

Shanél Valley Academy

Vision & Mission

Shanél Valley Academy 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.

Board of Directors

Amy Frost: President, Melea Meyer: Secretary, Sonny Elliott: Treasurer
Members at Large: Jessica Farfan, Bessie Glossenger

In Solidarity

We of this Academy, named after the Principal Local Indigenous Village of Shanél, acknowledge with honor the Shóqowa and Hopland People on whose traditional, ancestral, and unceded lands we work, educate and learn, and whose historical and spiritual relationship with these lands continues to this day and beyond.

Agenda | 12.9.2021 | 6:00-7:30pm | Shanél Valley Academy | Regular Board Meeting

Join in person at the SVA conference room or use this [Zoom Link](#) to join virtually

Agenda	Notes incorporate into other minutes doc.	
Land acknowledgement & Moment of silence		
A. Call to Order	6:10pm	
B. Roll Call: C. Adoption of the Agenda D. Public comment & announcements on non agenda items	Present: Amy Frost, Bessie Glossenger, Sonny Elliott, Melea Meyer (substitute meeting chair), Absent: Jessica Farfan Motion to adopt the agenda Motion by: Amy (not chairing the meeting) Second by: Sonny Roll call vote: Amy, F. (Aye), Sonny E. (Aye) Melea M (Aye), Bessie G. (Aye), Jessica F (Absent), <i>This portion of the meeting is reserved for persons wishing to address the Board on items not on the agenda. Although the Board of Directors may briefly respond to statements or questions, under state law, matters presented under this item cannot be discussed or acted upon by the Board</i>	

	<p>at this time. Individual public comments are limited to 3 minutes. If an interpreter is needed for comments, they will be translated to English and the time limit shall be six (6) minutes. The Board reserves the right to mute or remove a member of the public if comments or actions disrupt the Board meeting.</p>
<p>E. Approval of Minutes</p> <p>Table January when all members are present</p>	<p>E.1 Approval of minutes from 10.18.21 Emergency meeting (AF, BG Abstain) And 11/18 regular Board Meeting (S.E. abstain)</p> <p>Motion by:</p> <p>Second by:</p> <p>Roll Call Vote: Amy, F. (-), Sonny E. (-), Melea M (-), Bessie G. (-), Jessica F (-)</p>

<p>F. Fiscal Updates</p>	<p>F1: Fiscal Updates from EdTec: Kelly Ellis: Kelly is moving on so our new consultant from edtec will be Brian Holmes: he has been with edTec for 5 years. Thank you for getting us to where we are now, we will miss you!</p> <p>F2: Approval of 1rst interim reports: multi year projections EdTec slides: and budget reports Good news! ESSER II&III funds bring us out of the red in our Multi Year projections. A shorter term for depreciation of capital assets also contribute to a positive cashflow and projections. https://mail.google.com/mail/u/0?ui=2&ik=66ed73002c&attid=0.1&permmsgid=msg-f:1718622862069604892&th=17d9c6632c86221c&view=att&disp=inline https://mail.google.com/mail/u/0?ui=2&ik=66ed73002c&attid=0.2&permmsgid=msg-f:1718622862069604892&th=17d9c6632c86221c&view=att&disp=inline https://mail.google.com/mail/u/0?ui=2&ik=66ed73002c&attid=0.3&permmsgid=msg-f:1718622862069604892&th=17d9c6632c86221c&view=att&disp=inline</p> <p>We have a positive cash balance of \$25K for the year! (in addition to an 18% reserve (3x what is required by the district in our MOU)</p> <p>We got approved for our \$450K in low interest loans, and this is another positive.</p> <p>Motion by: Amy (not chairing the meeting)</p> <p>Second by: Bessie</p> <p>Roll call vote: Amy, F. (Aye), Sonny E. (Aye) Melea M (Aye), Bessie G. (Aye), Jessica F (Absent),</p>
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F3: Enrollment projections: Amy Frost
 Recruitment and enrollment for the 2022-2023 school year will begin soon
 Eric, Amy and Kelly went through some multi year projections regarding enrollment (budget projections were based on those projections). We plan to host some information sessions for families starting in January, and we will hand out application/ re-enrollment materials for current students so we can get an idea of how we can fill our classrooms. We project to have a full Kindergarten and K-1 combo class, as well as full TK.
 We are at 113 students this year, and hoping to grow to 146 next year, a gain of 33 students. There is some projected growth in 1st grade, some room in 2nd, and plenty of room in 3rd & 6th grade.
 Our max class size is still set at 22. And we are hoping to only add one teacher next year, while also bringing up our food service position to a full FTE, and adding the FT Business manager role, and some more after school program staffing.

