

June Regular Board Meeting

Shanel Valley Academy

Jun 16, 2022 at 5:00 PM PDT to Jun 16, 2022 at 7:00 PM PDT

Meeting Details:

<https://us06web.zoom.us/j/81182415566?pwd=RVBudDZPWjJWRzdycGxJNGE3L0huQT09>, +1
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Meeting ID: 81182415566

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Agenda

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| I. Land Acknowledgment and Moment of Silence | 5:00 PM |
| II. Call to Order | 5:01 PM |
| III. Roll Call | 5:02 PM |
| IV. Adoption of the Agenda | |
| V. Public Comment Regarding Closed Session Items | 5:07 PM |
| VI. Public Comment & Announcements on Agenda Items | |
| VII. Public Comment & Announcements on Non Agenda Items | |
| VIII. Public Employee Employment - Compensation Study | 5:13 PM |
| Review and Possible Adoption of Comparable Compensation Data for Charter School Executive Directors/Principals | |
| IX. Closed Session | 5:30 PM |
| A. Public Employee Employment: Principal | |
| B. Public Employment: Classified positions | |
| C. Public Employment: Certificated positions | |
| X. Introductory Items | 6:00 PM |
| A. Reconvene in Open Session | |
| B. Report Out from Closed Session | |
| XI. Employment Agreement - Review and Possible Approval of Employee Agreement for Principal | |
| A. Oral Report of Salary, Salary Schedule, Or Compensation Paid in the Form of Fringe Benefits | |
| 1. Salary: | |
| 2. Health benefits: | |
| 3. Retirement benefits: | |

4. Bonuses:

XII. Adoption of Revised Board Policies

A. BP#11 - PROCUREMENT POLICY AND CONTRACT BIDDING POLICY

B. BP #10 - FINANCIAL POLICIES AND PROCEDURES

XIII. Fiscal Updates

XIV. Review and Approval of New Board Policies

A. SP#12 - STUDENT PROMOTION AND RETENTION

XV. Consent Agenda

A. Approval of Board Minutes

Minutes reflect actions taken and provide information for the public.

B. Approval of Revised 22-23 School Calendar

C. Public Employment - New Job Descriptions

Community Schools Grant will fund two new positions at SVA!

1. Approval of Community Schools Director Job Description

2. Approval Community Liaison Job Description

D. Approval of 22-23 Employee Handbook

E. Approval of 22-23 Student/Parent Handbook

XVI. Updates & Discussion items

A. Final 22-23 Budget, LCAP, and Employee Contracts by June 30

XVII. Adjournment

Shanel Valley Academy Governing Board

Summary of Compensation and Benefits Survey Data for Principal

May 2022

Prior to any Board action to approve any decisions regarding executive compensation (including approval of base salary increases, incentive compensation, bonuses, etc.), the Board must first exercise due diligence (review of comparable compensation practices) to ensure compliance with IRS restrictions on excess compensation for nonprofit executives, including a Charter School Principal. The Board's review and approval of the executive compensation must occur: initially upon hiring the executive; whenever the term of employment, if any, is renewed or extended; and whenever the executive's compensation is modified. However, separate review and approval is not required if the modification of compensation extends to substantially all employees.

In reviewing the reasonableness of compensation for nonprofit executives, the IRS considers "compensation" broadly and will look at the value of salary, as well as non-fixed compensation (incentive compensation/bonuses), and benefits. If the IRS determines compensation is not reasonable, severe consequences may result. Thus, the best way to avoid risk of penalties is to go through the process of establishing reasonable compensation in advance of any salary increase, and for the Board to properly document it has engaged in such a process. This approach will also meet the legal requirements specific to California nonprofits under the California Nonprofit Integrity Act.

The following is a summary of our findings following review and comparison of a sampling of total compensation levels received by public school leaders in the Northern California area. Compensation figures are from the State Controller's Office for the 2020 calendar year (the most recent available). Student enrollment figures are from the California Department of Education for the 2019-20 school year. The Principal of Shanel Valley Academy will oversee a charter school with a projected population of approximately 150 students in its second year with small annual increases each subsequent year. Based on these facts, this study compared salary packages of like classifications – specifically, school leaders of similarly-sized charter schools and one school district. The five charter schools surveyed in this summary have an average student population of approximately 186. Of the five charter schools sampled, the average total compensation package in 2020 (base salary plus other compensation) for school leaders was approximately \$119,509. The annual base salaries ranged from \$80,605 to \$119,509, with the average base salary being approximately \$94,126.

Accelerated Achievement Academy (Mendocino County)	143 Students
Principal	
Total Compensation Package	\$118,763
Base Salary	\$88,931
Other compensation (insurance and retirement)	\$29,832
Redwood Academy of Ukiah (Mendocino County)	144 Students
Administrator	
Total Compensation Package	\$119,795
Base Salary	\$91,485
Other Compensation (insurance and retirement)	\$28,310
Thompson Peak (Lassen County)	162 Students
Director	
Total Compensation Package	\$137,509
Base Salary	\$119,509
Other Compensation (insurance and retirement)	\$18,000
Willits Charter School (Mendocino County)	143 Students
Director	
Total Compensation Package	\$120,086
Base Salary	\$90,100
Other compensation (insurance and retirement)	\$29,986
Village Charter School (Sonoma County)	342 Students
Administrator	
Total Compensation Package	\$99,571
Base Salary	\$80,605
Other compensation (insurance and retirement)	\$22,179

SVA

Board Financial Update

BRIAN HOLMES

JUNE, 2022



1. 2022-23 Budget Approval

- A. Budget Proposal – Governor vs. Legislature
- B. 2022-23 Budget Draft vs 2021-22 Forecast
- C. Multi-Year Projection
- D. Multi-Year Cash Flow

2022-23 Budget Approval

Based on May Revise



Budget Proposal – Governor vs. Legislature



LCFF

9.85%: 6.56% COLA + \$2.1B base increase

16.20% total LCFF Increase



One-Time Grant

\$8B → ~\$1,375 per ADA, minimal restrictions

\$8.5B → ~\$1,450 per ADA, restricted to staffing



FY22 Flexibility in LCFF Driver - ADA

CY P2, PY P2, or CY Enrollment-Based ADA

CY P2 or PY P2



Expanded Learning Opportunities Program

\$2,500 per unduplicated pupil

\$1,500 or \$3K per UP based on demographics

2022-23 Budget Draft vs Approval



Slight increase in LCFF in the final draft

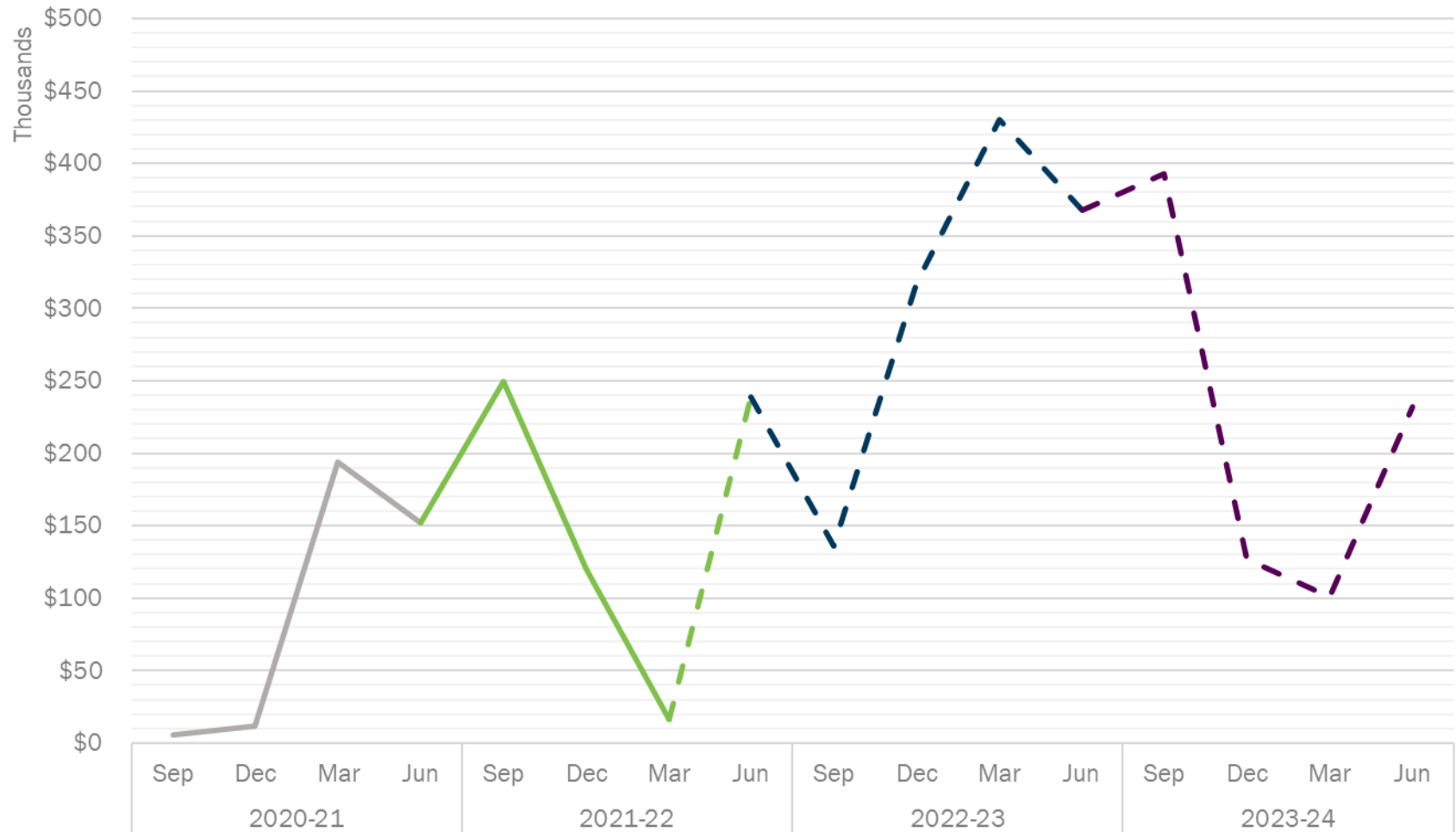
		2022-23	2022-23	Variance
		Prior Budget Draft	Current Budget Draft	
Revenue	LCFF Entitlement	1,583,583	1,591,692	8,109
	Federal Revenue	358,130	358,130	-
	Other State Revenues	165,141	165,160	20
	Local Revenues	-	-	-
	Fundraising and Grants	200,000	200,000	-
	Total Revenue	2,306,853	2,314,982	8,129
Expenses	Compensation and Benefits	1,426,031	1,426,031	-
	Books and Supplies	350,868	350,868	(0)
	Services and Other Operating	440,868	441,418	(550)
	Depreciation	30,814	30,814	-
	Other Outflows	321	321	-
	Total Expenses	2,248,902	2,249,452	(550)
	Operating Income	57,951	65,530	7,579
	Beginning Balance	351,445	351,445	-
	Operating Income	57,951	65,530	7,579
Ending Fund Balance (incl. Depreciation)		409,396	416,975	7,579
Ending Fund Balance as % of Expenses		18.2%	18.5%	0.3%

