

Sacramento Valley Charter School
Transaction Report
 June 7 to July 12, 2023

Account	Amount
V RESTRICTED REVENUE:6500 - Special Education - Sac Vly Chtr - March 22-23	
22-23 June State SacVlyChtr	\$ 25,202.00
June 22-23 ERMHS SacVly Chtr	2,055.00
	<u>\$ 27,257.00</u>

Total for 8311 - Special Education - State

Monday, Jul 10, 2023 07:41:08 PM GMT-7 - Accrual Basis

Sacramento Valley Charter School
Check Detail
June 7 - July 12, 2023

Date	Num	Name	Memo/Description	Amount
06/13/2023	5211	West Sacramento Truck Stop	For Fuel	6,246.87
06/13/2023	5212	Great America Financial	For Copier Lease	462.37
06/13/2023	5213	City of West Sacramento	For Utility Charges	610.19
06/13/2023	5214	Real Pest Management Inc.	For Pest Control Service	300.00
06/13/2023	5215	Astound Business Solutions	For Phone & Internet	1,440.28
06/13/2023	5216	Robinson Anderson Print & Fulfillment	For Graduation - 21 Yard Signs	318.26
06/13/2023	5217	The UPS Store	For Mailing & Fingerprints	1,272.10
06/13/2023	5218	Serve 3 Network	For Tech Support - Invoice for the months of Dec & March to June 2023	8,312.00
06/13/2023	5219	WageWorks	For Cobra Service	40.00
06/13/2023	5220	Chill-Chain, Inc.	For Milk & Butter - 4 weeks	1,078.41
06/13/2023	5221	West Sacramento Fire Department	For - Fire Special Service Fee	230.00
06/13/2023	5222	India gate cuisine	Staff Meeting & Staff Lunch	2,100.00
06/13/2023	5223	Sarbjeet Nijjar	Reimbursement for the classroom supplies	45.81
06/13/2023	5224	US Bank	For Nuso	574.18
			8th grade six flag trip	1,418.27
			After School Snacks	1,011.24
			Classroom supplies	478.32
			For Microsoft & Wave Cloudsub Service	369.80
			For Professional Development & Refreshment	827.94
			For Lunch Grocery	6,564.42
			For bus repair & maintenance	174.10
			For Office Supplies	68.09
			For Graduation	370.73
				11,857.09
06/13/2023	5225	Prabhjot Singh	Invoice for the month of May 2023- Bhangra Class	1,000.00
06/13/2023	5226	BrainPOP LLC	For Renewal Subscription 2023-2024	4,486.25
06/13/2023	5227	SchoolWise Technologies	For Student info system subscription FY 2023-2024	4,539.00
06/13/2023	5228	CASBO Sacramento Section	For Organizational Subscription FY 2023-2024	850.00
06/13/2023	5229	Education.com	For Renewal - Access 1yr to education .com school license	1,560.00
06/13/2023	5230	Ed Club INC	For Renewal - Typing Club & Vocabulary	1,837.70
06/13/2023	5231	3P Learning,Inc	For Math seeds Subscription 2023-2024	533.40
06/13/2023	5232		void	0.00
06/13/2023	5233	National Literacy Professional Consortium	For P.D - August 10th ,2023	4,180.00
06/13/2023	5234	Amazon capital Services	For Mailing Envelopes , Notepads & Thermometer for cafeteria	581.07
			For Graduation	20.34
			For Classroom Supplies	467.96

		For Awards	347.48
		Robotics Material for Summer Boost	536.67
			<u>1,953.52</u>
06/22/2023	5235 Sweat III	For Fitness & Wellness	24,000.00
06/22/2023	5236 Jus Broadcasting Corp.	Advertisement on Punjabi Channel	2,000.00
06/22/2023	5237 Gurdeep Singh	Deliver Lunch Grocery to School - Summer Boost	500.00
06/22/2023	5238 New Horizon Flooring	Janitorial Service for the month of June 2023	4,233.00
		Additional Cost of Sanitizing	767.00
			<u>5,000.00</u>
06/22/2023	5239 Sukhpreet Kaur	Reimbursement - Graduation Refreshment	90.00
06/22/2023	5240 Amazon capital Services	Classroom Supplies - Summer Boost	150.71
06/23/2023	5241 Inspired Life School Assemblies	At School Filed Trip	3,185.00
06/23/2023	5242 Mandeep S	Reimbursement for Supplies	482.97
06/23/2023	5243 Chill-Chain, Inc.	For Milk - Summer Boost	175.30
06/23/2023	5244 R&P Enterprises INC	For Wheat Sub Bread - Month of May	110.00
06/28/2023	5245 California Charter Schools Association	For Renewal Membership	4,590.00
07/01/2023	5246 T-mobile	9 Hotspot connection fee- 2 months	360.00

Monday, Jul 10, 2023 07:19:33 PM GMT-7

Memorandum of Understanding Between SWEAT III and Sacramento Valley Charter School

This agreement specifies the expectations of the partnership between Sacramento Valley Charter School and SWEAT III Program at 408 4TH St West Sacramento, CA 95605. The partnership takes effect upon approval through May 2024. SWEAT III will provide Fitness, Nutrition and Social Emotional Learning lessons.

