list-style-type: none"> ● Molly Landon - 1st grade teacher (2023-24) ● Jatinder Ghuman - Instructional Aide ● Navpreet Kaur - Instructional Aide 	<ul style="list-style-type: none"> ● PE Teacher ● Counselor ● Middle School English Teacher ● TK Teacher ● .8 Punjabi Teacher ● Middle School Science teacher ● One bus driver ● Science Lab Technician ● Full time instructional aides for TK and all grades in Elementary and Middle School. ● Special Education Paraprofessional for IEP students with critical needs

Teachers Appreciation Week: Monday, May 8th - Friday, May 12th, 2023 has been Teachers Appreciation Week. Their innovative strategies have made a big difference in our scholars' education. Parents, scholars, and staff acknowledge and appreciate their dynamic role. To show appreciation PTO provided different foods throughout the week.

Summer BOOST (June 12-23): This program will provide students with resources that will help in making up for loss of studies and achieving academic success. Students who are behind in some subjects, at risk of retention, or need to work on their functioning skills might benefit from summer school. It is also a way for all kids to help bridge the learning gap over the summer and prevent learning loss. On Juneteenth (June 19), there will be no school.

Multicultural Night (May 24): SVCS Teachers have already started working with scholars to prepare for a Multicultural Event, May 24th. Parents and families are advised to attend this event from 5 - 7PM.

8th Grade Graduation: 8th Grade Graduation will take place on June 1st. Details have been sent out to parents regarding the gap and gown fee and the graduation ceremony details.

Free Dress Day: The last Free Dress Day for 2022-23 school year is on May 26, 2023. Our scholars will wear vibrant spring colors of their choice. Other days, students are required to maintain their school uniform. For the month of April the theme was to dress like your teacher.



BMX Assembly: The BMX Assembly aims to promote positive lifestyles, education, inclusiveness, and turning Positive Thoughts into Purposeful Action! These stunt pros focused on character building, physical science / STEM, health, road/bike safety, and success.



Award Assembly: We recognized our scholar's accomplishments during the award ceremony on April 20th, 2023. Students from every grade level attended the ceremony to be motivated to learn, compete, and excel. Scholars were honored and awarded the Principal's Honor Roll and the Honor Roll. They continue to inspire us and demonstrate how they achieve academic excellence.