Multi-Year Projection



		2021-22	2022-23	2023-24	2024-25
		Current Forecast	Projected Budget	Projected Budget	Projected Budget
Revenue	LCFF Entitlement	1,004,154	1,591,692	1,806,859	2,147,590
	Federal Revenue	850,767	358,130	176,856	199,967
	Other State Revenues	122,329	165,160	174,734	193,061
	Local Revenues	-	-	-	-
	Fundraising and Grants	216,349	200,000	150,000	150,000
	Total Revenue	2,193,599	2,314,982	2,308,449	2,690,618
Expenses	Compensation and Benefits	1,142,207	1,426,031	1,471,533	1,727,851
	Books and Supplies	521,167	350,868	168,733	194,848
	Services and Other Operating	457,440	441,418	457,669	503,943
	Depreciation	25,678	30,814	30,814	30,814
	Other Outflows	7,879	321	-	-
	Total Expenses	2,154,371	2,249,452	2,128,748	2,457,456
	Operating Income	39,228	65,530	179,700	233,162
	Beginning Balance (Audited)	312,217	351,445	416,975	596,675
	Operating Income	39,228	65,530	179,700	233,162
Ending Fund Balance (incl. Depreciation)		351,445	416,975	596,675	829,837
Ending Fund Balance as % of Expenses		16.3%	18.5%	28.0%	33.8%

Multi-Year Cash Flow



Shanel Valley Academy
Multi-year Projection
As of Apr FY2022

	Year 1	Year 2	Year 3	Year 4	Year 5	Assumptions
	2021-22	2022-23	2023-24	2024-25	2025-26	
SUMMARY						
Revenue						
LCFF Entitlement	1,004,154	1,591,692	1,806,859	2,147,590	2,471,338	
Federal Revenue	850,767	358,130	176,856	199,967	226,148	
Other State Revenues	122,329	165,160	174,734	193,061	209,333	
Local Revenues	-	-	-	-	-	
Fundraising and Grants	216,349	200,000	150,000	150,000	150,000	
Total Revenue	2,193,599	2,314,982	2,308,449	2,690,618	3,056,819	
Expenses						
Compensation and Benefits	1,142,207	1,426,031	1,471,533	1,727,851	1,893,693	
Books and Supplies	521,167	350,868	168,733	194,848	217,419	
Services and Other Operating Expenditures	457,440	441,418	457,669	503,943	544,921	
Depreciation	25,678	30,814	30,814	30,814	30,814	
Other Outflows	7,879	321	-	-	-	
Total Expenses	2,154,371	2,249,452	2,128,748	2,457,456	2,686,846	
Operating Income	39,228	65,530	179,700	233,162	369,973	
Fund Balance						
Beginning Balance (Unaudited)	312,217	351,445	416,975	596,675	829,837	
Audit Adjustment						
Beginning Balance (Audited)	312,217	351,445	416,975	596,675	829,837	
Operating Income	39,228	65,530	179,700	233,162	369,973	
Ending Fund Balance	351,445	416,975	596,675	829,837	1,199,810	
Total Revenue Per ADA	23,473	17,142	15,896	16,160	16,523	
Total Expenses Per ADA	23,054	16,656	14,658	14,759	14,523	
Operating Income Per ADA	420	485	1,237	1,400	2,000	
Fund Balance as a % of Expenses	16%	19%	28%	34%	45%	

Shanel Valley Academy
Multi-year Projection
As of Apr FY2022

	Year 1 2021-22	Year 2 2022-23	Year 3 2023-24	Year 4 2024-25	Year 5 2025-26	Assumptions
Key Assumptions						
Enrollment Breakdown						
TK	5	20	20	8	8	
K	27	27	22	30	30	
1	10	32	27	30	30	
2	11	11	32	26	30	
3	22	12	11	26	30	
4	6	22	12	20	27	
5	13	9	23	20	25	
6	11	13	10	20	20	
Total Enrolled	105	146	157	180	200	
ADA %						
K-3	89.0%	92.5%	92.5%	92.5%	92.5%	
4-6	89.0%	92.5%	92.5%	92.5%	92.5%	
Average ADA %	89.0%	92.5%	92.5%	92.5%	92.5%	
ADA						
K-3	67	94	104	111	118	
4-6	27	41	42	56	67	
Total ADA	93	135	145	167	185	
Demographic Information						
CALPADS Enrollment (for unduplicated % calc)	104	146	157	180	200	
# Unduplicated (CALPADS)	72	101	109	125	139	
# Free & Reduced Lunch (CALPADS)	67	94	101	116	129	
# ELL (CALPADS)	16	22	24	28	31	
New Students	105	42	11	23	20	
School Information						
FTE's	16.7	20.0	20.0	23.4	25.0	
Teachers	7	8	8	9	10	
Certificated Pay Increases	3%	3%	3%	3%	3%	
Classified Pay Increases	3%	3%	3%	3%	3%	
# of school days	-	-	-	-	-	
Default Expense Inflation Rate		2%	2%	2%	2%	

Shanel Valley Academy
Multi-year Projection
As of Apr FY2022

	Year 1 2021-22	Year 2 2022-23	Year 3 2023-24	Year 4 2024-25	Year 5 2025-26	Assumptions
REVENUE						
LCFF Entitlement						
8011 Charter Schools General Purpose Entitlement - State Aid	728,525	1,193,365	1,378,521	1,656,502	1,925,684	
8012 Education Protection Account Entitlement	18,690	27,010	29,045	33,300	37,000	
8096 Charter Schools in Lieu of Property Taxes	256,939	371,317	399,293	457,788	508,654	
SUBTOTAL - LCFF Entitlement	1,004,154	1,591,692	1,806,859	2,147,590	2,471,338	
Federal Revenue						
8181 Special Education - Entitlement	-	11,681	16,881	18,153	20,813	
8220 Child Nutrition Programs	53,150	102,452	112,375	131,414	148,936	
8291 Title I	23,450	23,450	32,900	35,350	40,600	
8292 Title II	2,010	3,350	4,700	5,050	5,800	
8294 Title IV	10,000	10,000	10,000	10,000	10,000	
8298 Implementation Grant	498,000	200,000	-	-	-	
8299 All Other Federal Revenue	264,157	7,196	-	-	-	
SUBTOTAL - Federal Revenue	850,767	358,130	176,856	199,967	226,148	
Other State Revenue						
8381 Special Education - Entitlement (State	52,077	75,259	80,930	92,785	103,095	
8520 Child Nutrition - State	2,453	6,027	6,610	7,730	8,761	
8550 Mandated Cost Reimbursements	-	1,714	2,611	2,896	3,422	
8560 State Lottery Revenue	22,254	32,160	34,583	39,650	44,055	
8590 All Other State Revenue	45,545	50,000	50,000	50,000	50,000	
SUBTOTAL - Other State Revenue	122,329	165,160	174,734	193,061	209,333	
Local Revenue						
SUBTOTAL - Local Revenue	-	-	-	-	-	
Fundraising and Grants						
8802 Donations - Private	216,349	200,000	150,000	150,000	150,000	
SUBTOTAL - Fundraising and Grants	216,349	200,000	150,000	150,000	150,000	
TOTAL REVENUE	2,193,599	2,314,982	2,308,449	2,690,618	3,056,819	