Student Focus

The five Social Emotional Learning (SEL) competencies: Self-management, Self-awareness, Social Awareness, Responsible Decision-Making and relationship skills, which would in turn increase overall academic student achievement.

Instructional Focus/Design

The intent of the SWEAT III TEAM is to extend learning opportunities for students in the areas social skills and positive behavior supports in common areas, in and out of the classroom, to increase successful student learning behaviors and academic achievement. The SWEAT III Program aligns with specific school site themes or behavior systems. The SWEAT III program provides lessons to directly impact student's academic achievement by encouraging students to set attainable goals both academically and socially and reinforcing the benefit of positive decisions, which will lead to more on task time in the daily classroom environment, and strategies to yield expected outcomes.

Services

Fitness Lessons, Nutritional Education and Social Emotional Learning.

Responsibilities of Contractor:

SWEAT III

- 2 DAYS A WEEK
- 3 COACHES A DAY
- MONDAY, WEDNESDAY
- FITNESS, NUTRITION, SOCIAL EMOTIONAL LEARNING.
- TOTAL OF 2 DAYS A WEEK.
- UP TO 30 STUDENTS PER SESSION

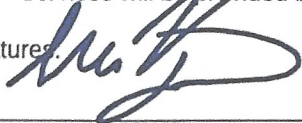
Middle School Fitness

- 4 days with the possibility of 5 days a week
- Full day
- 1 coach

Responsibilities of Sacramento Valley Charter School

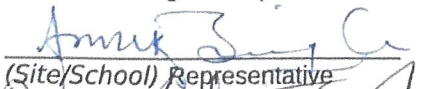
- Secure the amount of \$86,500.00
 - Invoiced in 4 payments of \$21,625.00
- Services will be provided between August 10th 2023 and May 2024

Signatures:



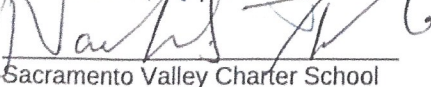
SWEAT III Program Representative

Date: 6/12/2023



(Site/School) Representative

Date: 7/17/23



Sacramento Valley Charter School

Date: 7/18/23

Cancellation Clause: This agreement is in effect upon signatures through June 2021. This agreement may be adjusted to meet the needs of one or both parties when alterations are made in writing and approved by both parties.

Either party may terminate this contract upon a thirty-day written notice.

Basic Indemnification and Insurance Language for Contracts

This language may vary depending the nature of the scope of work performed under the contract. All contracts are to be reviewed by Risk Management and Fiscal Services before final approval.

Indemnity: Except with respect to claims arising from a Party's separate negligence or willful acts, which shall remain the Party's personal obligation, each Party agrees to defend, indemnify and hold harmless the other Party and its directors, officers, and employees with respect to a claim arising from the Party's actual or alleged act, failure to act, error, or omission in the performance of their obligations under this Agreement or any governing law or regulations.

Insurance: Each Party shall purchase and maintain throughout the term of this Agreement insurance or indemnify protection that is co-equal with its indemnity obligations. This shall include, but not necessarily be limited to (1) broad commercial general liability coverage (including, as appropriate, products coverage if goods are being provided, and completed operations coverage, if construction-related services are being provided), (2) personal/commercial automobile liability insurance (including, as appropriate, owned, hired, and borrowed auto coverages), and (3) professional liability/errors and omissions (if legal, accounting, consulting, day care, IT consulting, or similar professional services are provided). The limit of liability for such coverage shall be no less than \$1 million per claim/occurrence, \$2 million in the aggregate. The other Party and its directors, officers, and employees, to the extent of the owed indemnity obligations, shall be "additional insureds" under such policies. Each Party's insurance/coverage shall be primary with respect to their liability. And, each Party shall also maintain workers' compensation insurance.

Potential Add-ons we may need depending upon the nature of the Agreement: Property insurance (leases/rentals); Fidelity (money/trust); Builders Risk (construction); Molestation (student related)

NEW HORIZON FLOORING

Building maintenance

Office (916)599-5617

Fax (916) 822-4240

July 7th, 2023

Sacramento Valley Charter School

2399 Sellers Way

Sacramento, CA 95691

Attention:

Dr. Amrik Singh. Principal

Thank you for the opportunity to submit this proposal for janitorial services

At this location.