Shanel Valley Academy
Multi-year Projection
As of Apr FY2022

		Year 1	Year 2	Year 3	Year 4	Year 5	Assumptions
		2021-22	2022-23	2023-24	2024-25	2025-26	
EXPENSES							
Compensation & Benefits							
Certificated Salaries							
1100	Teachers Salaries	327,000	408,400	421,276	506,622	586,767	
1148	Teacher - Special Ed	65,000	66,950	68,959	71,027	73,158	
1300	Certificated Supervisor & Administrator Salaries	105,000	108,150	111,395	114,736	118,178	
1900	Certificated Other Salaries	85,000	87,550	90,177	92,882	95,668	
SUBTOTAL - Certificated Salaries		582,000	671,050	691,806	785,268	873,772	
Classified Salaries							
2100	Classified Instructional Aide Salaries	118,246	127,932	131,413	187,744	193,377	
2103	Classified SPED Aide	-	-	-	37,142	38,256	
2200	Classified Support Salaries	71,667	136,520	140,616	144,834	149,179	
2300	Classified Supervisor & Administrator Salaries	86,580	122,652	126,332	130,122	134,026	
2905	Other Classified - After School	30,069	50,963	52,492	54,067	76,895	
SUBTOTAL - Classified Salaries		306,561	438,068	450,853	553,909	591,733	
Employee Benefits							
3100	STRS	90,522	116,711	120,331	137,828	154,368	
3300	OASDI-Medicare-Alternative	34,805	46,962	48,353	57,707	62,002	
3400	Health & Welfare Benefits	106,750	132,300	138,915	170,171	187,188	
3500	Unemployment Insurance	10,906	9,849	9,849	9,576	9,975	
3600	Workers Comp Insurance	10,663	11,091	11,427	13,392	14,655	
SUBTOTAL - Employee Benefits		253,646	316,913	328,875	388,674	428,188	
Books & Supplies							
4100	Approved Textbooks & Core Curricula Materials	80,249	70,200	10,404	10,612	10,824	
4101	Approved Textbooks & Core Curricula Materials - Custom 1	16,600	-	-	-	-	
4200	Books & Other Reference Materials	103,743	10,600	-	-	-	PCSGP Placeholder
4320	Educational Software	14,700	7,300	8,007	9,364	10,612	
4325	Instructional Materials & Supplies	27,090	2,100	561	1,196	1,061	
4330	Office Supplies	8,300	8,466	8,635	8,808	8,984	
4410	Classroom Furniture, Equipment & Supplies	82,750	50,000	5,100	5,202	5,306	
4420	Computers: individual items less than \$5k	54,467	8,630	3,820	5,062	5,412	
4430	Non Classroom Related Furniture, Equipment & Supplies	51,500	73,040	-	-	-	
4710	Student Food Services	81,769	120,532	132,206	154,605	175,219	
SUBTOTAL - Books and Supplies		521,167	350,868	168,733	194,848	217,419	
Services & Other Operating Expenses							
5300	Dues & Memberships	1,680	2,383	2,613	3,056	3,464	
5400	Insurance	40,425	57,334	62,887	73,542	83,347	
5450	Flood Insurance	33,268	33,933	34,612	35,304	36,010	
5510	Utilities - Gas and Electric	34,713	35,558	36,424	37,311	38,220	
5515	Janitorial, Gardening Services & Supplies	10,000	9,000	5,000	6,000	6,120	
5520	Security	3,000	1,500	1,530	1,561	1,592	
5525	Utilities - Waste	12,048	12,289	12,535	12,785	13,041	
5530	Utilities - Water	10,000	10,200	10,404	10,612	10,824	
5615	Repairs and Maintenance - Building	57,875	11,169	12,251	14,326	16,236	
5803	Accounting Fees	12,500	12,750	13,005	13,265	13,530	
5805	Administrative Fees	10,000	10,200	10,404	10,612	10,824	
5812	Business Services	78,865	98,875	111,645	125,464	137,292	
5820	Consultants - Non Instructional - Custom 1	20,050	17,720	18,074	18,436	18,805	
5824	District Oversight Fees	10,042	16,235	18,799	22,790	26,751	
5836	Fingerprinting	1,250	1,530	1,561	1,864	2,030	

Shanel Valley Academy
Multi-year Projection
As of Apr FY2022

	Year 1	Year 2	Year 3	Year 4	Year 5	Assumptions
	2021-22	2022-23	2023-24	2024-25	2025-26	
5843 Interest - Loans Less than 1 Year	-	2,500	1,875	1,250	625	
5845 Legal Fees	15,000	15,300	15,606	15,918	16,236	
5851 Marketing and Student Recruiting	1,000	1,020	1,040	1,061	1,082	
5857 Payroll Fees	2,500	3,060	3,121	3,729	4,059	
5860 Printing and Reproduction	2,625	7,300	8,007	9,364	10,612	
5863 Professional Development	28,330	20,000	10,000	10,200	10,404	
5869 Special Education Contract Instructors	18,900	26,806	29,402	34,383	38,968	
5875 Staff Recruiting	1,200	1,224	1,248	1,273	1,299	
5877 Student Activities	1,869	2,755	3,022	3,534	4,005	
5878 Student Assessment	9,500	2,190	2,402	2,809	3,184	
5880 Student Health Services	1,575	2,234	2,450	2,865	3,247	
5881 Student Information System	18,100	9,028	9,411	10,029	10,612	
5884 Substitutes	5,250	6,120	6,242	7,163	8,118	
5887 Technology Services	11,150	5,237	5,033	6,106	6,800	
5905 Communications - Cell Phones	1,200	1,224	1,248	1,273	1,299	
5915 Postage and Delivery	525	745	817	955	1,082	
5920 Communications - Telephone & Fax	3,000	4,000	5,000	5,100	5,202	
SUBTOTAL - Services & Other Operating Exp.	457,440	441,418	457,669	503,943	544,921	
Depreciation Expense						
6900 Depreciation	25,678	30,814	30,814	30,814	30,814	
SUBTOTAL - Depreciation Expense	25,678	30,814	30,814	30,814	30,814	
Other Outflows						
7438 Long term debt - Interest	7,879	321	-	-	-	
SUBTOTAL - Other Outflows	7,879	321	-	-	-	
TOTAL EXPENSES	2,154,371	2,249,452	2,128,748	2,457,456	2,686,846	

Shanel Valley Academy
Monthly Cash Forecast
As of Apr FY2022

	2021-22											
	Actuals & Forecast											
	Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Nov Actuals	Dec Actuals	Jan Actuals	Feb Actuals	Mar Actuals	Apr Actuals	May Forecast	Jun Forecast
Beginning Cash	151,696	72,825	110,621	249,399	251,877	136,289	120,031	93,068	181,970	16,117	225,060	346,433
REVENUE												
LOFF Entitlement	-	-	-	338,347	101,269	-	-	-	-	300,077	50,058	82,572
Federal Revenue	-	-	-	-	-	99,132	125,883	-	3,850	26,604	111,618	55,315
Other State Revenue	-	-	-	-	-	322	708	-	586	-	73,097	14,456
Other Local Revenue	-	-	-	-	-	-	-	310,952	35,911	(156,151)	(190,712)	-
Fundraising & Grants	26,600	119,491	49,150	7,496	325	9,000	1,100	-	2,045	1,142	-	-
TOTAL REVENUE	26,600	119,491	49,150	345,843	101,594	108,455	127,691	310,952	42,392	171,671	44,061	152,344
EXPENSES												
Certificated Salaries	8,750	4,375	81,625	59,000	56,750	56,750	56,000	56,250	58,713	56,413	48,789	38,886
Classified Salaries	4,507	3,253	31,326	25,847	24,942	26,234	22,993	23,883	33,549	29,356	45,001	34,922
Employee Benefits	2,962	7,566	28,932	27,336	22,723	20,327	15,281	20,631	13,832	13,054	57,002	15,103
Books & Supplies	11,472	27,737	134,512	12,522	24,353	8,576	7,312	12,828	31,968	29,718	105,587	111,775
Services & Other Operating Expenses	15,000	29,655	40,530	26,604	30,930	10,799	20,587	21,368	31,329	20,873	108,713	37,839
Capital Outlay & Depreciation	-	-	-	-	-	-	-	-	-	-	23,538	2,140
Other Outflows	-	372	10,033	5,268	1,171	108	10,215	10,041	15,919	43,032	(90,999)	320
TOTAL EXPENSES	42,691	72,958	326,958	156,577	160,869	122,795	132,388	145,001	185,309	192,446	297,632	240,986
Operating Cash Inflow (Outflow)	(16,091)	46,533	(277,808)	189,267	(59,274)	(14,340)	(4,697)	165,952	(142,917)	(20,774)	(253,570)	(88,642)
Revenues - Prior Year Accruals	-	-	-	-	(1,829)	-	-	-	-	-	1,829	-
Fixed Assets	(72,225)	(29,560)	(80,479)	(44,787)	(33,059)	-	-	(74,485)	(9,450)	(107)	72,324	2,140
Expenses - Prior Year Accruals	-	-	34,501	-	(34,501)	-	-	-	-	-	-	-
Accounts Payable - Current Year	9,446	20,823	107,284	(143,535)	25,235	(4,757)	(25,119)	(5,419)	(16,340)	26,873	(1,291)	-
Summerholdback for Teachers	-	-	5,280	1,533	2,839	2,839	2,854	2,854	2,854	2,894	2,081	(20,809)
Loans Payable (Current)	-	-	250,000	-	-	-	-	-	-	-	(250,000)	-
Loans Payable (Long Term)	-	-	100,000	-	-	-	-	-	-	-	550,000	-
Ending Cash	72,825	110,621	249,399	251,877	136,289	120,031	93,068	181,970	16,117	225,060	346,433	239,121

Shanel Valley Academy
Monthly Cash Forecast
As of Apr FY2022

			2022-23									
	Forecast	Remaining Balance	Jul Forecast	Aug Forecast	Sep Forecast	Oct Forecast	Nov Forecast	Dec Forecast	Actuals & Forecast			
			Jan Forecast	Feb Forecast	Mar Forecast	Apr Forecast						
Beginning Cash			239,121	88,202	196,504	136,108	431,752	354,508	317,155	566,693	506,970	430,381
REVENUE												
LOFF Entitlement	1,004,154	131,830	-	41,288	56,705	287,556	94,874	94,874	381,189	94,874	96,661	127,546
Federal Revenue	850,767	428,364	-	-	-	-	19,445	49,603	60,801	19,445	10,245	26,770
Other State Revenue	122,329	33,160	4,167	6,771	6,771	8,854	9,456	11,170	9,456	15,020	14,093	14,093
Other Local Revenue	-	-	-	-	-	-	-	-	-	-	-	-
Fundraising & Grants	216,349	-	24,590	110,461	45,436	6,930	300	8,320	1,017	-	1,890	1,055
TOTAL REVENUE	2,193,599	593,354	28,757	158,520	108,911	303,339	124,076	163,967	452,463	129,339	122,889	169,464
EXPENSES												
Certificated Salaries	582,000	(300)	9,013	63,353	63,353	63,353	63,353	63,353	63,353	63,353	63,353	63,353
Classified Salaries	306,561	749	14,684	38,489	38,489	38,489	38,489	38,489	38,489	38,489	38,489	38,489
Employee Benefits	253,646	8,896	6,137	27,790	30,745	27,790	27,297	27,297	31,237	27,790	27,790	26,258
Books & Supplies	521,167	2,807	38,526	39,380	27,152	27,152	27,152	27,152	27,152	27,152	27,152	27,152
Services & Other Operating Expenses	457,440	63,212	65,317	30,059	36,829	36,829	36,829	36,829	34,495	34,495	34,495	25,939
Capital Outlay & Depreciation	25,678	-	2,568	2,568	2,568	2,568	2,568	2,568	2,568	2,568	2,568	2,568
Other Outflows	7,879	2,399	214	107	-	-	-	-	-	-	-	-
TOTAL EXPENSES	2,154,371	77,763	136,457	201,746	199,136	196,181	195,689	195,689	197,294	193,847	193,847	183,758
Operating Cash Inflow (Outflow)	39,228	515,591	(107,701)	(43,226)	(90,225)	107,157	(71,613)	(31,722)	255,169	(64,508)	(70,958)	(14,294)
Revenues - Prior Year Accruals			206,993	156,784	35,460	194,117	-	-	-	-	-	-
Fixed Assets			2,568	2,568	2,568	2,568	2,568	2,568	2,568	2,568	2,568	2,568
Expenses - Prior Year Accruals			(67,722)	(10,042)	-	-	-	-	-	-	-	-
Accounts Payable - Current Year			-	-	-	-	-	-	-	-	-	-
Summerholdback for Teachers			-	2,217	2,217	2,217	2,217	2,217	2,217	2,217	2,217	2,217
Loans Payable (Current)			-	-	-	-	-	-	-	-	-	-
Loans Payable (Long Term)			-	-	(10,416)	(10,416)	(10,416)	(10,416)	(10,416)	-	(10,416)	-
Ending Cash			88,202	196,504	136,108	431,752	354,508	317,155	566,693	506,970	430,381	420,872

Shanel Valley Academy
Monthly Cash Forecast
As of Apr FY2022

					2023-24 Actuals & Forecast							
	May Forecast	Jun Forecast	Forecast	Remaining Balance	Jul Forecast	Aug Forecast	Sep Forecast	Oct Forecast	Nov Forecast	Dec Forecast	Jan Forecast	Feb Forecast
Beginning Cash	420,872	399,522			368,067	403,704	452,763	392,537	458,464	444,146	126,554	103,202
REVENUE												
LOFF Entitlement	96,369	96,369	1,591,692	123,386	-	64,097	86,376	166,685	145,080	145,080	151,832	145,080
Federal Revenue	41,598	11,607	358,130	118,615	-	-	-	-	23,137	11,237	11,237	23,137
Other State Revenue	19,656	14,093	165,160	31,562	4,167	7,930	7,930	10,940	11,601	14,212	11,601	19,641
Other Local Revenue	-	-	-	-	-	-	-	-	-	-	-	-
Fundraising & Grants	-	-	200,000	-	18,442	82,846	34,077	5,197	225	6,240	763	-
TOTAL REVENUE	157,623	122,070	2,314,982	273,564	22,609	154,872	128,382	182,822	180,044	176,769	175,433	187,858
EXPENSES												
Certificated Salaries	63,353	28,513	671,050	-	9,283	65,310	65,310	65,310	65,310	65,310	65,310	65,310
Classified Salaries	38,489	38,489	438,068	-	15,125	39,612	39,612	39,612	39,612	39,612	39,612	39,612
Employee Benefits	26,258	19,500	316,913	11,025	6,307	28,839	31,793	28,839	28,346	28,346	32,286	28,839
Books & Supplies	27,152	27,152	350,868	1,438	4,455	5,234	15,904	15,904	15,904	15,904	15,904	15,904
Services & Other Operating Expenses	25,939	17,699	441,418	25,665	48,483	20,699	37,057	37,057	37,057	37,057	37,541	37,541
Capital Outlay & Depreciation	2,568	2,568	30,814	-	2,568	2,568	2,568	2,568	2,568	2,568	2,568	2,568
Other Outflows	-	-	321	-	-	-	-	-	-	-	-	-
TOTAL EXPENSES	183,758	133,921	2,249,452	38,128	86,221	162,261	192,244	189,289	188,797	188,797	193,221	189,774
Operating Cash Inflow (Outflow)	(26,135)	(11,851)	65,530	235,435	(63,611)	(7,388)	(63,861)	(6,467)	(8,753)	(12,028)	(17,788)	(1,915)
Revenues - Prior Year Accruals	-	-			118,574	67,831	9,200	77,959	-	-	-	-
Fixed Assets	2,568	2,568			2,568	2,568	2,568	2,568	2,568	2,568	2,568	2,568
Expenses - Prior Year Accruals	-	-			(21,893)	(16,235)	-	-	-	-	-	-
Accounts Payable - Current Year	-	-			-	-	-	-	-	-	-	-
Summerholdback for Teachers	2,217	(22,171)			-	2,284	2,284	2,284	2,284	2,284	2,284	2,284
Loans Payable (Current)	-	-			-	-	-	-	-	-	-	-
Loans Payable (Long Term)	-	-			-	-	(10,416)	(10,416)	(10,416)	(310,416)	(10,416)	-
Ending Cash	399,522	368,067			403,704	452,763	392,537	458,464	444,146	126,554	103,202	106,138

Shanel Valley Academy
Monthly Cash Forecast
As of Apr FY2022

	Mar Forecast	Apr Forecast	May Forecast	Jun Forecast	Forecast	Remaining Balance	Jul Forecast	Aug Forecast	Sep Forecast	Oct Forecast	Nov Forecast	Dec Forecast
Beginning Cash	106,138	100,586	163,852	198,893			231,720	305,990	353,918	277,206	254,837	231,256
REVENUE												
LOFF Entitlement	164,397	204,280	165,346	165,346	1,806,859	203,262	-	72,242	96,199	185,212	161,979	161,979
Federal Revenue	11,237	19,678	23,137	11,237	176,856	42,816	-	-	-	-	25,741	13,141
Other State Revenue	12,735	12,735	20,775	12,735	174,734	27,733	4,167	8,213	8,213	11,450	12,223	15,119
Other Local Revenue	-	-	-	-	-	-	-	-	-	-	-	-
Fundraising & Grants	1,418	792	-	-	150,000	-	18,442	82,846	34,077	5,197	225	6,240
TOTAL REVENUE	189,787	237,484	209,259	189,319	2,308,449	273,811	22,609	163,301	138,489	201,859	200,169	196,479
EXPENSES												
Certificated Salaries	65,310	65,310	65,310	29,425	691,806	-	9,561	73,961	73,961	73,961	73,961	73,961
Classified Salaries	39,612	39,612	39,612	39,612	450,853	-	15,579	48,939	48,939	48,939	48,939	48,939
Employee Benefits	28,839	27,275	27,275	20,314	328,875	11,576	6,883	34,085	36,957	34,085	33,606	33,606
Books & Supplies	15,904	15,904	15,904	15,904	168,733	-	4,641	5,601	18,461	18,461	18,461	18,461
Services & Other Operating Expenses	37,541	28,401	28,401	28,401	457,669	42,434	52,283	22,489	40,777	40,777	40,777	40,777
Capital Outlay & Depreciation	2,568	2,568	2,568	2,568	30,814	-	2,568	2,568	2,568	2,568	2,568	2,568
Other Outflows	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL EXPENSES	189,774	179,069	179,069	136,223	2,128,748	54,010	91,515	187,642	221,663	218,790	218,311	218,311
Operating Cash Inflow (Outflow)	13	58,415	30,189	53,095	179,700	219,801	(68,906)	(24,342)	(83,173)	(16,931)	(18,142)	(21,832)
Revenues - Prior Year Accruals	-	-	-	-			175,820	86,090	11,900	-	-	-
Fixed Assets	2,568	2,568	2,568	2,568			2,568	2,568	2,568	2,568	2,568	2,568
Expenses - Prior Year Accruals	-	-	-	-			(35,212)	(18,799)	-	-	-	-
Accounts Payable - Current Year	-	-	-	-			-	-	-	-	-	-
Summerholdback for Teachers	2,284	2,284	2,284	(22,836)			-	2,410	2,410	2,410	2,410	2,410
Loans Payable (Current)	-	-	-	-			-	-	-	-	-	-
Loans Payable (Long Term)	(10,416)	-	-	-			-	-	(10,416)	(10,416)	(10,416)	(10,416)
Ending Cash	100,586	163,852	198,893	231,720			305,990	353,918	277,206	254,837	231,256	203,986