The following pages contain detailed information and the task schedules as per your request for your office.

New Horizon Flooring will provide all paper goods and liners. New Horizon Flooring will provide all cleaning supplies for the purpose of cleaning and disinfecting all cleanable areas and all equipment necessary to perform these tasks in a professional matter.

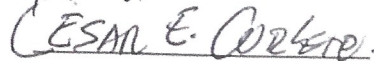
This quote is based on 5 days a week (Monday through Friday)

For the 10-month school year (August through May)

As well as the 2-month floor maintenance period (June and July)

We at New Horizon Flooring appreciate this opportunity to serve you.

Sincerely,



Cesar E. Corleto

NEW HORIZON FLOORING

Building Maintenance

Office (916) 599-5617

Fax (916) 822-4240

AREAS TO BE CLEAN, SANITIZED AND FREQUENCY

Areas to be cleaned and sanitized on a daily basis are as follow:

- 1-) School Secretary Offices
- 2-) Principals Office
- 3-) Restrooms (7)
- 4-) Class Rooms (21)
- 5-) Staff Lounges (2)
- 6-) Hall Ways and Lobby
- 7-) Stair Cases (3)
- 8-) Cafeteria
- 9-) New Additional Space
- 10-) Clean Sellers Building Perimeter (Power wash as needed)
- 11-) Exterior Wash Basins Cleaning & Maintenance (6)

Monthly services are as follow:

- Remove Cobwebs as Seen
- Dust Blinds (as needed)

NEW HORIZON FLOORING

Building Maintenance

Office (916)599-5617

Fax (916) 822-4240

TASK SCHEDULES PER AREAS.

OFFICES AND GENERAL AREAS.

Empty and clean all waste baskets, reline as necessary.

Damp mop all hard floors.

Clean and sanitize drinking fountains.

Dust mop hard floors and vacuum all carpet areas.

Spot clean spills and stains.

Clean wall by trash can as needed.

RESTROOMS.

Clean, sanitize, polish all vitreous fixtures.

Clean all glass and mirrors.

Empty all containers and disposals, insert liners.

Refill all dispensers to normal limits.

Sweep, damp mop and sanitize hard floor.

NEW HORIZON FLOORING

Building Maintenance

Office (916) 599-5617

Fax (916) 822-4240

FLOOR CARE AND MAINTENANCE SERVICES.

Clean all carpeted areas 1 time a year (Carpet extraction)

Bonnet clean carpets as needed.

Strip and wax floors 1x per year. (June & July)

Scrub Tile floors 1x per year (June & July)

(Only including areas described on Pg2)

Disinfecting Services (Fogging Method)

Disinfect all areas described on Pg2 (Mon – Fri)

Disinfect Busses and Minivans (Mon – Fri)

New horizon flooring to provide all materials, labor and to R/R furniture.

NEW HORIZON FLOORING

Building Maintenance

Office (916) 599-5617

Fax (916) 822-4240

Services

1. Janitorial and Day Porter services (August – May)

2. Disinfection Services (August - May)

3. Summer School Disinfection Services

4. Summer School Janitorial and Day Porter Services

	<u>Monthly</u>	<u>Yearly</u>
	\$5,000.00	\$60,000.00

Any additional work to added that is not included in this contract is to be priced as additional work

NEW HORIZON FLOORING

Building Maintenance

Office (916) 599-5617

fax (916) 822-4240

AGREEMENT made this 17th day of July, 2023 by and between
New Horizon Flooring and Sacramento Valley Charter School.

CLIENT desires New Horizon Flooring to supply such cleaning services at their property
commonly known as SVCS Either SVCS and/or New Horizon Flooring may terminate
this contract with 30 days Written notice.

NOW THEREFORE, the parties hereto agree as follows:

Beginning on 17 July, 2023 New Horizon Flooring will provide and perform for
the CLIENT the services described in the task schedule as per pages 2,3 and,4 a true and
accurate copy of which is attached hereto and made part hereof, in the areas to be service.

IN WITNESS WHEREOF, parties have caused this agreement to be executed as of the
day first above written.