Shanel Valley Academy
Monthly Cash Forecast
As of Apr FY2022

	2024-25											
	Actuals & Forecast											
	Jan Forecast	Feb Forecast	Mar Forecast	Apr Forecast	May Forecast	Jun Forecast	Forecast	Remaining Balance	Jul Forecast	Aug Forecast	Sep Forecast	Oct Forecast
Beginning Cash	203,986	171,364	165,731	174,559	268,100	324,866			379,132	487,500	548,371	480,843
REVENUE												
LOFF Entitlement	169,240	161,979	204,312	258,220	210,068	210,068	2,147,590	256,093	-	86,656	114,123	219,240
Federal Revenue	13,141	25,741	13,141	22,218	25,741	13,141	199,967	47,959	-	-	-	-
Other State Revenue	12,223	20,869	14,595	14,595	23,240	14,595	193,061	33,559	4,167	8,806	8,806	12,517
Other Local Revenue	-	-	-	-	-	-	-	-	-	-	-	-
Fundraising & Grants	763	-	1,418	792	-	-	150,000	-	18,442	82,846	34,077	5,197
TOTAL REVENUE	195,367	208,589	233,465	295,824	259,050	237,804	2,690,618	337,611	22,609	178,308	157,006	236,955
EXPENSES												
Certificated Salaries	73,961	73,961	73,961	73,961	73,961	36,096	785,268	-	9,848	82,084	82,084	82,084
Classified Salaries	48,939	48,939	48,939	48,939	48,939	48,939	553,909	-	16,046	52,335	52,335	52,335
Employee Benefits	37,436	34,085	34,085	32,350	32,350	24,965	388,674	14,181	7,319	37,549	40,542	37,549
Books & Supplies	18,461	18,461	18,461	18,461	18,461	18,461	194,848	-	4,755	5,816	20,685	20,685
Services & Other Operating Expenses	41,186	41,186	41,186	30,982	30,982	30,982	503,943	49,562	55,677	23,999	43,970	43,970
Capital Outlay & Depreciation	2,568	2,568	2,568	2,568	2,568	2,568	30,814	-	2,568	2,568	2,568	2,568
Other Outflows	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL EXPENSES	222,551	219,199	219,199	207,261	207,261	162,010	2,457,456	63,742	96,212	204,351	242,184	239,191
Operating Cash Inflow (Outflow)	(27,183)	(10,610)	14,266	88,564	51,789	75,794	233,162	273,869	(73,603)	(26,044)	(85,178)	(2,237)
Revenues - Prior Year Accruals	-	-	-	-	-	-	-		220,356	104,655	12,600	-
Fixed Assets	2,568	2,568	2,568	2,568	2,568	2,568			2,568	2,568	2,568	2,568
Expenses - Prior Year Accruals	-	-	-	-	-	-	-		(40,952)	(22,790)	-	-
Accounts Payable - Current Year	-	-	-	-	-	-	-		-	-	-	-
Summerholdback for Teachers	2,410	2,410	2,410	2,410	2,410	(24,096)			-	2,482	2,482	2,482
Loans Payable (Current)	-	-	-	-	-	-	-		-	-	-	-
Loans Payable (Long Term)	(10,416)	-	(10,416)	-	-	-	-		-	-	-	-
Ending Cash	171,364	165,731	174,559	268,100	324,866	379,132			487,500	548,371	480,843	483,656

Shanel Valley Academy
Monthly Cash Forecast
As of Apr FY2022

	2025-26									
	Actuals & Forecast								Forecast	Remaining Balance
	Nov Forecast	Dec Forecast	Jan Forecast	Feb Forecast	Mar Forecast	Apr Forecast	May Forecast	Jun Forecast		
Beginning Cash	483,656	485,229	482,139	474,009	484,295	512,562	619,194	687,018		
REVENUE										
LCFF Entitlement	192,603	192,603	200,928	192,603	231,117	286,640	235,017	235,017	2,471,338	284,790
Federal Revenue	28,994	14,894	14,894	28,994	14,894	25,300	28,994	14,894	226,148	54,293
Other State Revenue	13,393	16,815	13,393	23,306	15,455	15,455	25,368	15,455	209,333	36,395
Other Local Revenue	-	-	-	-	-	-	-	-	-	-
Fundraising & Grants	225	6,240	763	-	1,418	792	-	-	150,000	-
TOTAL REVENUE	235,216	230,552	229,978	244,903	262,884	328,186	289,378	265,366	3,056,819	375,478
EXPENSES										
Certificated Salaries	82,084	82,084	82,084	82,084	82,084	82,084	82,084	43,083	873,772	-
Classified Salaries	52,335	52,335	52,335	52,335	52,335	52,335	52,335	52,335	591,733	-
Employee Benefits	37,050	37,050	41,040	37,549	37,549	35,676	35,676	28,039	428,188	15,599
Books & Supplies	20,685	20,685	20,685	20,685	20,685	20,685	20,685	20,685	217,419	-
Services & Other Operating Expenses	43,970	43,970	44,446	44,446	44,446	33,256	33,256	33,256	544,921	56,260
Capital Outlay & Depreciation	2,568	2,568	2,568	2,568	2,568	2,568	2,568	2,568	30,814	-
Other Outflows	-	-	-	-	-	-	-	-	-	-
TOTAL EXPENSES	238,692	238,692	243,158	239,666	239,666	226,604	226,604	179,966	2,686,846	71,859
Operating Cash Inflow (Outflow)	(3,477)	(8,140)	(13,180)	5,237	23,217	101,582	62,774	85,400	369,973	303,620
Revenues - Prior Year Accruals	-	-	-	-	-	-	-	-	-	-
Fixed Assets	2,568	2,568	2,568	2,568	2,568	2,568	2,568	2,568	-	-
Expenses - Prior Year Accruals	-	-	-	-	-	-	-	-	-	-
Accounts Payable - Current Year	-	-	-	-	-	-	-	-	-	-
Summerholdback for Teachers	2,482	2,482	2,482	2,482	2,482	2,482	2,482	(24,819)	-	-
Loans Payable (Current)	-	-	-	-	-	-	-	-	-	-
Loans Payable (Long Term)	-	-	-	-	-	-	-	-	-	-
Ending Cash	485,229	482,139	474,009	484,295	512,562	619,194	687,018	750,167		

Position Overview | Community Schools Partnership Director

About SVA

Shanèl Valley Academy (SVA) is an independent charter school authorized by the Ukiah Unified School District. SVA is designed based on the [California's State Board of Education](#) approved Community School model with input from local parents, neighbors and business owners.

Mission

SVA founders envision a future in which all children are honored with equitable access to high quality education, and who are empowered to become critical thinkers and effective leaders.

Vision

Shanèl Valley Academy is a culturally responsive, community school where all students are valued and supported.

Values

Diversity & Equity: We value the cultural and lived experiences of all SVA community members. Student enrollment for the 2021-22 school year includes 30% Native American/Alaskan Native students, up to 40% Hispanic/Latino Students and about 68% socio-economically disadvantaged students.

The 4 C's: SVA's team of educators, administrators and leaders strive for a community that demonstrates connection, compassion, collaboration, creativity and critical thinking while holding all parties to a high standard of excellence and empathy.

The Community School Partnership Director is invested in SVA's mission to restore education as the Heart of the Hopland community, to align existing resources within the school, and to develop our vision and mission further in collaboration with our community partners. During the planning phase of this role, the focus will be on assessing community needs through collaborative processes that engage our partners with empathy, cultural awareness and a demonstrated understanding of how implicit bias can affect decision-making.

This is a grant funded position, but with successful completion of program planning, reporting and progress goals, we expect continuing funding through the 2027-2028 school year. Fulfillment of CSPD duties may include some travel (10-15%), and may allow for some flexibility for remote work, but is primarily an onsite role at our beautiful 10-acre campus in Hopland.

Job Description

Who You Are / About You

- You are passionate about SVA's mission and values.
- You are motivated to explore how SVA's work supports the Community School model.
- You thrive when collaborating with others, but are also a self-motivated problem solver.

- You are a natural relationship builder; you feel equally comfortable communicating and connecting with a 10-year-old in their classroom, the parent of a student, a local business owner, the local tribal chairman, our state representatives, or a peer educator.
- You are highly organized and driven to improve the Hopland community.
- You thrive in a fast-paced environment that requires multitasking; if every day of work was the same, you would be bored.
- You are a clear and confident facilitator; you feel comfortable designing and delivering training workshops and events that are tailored to the various learning styles and lived experiences of the audience.

What You'll Do Here

Build School Partnerships:

- Serve as an advisor to the principal; leading coordination of the work of different partners (i.e. other nonprofit organizations, volunteers, etc.) within the school and aligning the work of these partners with the school's mission, pedagogy and school facilities strategies
- Work with school leadership and Board of Directors to track progress with a focus on results
- Develop strong relationships with parents, students, and teachers, and ensure that all community partners understand the role of a community school and how it supports student achievement

Manage Community School Vision and Implementation:

- Organize and lead a Community School Advisory Group
- Engage school community in collaborative vision setting and needs assessments
- Administer and implement results from program surveys to promote teacher, student, and parent voices, ensuring that regular feedback is incorporated into planning and implementation of the Community School model
- Manage action plans, oversee implementation of school community initiatives, and monitor program quality in collaboration with the principal, school counselor, community liaison, and Board of Directors
- Serve as point person for new partnerships and relationships, ensuring new partner services align with the needs of the school community

Deliver Service & Ensure Impact:

- Assess needs and plan for full implementation of SVA's Whole School Whole Family (WSWF) model with a high degree of quality, including coordinating health screenings and other wrap-around services.
- Make data-informed decisions to ensure tutoring, classroom support, Early Learning, Expanded Learning Opportunities programs, and school-wide initiatives align with the shared goals of the SVA community
- Ensure program goals are met with fidelity and quality

- Recruit, hire and conduct consistent formal observations of Early Learning staff (in year 2), and provide asset-based coaching and mentorship
- Establish a family resource center on campus
- Provide professional development support for SVA staff and teachers around leadership opportunities within Community School initiatives, Whole Child Health and facilitating formal trainings as appropriate
- Attend SVA staff meetings and school-based SVA team meetings

Establish SVA's Early Learning Center:

- Work with School Leaders, teachers, parents and community partners to design and implement an Early Learning Center (ELC)
- Build relationships and mechanisms to effectively link community childcare and family support needs to SVA's goals and action planning including training, coaching and mentoring for ELC staff, families, teachers and school leaders
- Collaborate with SVA's Business Manager, The Hopland band of Pomo Indians and BOD to establish a facilities plan to accommodate SVA's ELC
- Design and implement an early Learning center plan and curriculum aligned with SVA's mission, vision, culture and values
- Manage structures and procedures to ensure alignment, quality, and safety of the ELC

Collaborate to Oversee Expanded Learning Time (ELT):

- Work with School Leadership Team (SLT), ELT program coordinator, teachers, and partners to integrate expanded learning and enrichment activities before, during, or after the school day
- Build relationships and mechanisms to effectively link the school day to expanded learning activities, including training, coaching and mentoring for ELT staff,
- Assist the school in identifying outside providers for ELT as necessary
- Monitor quality of Expanded Learning Opportunities programming, troubleshooting where appropriate
- Manage structures and procedures to ensure alignment, quality, and safety

SVA is an Equal Opportunity Employer, committed to a diverse workforce. Individuals from all backgrounds are encouraged to apply, including persons with disabilities and veterans.

Position Overview | Community Schools Liaison

About SVA

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The 4 C's: SVA's team of educators, administrators and leaders strive for a community that demonstrates connection, compassion, collaboration, creativity and critical thinking while holding all parties to a high standard of excellence and empathy.

Job Description

The Shanél Valley Academy Community Liaison will be responsible for cementing home/school and community/school connections and will serve under the supervision of the Community School Partnership Director. Community engagement and outreach to families is at the core of this position. In addition, the Community Liaison will be tasked with coordinating activities between school staff/parent groups and the greater Hopland community.

Who You Are / About You

- You are passionate about SVA's mission and values.
- You are motivated to explore how SVA's work supports the Community School model.
- You thrive when collaborating with others, but are also a self-motivated problem solver.
 - You are a natural relationship builder; you feel equally comfortable communicating and connecting with a 10-year-old in their classroom, the parent of a student, a local business owner, the local tribal chairman, community organization and service liaisons, or a peer educator.
 - You are highly organized and driven to improve the Hopland community.
 - You thrive in a fast-paced environment that requires multitasking; if every day of work was the same, you would be bored.

- Your willing to help develop inclusive systems of support to sustain community involvement in Shanél Valley Academy

Job Duties and Responsibilities

The main duties/responsibilities of the Shanél Valley Academy Community Liaison will include, but not be limited to, the following areas:

- Communicate with families by telephone, text and email about school information, events and activities
- Maintain high standards of confidentiality and professionalism including timely responses to emails and phone calls.
- Assist school staff, especially teachers, the principal and the business manager, with translations of documentation, letters and meetings
- Coordinate volunteer activities, including recruiting volunteers, scheduling, sending reminders and recognizing volunteers for school wide events
- Assist the office manager and principal with disseminating information about Shanél Valley Academy special events to the greater Hopland Community
- Help the Business Manager, Community Schools Director, Principal, and educators with student enrollment and family engagement
- Support communication (including translation) and facilitation of planning meetings in collaboration with the community Schools Partnership Director
- Assists the principal and community schools director in the planning and solicitation of services/programs and feedback from external partners for the purpose of improving student services
- Participates in parent advisory meetings, or english learner committee meetings and related activities
- Collaborates with the Principal, Community Schools Director and external partners for the purpose of building effective communication, enhancing relationships, and ensuring a high quality of customer service to achieve SVA goals and objectives.
- Assists with the enrollment communications to attract a diverse student population
- Other duties as assigned

Qualifications

- Thorough knowledge of the principles and practices of public relations and communications programs.
- General knowledge of school system personnel policies.
- Ability to maintain complete and accurate records and statistics and to develop meaningful reports from that information.
- Ability to effectively express ideas orally and in writing.
- Ability to make oral presentations before large/small groups of people.
- Ability to exercise considerable tact and courtesy in frequent contact with the public.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.

SVA School Calendar 2022-2023

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Federal holidays 2022/23		School Holidays/Events 2022/23		
Jul 4, 2022 - Independence Day	Jan 2, 2023 - New Year's Day (obs.)	School Holidays/Events 2022/23	Oct 31, 2022 – Teacher Work Day	Mar 27-31, 2023 – Spring Break
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■ School-Wide Holiday/Break
 ■ Teacher Work Day - No School For Students
 ■ Event at SVA
 ■ Minimum Day / School out at 1:10pm

Shanél Valley Academy Parent/Student Handbook



2022-2023
SCHOOL YEAR

Visit our website www.shanelvalleyacademy.com for more information.

SVA School Calendar 2022-2023

July 2022						
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INTRODUCTION

Mission

Restoring education to the Hopland community is essential to a thriving future for Hopland students, families, and our greater community. Shanél Valley Academy (SVA) is a culturally responsive, community school where all students are valued and supported. SVA students will be prepared to lead and successfully participate in our rapidly changing multicultural society, they will contribute to the community with creative solutions and a resilient, culturally competent and collaborative mindset.

Vision

SVA envisions a future in which all children are honored with equitable access to high quality education that results in success in community and career. At SVA, youth voices contribute in valued and meaningful ways to the realization of a thriving and resilient community. SVA will empower all students to become critical thinkers, innovative problem solvers, and effective leaders through a dynamic and collaborative curriculum. SVA partners with families and the community to provide a program that reflects student needs and celebrates diversity. Innovative learning opportunities for students at SVA will include access to outdoor education, blended-learning, native and community school gardens, science, agriculture, technology, engineering, art and math integration, with strong support for multilingual students. Curriculum and instructional practices will reflect the needs of the diverse student population of Hopland, promote equity and prepare culturally competent, well-rounded, lifelong learners. At SVA we develop our STRENGTHS, design a common VISION, and together we ACHIEVE.

What is a charter school?

Charter schools are independent public schools which have some operational flexibility in exchange for more accountability. The "charter" is the five-year contract that establishes the school under the oversight of a district, county, or the state. The school is established as an independent organization from the charter authorizer, with governance established by its Articles of Incorporation and by-laws. All charter schools are tuition-free, open to all students, and non-sectarian. Like all public schools, charters receive state funding for each child enrolled in the school. Many also seek grants and donations to augment their programs.

COMMUNICATION GUIDELINES

We value our partnership with each of our families and encourage clear, kind, and direct communication in order to sustain the partnership so that we can provide the very best academic program and supports for your child. If you have a general inquiry, please email info@shanelvalleyacademy.com or call the main office.

Email Correspondence: The purpose of email correspondence between parents and our school is to provide direct and efficient communication for the sharing of information. If you would like to discuss something in greater depth, please make an appointment for an in-person meeting.