BY: Sacramento Valley Charter REPRESENTATIVE

Name: Dr Amrik Singh Title: Principal

BY: CESAR E- CORLETO ,NEW HORIZON FLOORING
REPRESENTATIVE

Name: CESAR E CORLETO
Title: OWNER

Certificate of Resolution (2023)

For Sacramento Valley Charter School

Section 125 Premium Only Plan

Plan Year Ending August 31, 2024

The undersigned Secretary or Principal of **Sacramento Valley Charter School** (the Employer) hereby certifies that the following resolutions were duly adopted by the board of directors of the Employer on **September 1, 2023**, and that such resolutions have not been modified or rescinded as of the date hereof:

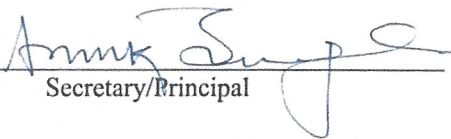
RESOLVED, that the form of Amended Section 125 Cafeteria Plan effective **September 1, 2023**, presented to this meeting is hereby approved and adopted and that the proper officers of the Employer are hereby authorized and directed to execute and deliver to the Administrator of the Plan one or more counterparts of the Plan.

RESOLVED, that the Administrator shall be instructed to take such actions that are deemed necessary and proper in order to implement the amended Plan, and to set up adequate accounting and administrative procedures to provide benefits under the Plan.

RESOLVED, that the proper officers of the Employer shall act as soon as possible to notify the employees of the Employer of the adoption of the amended Plan by delivering to each employee a copy of the summary description of the Plan in the form of the Summary Plan Description presented to this meeting, which form is hereby approved.

The undersigned further certifies that true copies of the Adoption Agreement, Plan Document, and the Summary Plan Description, approved and adopted in the foregoing resolutions, are attached herewith.

By


Secretary/Principal

7/17/23

California Charter School Accounting and Best Practices Manual

The California Charter School Accounting and Best Practices Manual (revised 2022) is designed for charter school administrators, governing board members, fiscal services administrators, office managers, accountants, back office service providers, bookkeepers, secretaries and others who are responsible for charter school activities. FCMAT recognizes the increasing demands on charter school leaders, and this manual is designed to help leaders meet those demands while maintaining fiscal accountability, transparency and accuracy.

This manual has been developed to help charter schools follow legal requirements as well as FCMAT recommendations. Each chapter covers one or more critical aspects of charter school financial management and related areas. The manual is intended to be a comprehensive guide to charter school accounting policies and procedures, and a reference to other valuable financial and accounting resources. Its intent is to help charter schools navigate accounting policies and procedures, as well as other common functions. It is not prescriptive for items not required by law; rather, it is intended to be assistive. It is intended to serve as an initial guide to some of the main areas in which FCMAT finds charter schools need assistance.

Manual and Other Resources

View or Download Manual

 [2022 Charter School Manual](#)

Other Tools and Resources

[Charter Schools and Authorizers Resources](#)

[Charter School Oversight Checklist](#)

[Charter School Fiscal Health Risk Analysis \(FHRA\)](#)

fcmat.org/Publications/Reports/Charter-School-Manual.pdf



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, Operations Director*

Principal's Report 7/12/2023

Events:

- **July 25/26** - Transportation Orientation
- **July 27/28** - New Teacher Orientation
- **August 9 - 10** Professional Development for teachers/staff
- **August 14** - Teacher's First Workday
- **August 16** - Meet & Greet
- **August 17** - First day of school

LCAP Report - This report has been updated and posted to our school website. The report was readopted along with the local indicators presentation to the Board.

Staff Update: Interviews are being conducted throughout the summer to find qualified individuals for classified and credentialed staff for the coming school year. We have a new hire, Jasmyn Lewis, who will be our new middle school social studies teacher in the 2023-24 school year. Jonah Husted is another new hire who will be our middle school science teacher for the 2023-24 school year.

School Website Maintenance: Over the summer, the front office staff has been working on updating the school website. Photos of the events that happened in the 2022-23 school year have been uploaded.

Caseload Changes at EDCOE SELPA: Jon Hall was a program specialist assigned to our school since the beginning of the program with EDCOE. A new program specialist has been assigned to our school, and her name is Melanie Thomas. She will be taking over the caseloads.

Passing of Nancy Erikson: We are sorry to share the information that our special education teacher, Nancy Erikson, passed away in June 2023. She started working at SVCS in September 2020 and served all special education students to help them achieve academic success.

Access to Mental Health Care: Dr. Singh and Joseph Arrow (SVCS Counselor) met with Denice Domke, the President and CEO of the West Sacramento Chamber of Commerce for a small group, high level conversation about current access to mental health care on Wednesday, June 21, 2023.

Summer BOOST 2023: Our students showed their hard work, dedication, and passion for learning throughout the summer boost program. This program helped provide students with resources that helped to make up for the loss of studies. Students who were behind in some subjects, at risk of retention, or needed to work on their functioning skills, benefited from summer boost. We ended summer boost with a spectacular show done by our students. They performed bhangra routines they learned during the summer. The bhangra classes were taught by our very own Jatinder Ghuman. Students were awarded certificates to recognize their participation.