Procedures to Address Student Concerns: If you have a specific concern or question about your child, please contact your child's Teacher first because they interact with your child on a daily basis and know them best. If you have any questions or concerns about behavior or school culture please contact our school counselor, Keenan Tyner. If there is need for further help the Principal is available to assist you.

Communication with Families about Student Academic Progress:

To facilitate communication between families and teachers about students' behavioral and academic growth and supports, the School provides the following opportunities for reporting and discussion:

- Report Cards and Progress Reports: Standards-based report cards and progress reports will be sent home at the end of each trimester.
- Parent/Family conferences: Twice each year the school will hold conferences for families to discuss student progress and plan ways to best support the student. Conference attendance is required.
- School electronic newsletter: The school will send a weekly newsletter to parents/guardians via ParentSquare to provide information about significant school developments, upcoming events and activities. Printed copies are also posted each week and available in the main office.
- Teacher's weekly email: Teachers will distribute a monthly email to families via ParentSquare to update them on key learnings from the week and any announcements.
- Email: All staff members have email addresses and will make their best effort to respond to parent inquiries within 48 hours. Because we spend most of the school day with students, email is the best method of contact.
- Phone: Families can expect to receive periodic voicemail from the school.
- Text messages: Families can expect to receive periodic text messages from the school.
- Meetings by appointment: Every staff member is available to meet with families; parents/guardians can make appointments by sending an email or calling the school. Short drop-in conversations before and after school may be also possible, however appointments are strongly recommended.
- Mandated communications: Parents of English Learners will also receive mandated communications on reclassification per Title III through annual English Language Proficiency Assessments for California (ELPAC) testing results. Parents of students with Individualized Education Plans ("IEP") will receive reports according to the plan specified in each IEP.

GOVERNANCE

Shanél Valley Academy is a not-for-profit 501(c)3 organization incorporated in the State of California and recognized by the Internal Revenue Service. It is governed by a volunteer Board of Directors as established by the bylaws. The bylaws are guided and defined based on our charter.

The Board of Directors provides overall governance, including setting significant policies for the overall direction and goals of the School. Day-to-day management towards achieving the goals set by the board is the responsibility of the Principal. Where possible the Board focuses on establishing what ultimate outcomes will be achieved by the School, while the Head of School, staff and/or committees focus on how to achieve those outcomes.

The Board's primary responsibilities include, but are not limited to:

- Define or refine, consistent with the School's charter, the School's mission, values and vision.
- Set strategic direction and goals.
- Select and support the charter school administrator, and review his/her performance.
- Adopt policies to ensure that the School is run effectively, legally, and ethically.
- Approve and monitor the operational budget and finances for long-term viability.
- See that adequate funds are secured for the operating and capital needs of the school.
- Monitor academic achievement.

Regular Board meetings occur monthly during the school year to discuss policy and other matters relevant to the School. These meetings are open to the public and held in accordance with the Brown Act open meeting regulations. The agenda is developed by the Board President in concert with the Principal and is posted on the Shanél Valley Academy web site and outside of school three days in advance. Parents may submit agenda items for discussion by notifying the Principal.

PARTNERSHIP BETWEEN FAMILIES AND SHANÉL VALLEY ACADEMY

Having a strong and engaged volunteer parent community is vital to Shanél Valley Academy's success and to the success of each SVA student. We hope to build supportive and effective relationships in the service of our children's academic, social, and emotional development.

SVA Parent Advisory Committee ("PAC")

The Parent Advisory Council is the parent organization for SVA and supports the school to achieve its mission and vision and to build a stronger community. The PAC supports the school in engaging families in ways that build community, leverages the skills of our talented parents, and better meets the needs of our diverse community.

The PAC is made up of committees that offer parents a broad set of opportunities to support our school. It is open to all parents; meets as needed depending on the nature of their work; determines its own organizational structure (leadership roles, sub-committees, etc.); works in concert with the Principal or designated staff liaison; sends a representative to monthly Board Meetings. Each month, the PAC President and Principal holds an PAC Council meeting.

The goal of the PAC meeting is to keep a collective pulse on parent activities, and to collaborate on decisions that affect the whole community. These meetings are open to all in the SVA community. We welcome all parents to get involved in these committees. If you are interested in joining a committee, please email pac@shanelvalleyacademy.com.

Note: While the PAC has been established to encourage parent involvement in the School, it does not replace opportunities for parents to discuss concerns or interests directly with the teachers, Principal, or the Board of Directors. Further, no parent or guardian is required to participate in PAC and participation will not impact a student's enrollment or admission status.

VOLUNTEERS & VISITORS

Shanél Valley Academy starts with you! Parent and volunteer involvement can make the difference between a good school and a great school. At SVA, there are many ways that family and community members can participate and contribute, based on each volunteer's availability, skills or interests. Please note, visitors will be limited to those deemed essential by the school, and must meet the requirements established in the volunteer policies.

Volunteer Responsibilities:

SVA encourages each family to volunteer in any way possible for a minimum of 30 hours per school year. We hope that all our families will be able to bring their talents and enthusiasm to the school. Volunteer hours are tracked through ParentSquare and managed by our volunteer coordinator. Parental involvement is not a requirement of enrollment or acceptance.

We ask all parents/guardians to complete a volunteer form upon enrollment or at the beginning of year PAC meeting to identify your interests and availability and match them with opportunities to make volunteering at SVA a fun and rewarding experience.

Volunteers who will volunteer outside of the direct supervision of a credentialed employee shall receive a background check and clearance prior to volunteering. Volunteers shall also have on file with SVA a certificate showing that the person submitted to a tuberculosis risk assessment.

Information gained by volunteers regarding students (e.g. academic performance or behavior) is to be maintained in strict confidentiality. Volunteers must sign in agreement that they have read and understand and agree to follow the Family Educational Rights and Privacy Act ("FERPA") Policy.

Volunteers shall follow and be governed by all other guidelines indicated elsewhere in the Volunteer and Visitation Policy. This includes, but is not limited to, the process of registering and signing out of the campus at the main office as indicated below.

Visitation:

Parents seeking to visit a classroom during school hours must first obtain the approval of the classroom teacher and the Principal or designee.

All visitors shall register in the Visitors Log Book and complete a Visitor's Permit in the main office immediately upon entering any school building or grounds during regular school hours. When registering, the visitor is required to provide his/her name, address, age (if under 21), his/her purpose for entering school grounds, and proof of identity.

SVA reserves the right to implement additional measures for the protection of its school community, such as requiring forehead temperature checks before entry to the same extent being utilized for students and employees.

Before leaving campus, the visitor shall return the Visitor's Permit and sign out of the Visitors Log Book in the main office.

The Principal, or designee, may refuse to register a visitor or volunteer if it is believed that the presence of the visitor or volunteer would cause a threat of disruption or physical injury to teachers, other employees, or students.

Visitors shall follow and be governed by all other guidelines indicated elsewhere in the Volunteer and Visitation Policy.

Volunteer Opportunities:

During the year, parents can learn about specific volunteer opportunities via the weekly newsletter, through PAC meetings and committees, via room parent newsletters and emails from the volunteer coordinator. Questions about volunteering should be directed to the Principal.

Parent Fundraising at SVA:

Parent fundraising is essential to SVA success. SVA annual calendar of fundraising events and

activities provide a range of opportunities and ways for families to participate, such as securing or bidding on auction items at the Annual Cinco De Mayo Festival, getting your child to participate in the Read-a-thon and other events throughout the year.

The PAC works closely with the Principal and the Board President to raise funds towards SVA's overall annual goal and fundraising priorities. The annual fundraising target for SVA is established by the Board of Directors with input from the Principal during the budget development process. The PAC is responsible for SVA's school fundraising events throughout the year.

Volunteer Driver Requirement:

Any parent or adult driver that is a volunteer driver for the school must have a current "Volunteer Driver Requirements and Agreement" form on file which includes the necessary documentation and meet all of the volunteer requirements listed above.

ATTENDANCE POLICIES

California law requires that all children between the ages of 6 and 18 attend school every day. It is the parent or guardian's responsibility to ensure that a child gets to school every day. Regular absences can be detrimental to a child's academic progress. For each day a child does not attend school, SVA loses vital state funds that help to run the educational program at school. If a child is sick and cannot participate at school or has a communicable illness, it may be best for the child to stay at home to rest and recover. Students are required to make up any and all work missed during their absence. Students must be present at school the entire day, and may not leave school before the regular dismissal time without prior approval of an administrator.

Please see the complete Attendance Policy in Appendix A of the Yu Ming Family Handbook for further details about excused/unexcused absences, the truancy process, and Independent Study Policy.

Drop-Off and Pick up Procedures:

Families have two options

1. Park and walk: Park in the staff parking lot or east dirt parking area, and drop-off or pick-up students by walking them safely across the loop driveway. When parking, please be mindful to avoid blocking the driveways of any neighbors. Please do not park in front of the school, this is a fire lane.
2. Curbside Drop-off/Pick-up: Parents can line up their vehicles by turning into the looped driveway. Wait until other cars clear out. Do not leave your car parked in the fire lane.

Early Pick-up:

In order to pick up a child prior to the normal dismissal time, the parent/guardian must check-in at the school office to sign out the student.

Permission to Walk Home:

Parents and/or guardians can complete a form that allows their child to walk home at the end of the school day without the parent/guardian being present. Students are never allowed to leave school before the end of the school day without being signed out and picked up by a parent and/or guardian.

GENERAL POLICIES

Authorization to Pick-Up and Emergency Contact Information Form:

Every student must have a complete and up-to-date Pick-Up and Emergency Contact Information, properly signed and on file in the school Office. Students may only leave campus with adults listed on the authorized pick-up and emergency contact form. To permit a parent or caretaker not on your child's authorized list to pick him/her up, the office must receive a signed written note or email granting permission no later than 8:00am on the day of pick-up. The person picking up your child will be required to show a photo I.D. and provide their contact information before leaving the school with your child.

Send emails to office@shanelvalleyacademy.com

Birthdays:

If a student wishes to celebrate a birthday with his/her classmates please notify the homeroom teacher so that she can designate a specific day and time. The student may bring a small, non-food gift (such as stickers, pencils, or erasers) for each child in his/her class. If a student wishes to bring a healthy birthday snack, notify the classroom teacher at least 3 days in advance, bring enough for each child in the class, and provide items that are ready to serve and do not require extensive clean-up. See suggestions in the SVA Health and Wellness Policy.

Photographs and Videos of Students

SVA staff, volunteers, or media outlets may take photos, audio recording or videos for professional learning purposes, school publications, displays, the website, news stories, or other such purposes. Students may appear in photographs, audio recording or video recording that may appear in print, online, radio or television. Students may also record video using tools to be shared internally with their classmates. If you object to having your student being recorded or photographed, please provide a letter notifying the school of your request via mail or email to principal@shanelvalleyacademy.com.

Online Learning Etiquette: Help Us Preserve Privacy

In order to preserve student and staff privacy, please share these protocols with your students:

- Please do not take any photos or screenshots or record any online classes or activities involving other students. Student and staff privacy is protected under Education Code.
- Never post pictures or videos of students who are not your own, on social media, even if it is to provide a compliment.

Electronic Devices:

Use by students of cell phones, music players, hand-held electronic games, tablet computers, and other electronic devices is prohibited during the school day unless they are distributed by the teacher as part of a planned lesson. If a student must bring any of these items for use during after-school hours, the item must be kept in the student's backpack and turned completely off during the school day. Any electronic device in use during school hours will be confiscated and returned only to a parent/guardian at the end of the school day.

Smartphone devices may be used:

- In the case of an emergency, or in response to a perceived threat of danger.
- When a teacher or administrator of the Charter School grants permission to a student to possess or use a private device, subject to any reasonable limitation imposed by that teacher or administrator.

- When a licensed physician or surgeon determines that the possession or use of a private device is necessary for the health or well-being of the student.
- When the possession or use of a private device is required in a student's individualized education program ("IEP").

Toys at School:

Except for pre-approved items brought for a school lesson, toys (such as dolls, stuffed animals, vehicles, playing cards, action figures, etc.) are not allowed to be brought to school for use during the school day. Students should not bring any items from home to share with other students.

Alcohol and Illegal Drugs:

At no time may students, staff, parents or visitors possess or use alcohol or illegal drugs while on the SVA campus during hours when children are present.

CLIMATE FOR LEARNING & GROWTH

At SVA we strive to create a culture of community built on caring and nurturing relationships so that students and all members of the community feel a sense of belonging and responsibility. We strive to create an environment that is engaging, warm, and conducive to learning. SVA fosters a commonality of purpose and a sense of cohesiveness among parents, school staff, and the community-at-large.

Bullying:

Shanél Valley Academy does not tolerate bullying or intimidation of any kind and will respond to such instances in accordance with its disciplinary procedures. Students and families are asked to submit any complaints of discrimination, hazing, harassment, bullying or retaliation to the Principal. See copies of Suspension and Expulsion Policy, Uniform Complaint Procedures, and Title IX, Harassment, Intimidation, Discrimination and Bullying Policy outlined on the SVA website.

Code of Conduct:

The purpose of SVA Code of Conduct is to create an environment in which all students can reach their full potential. To do this, staff, students and parents must work together to create a respectful and safe learning environment. Through our code of conduct we will maximize instructional time for students to reach their academic potential and continually engage students in dialogue concerning what it means to be an exemplary SVA citizen.

Goals & Outcomes

- To promote equality through a code of conduct that is understood by all students and applied fairly
- To ensure a safe learning environment for our students
- For students to understand the consequences of their actions and to take responsibility for them
- To maximize instructional minutes thereby giving our students access to a quality education
- To teach the school's core values and to determine what it means to be a responsible citizen
- To provide the skills necessary for students to self-regulate and choose appropriate behavior

Our small school setting focuses on positive school culture and inclusion, and a commitment to a system of continuous improvement is foundational to our school culture. At SVA we develop our STRENGTHS, design a common VISION, and together we ACHIEVE. This motto applies to our school culture, climate and discipline practices as well.

Establishing a Positive School Environment

SVA recognizes that students do not learn in isolation, but rather through interaction with teachers, peers and their school environment. It is part of SVA's mission to provide and foster positive interactions and relationships between students and their fellow students, educators and the community in general. In order to achieve this goal, SVA has implemented a data-driven approach to school discipline through restorative practices ("RP") and avoids traditional zero-tolerance discipline procedures.

SVA also aligns school-climate goals with the Positive Behavior Interventions and Support (PBIS) framework and a commitment to restorative practices in its discipline policies. Each classroom, teaching team collaboratively establishes norms for behavior and conditions supportive to learning. These B.E.A.R. expectations are stated in the positive and are generated through in-class discussion at the beginning of the year.

Practices at SVA include, but are not limited to:

1. Incident Reporting (Low Level Referrals)
 - a. Low Level Referrals (LLR) are used when there is a minor incident that involves negative student behavior. LLR provide specific details about each incident, where the incident takes place, and what time the incident takes place. This allows SVA to plot data to better understand behavioral patterns, allowing for specific intervention to be implemented. Example: A student
2. Think Sheets
 - a. When a student has done harm to another or did not follow the B.E.A.R expectations, they are given a think sheet that uses restorative questions to promote behavioral self-awareness. These sheets are sent home so the parent and student can work on the behaviors together. They returned the next day.
3. Disciplinary Referral
 - a. When a student has a major behavioral concern that cannot be addressed with other interventions, or if they are having continual behavior issues, a disciplinary referral is used. At this time the principal and the student will come up with a restorative consequence and the disciplinary referral is sent home to the parents/guardians with details.
 - i. For example, if a student is calling names or being discriminatory towards others, a restorative consequence might include having to write a paper explaining how name calling can affect ones mental/emotional/physical health for a lifetime, and then being asked to present the paper to their class. Each restorative consequence is created to help the students understand the effect of their behavior.

STUDENT HEALTH & WELL-BEING

Breakfast, Lunches and Snacks:

The school provides breakfast and lunch to all students for free each school day. Breakfast and lunch provided will be nut-free. Those with severe allergies or sensitivities should contact the front office.

- School Breakfast Program: Recognizing that a healthy breakfast is essential to getting our students learning experience off to a great start every day, we strive to provide every student with a breakfast they will enjoy. Breakfast menus include a variety of items such as cereal, pancakes, waffles and breakfast sandwiches, as well as fresh fruit and fruit juice and skim or low-fat milk. TK – 6th grade students are served Breakfast in the Classroom (BIC).
- National School Lunch Program (NSLP): Lunch is not only an opportunity to recharge energy levels, but also to allow students time to relax and enjoy social time with their peers. Lunch meals include a variety of sandwiches, salads, home-style items like pastas, baked chicken, as and healthy pizza made with whole grain crust and reduced fat cheese. Those entrees are supplemented with fresh and cooked vegetables, fresh fruits and fruit juice and skim or low-fat milk.

Student Medication:

Whenever possible, students should receive medication during non-school hours. If necessary, medication given at school will be dispensed by the Office & Attendance Secretary / Health Tech. Please see additional information regarding administration of medication during the regular school day outlined in Student Policy #8 on the SVA website.

Technology:

All students will be provided with a Chromebook for use in the classroom and during any independent study learning days. Please see additional information regarding student use of technology and internet outlined in Student Policy #5 on the SVA website.

Student Support Services

Special Education: We are dedicated to the belief that all students can learn and must be guaranteed equal opportunity to become contributing members of the academic environment. If you have any questions about special education services or eligibility, please contact the SVA Principal.

S.S.T.: The Student Study Team (SST) brings together the human and programmatic resources to support students having difficulties in school by seeking positive solutions for maximizing student potential. This is a concentrated solution-seeking meeting where all the needed persons, including the parent/guardian and at times the student, are present at the same time to explore strategies to develop an intervention plan involving home, school, and community.

If you have any questions, please reach out to the SVA Principal at principal@shanelvalleyacademy.com.

We acknowledge by our signature below, that we have read, discussed, understand and agree to abide by the expectations outlined in the “2022-2023 Shanél Valley Academy Student-Family Handbook” including the “Appendix A: Annual Notifications.”

Student Name (please print): _____ Grade: _____

Parent/Guardian Signature

Printed Name

Date

Parent/Guardian Signature

Printed Name

Date