As a charter school, once we hit that max. capacity, we will need to hold a lottery in March, and notify families in May.

When we return in January we will work on marketing and recruiting for the open positions, do some outreach with families, and let families know about their options for TK.

H. COVID-19
[Safety Plan draft:](#)
 Full plan has to be approved by 12/15

H1. Review and Approval of COVID-19 Safety Plan for the purposes of ESSER III funding (incorporating Edits requested by Board in 11/18 meeting). The Board reviewed and adjusted the plan to meet our needs, it was completed in collaboration with UUSD.

Motion by: Bessie

Second by: Sonny

Roll call vote: Amy, F. (Aye), Sonny E. (Aye) Melea M (Aye), Bessie G. (Aye), Jessica F (Absent),

H.2. Expenditure plan will be presented in January meeting:
 ESSER II is about \$80,000 (and is based on title funding) these funds have fewer requirements, Kelly, Eric, and Amy walked through a plan to re-allocate already planned expenses.

ESSER III requires a plan detailing safe return to school and covid mitigation as well as upgrades to HVAC and how we are supporting students to mitigate negative consequences of the pandemic.

See the draft plan here: [W](#) esseriiiexpenditureplan (3).docx

<https://docs.google.com/document/d/1ht81TKEbuALaM0uiTFu1XqBsnvcOcZ>


I. School Updates


I1. Updates/ requests from School staff: Principal: Eric Crawford

Updates:

- Facilities updates: solar panel installation is beginning, the goal is for it to be done by December 31.
- Class photos were great, and our photographer (Marianne) is donating pictures for any families who cannot afford them
- Potter Valley Superintendent came to visit to see our Bear's lair and learn more about our restorative practices
- Library is open and kids are loving the books: Thank you Gail our library volunteer
- December 16 6pm: Winter Sing: we will be outside and students are excited and ready to sing. Cookies and hot cocoa will be available
- January 3 begins our second trimester and personalized learning plans will be introduced to parents
- First Parent Advisory Committee meeting was last month, and parents had positive feedback to report. Families also reported that there is a strong interest in 7th grade and we hope that we can find creative solutions to add 7th grade. 8 families attended.
- 2 staff (food service and one paraprofessional) will be out because of family leave, new hires are lined up.
- We have a 3 new students joining us in January
- We are working with Public health to get the vaccine clinic set up (outside of school hours).
- Teacher observation, evaluation process: has begun, Eric is visiting classrooms and will start working with teachers to set goals.
- Classified staff observation, evaluation process and timeline (requested for January meeting)
- Some culture issues have come up in the 6th grade; they are testing their boundaries and we are continuing to call them in for discussions. Restorative circles were conducted to work on some recent issues that have come up.
- Hiring requests

Per SVA BP1 "The Board hires and terminates, upon nomination and recommendation of the Principal, all personnel. When the Board does not agree with a personnel recommendation by the Principal, the decision of the Board is final after further consideration appropriate to the circumstances."

<p>J. ELAC committee</p> <p>K. Parent Advisory committee</p>	<p>J1. Tabled to January: we are required to have an ELAc committee, if the Parent advisory committee does not meet the requirement (percentage of EL parents has to reflect the composition of the school 20-22%)</p> <p>K1. Updates Addressed in item L1. Board recommendation is that though we don't need a formal School Site Council, we would like to see a formal composition with a chair, treasurer and secretary in the future. This idea was presented in the first meeting. The next meeting is on Monday January 11, 2021, a goal would be to recruit parents of our EL students</p>
<p>M. Virtual Meeting Approval for January Meeting</p>	<p>M1: In Recognition that Mendocino County is still in a state of public health emergency related to the covid-19 pandemic the SVA board proposes to continue meeting virtually, with an onsite attendance option available in the SVA conference room, for any members of the public who cannot attend virtually because of technical difficulties.</p> <p>To continue meeting via teleconference, we are proposing the following resolution to acknowledge that there is a continuing state of emergency related to covid transmission, and that meeting in person would cause an undue burden (risk of transmission) on our community.</p> <p>Read the resolution here :  Brown Act teleconference Board resolutionSVA.pdf https://drive.google.com/file/d/1Uu0PizQ9ZcajtKUfqXh0twaYv_Yj2I-m/view?usp=sharing Read the new Brown Act complaint SVA Board Policies (amended to include</p>

	<p>Resolution) here  BP3_Brown_Act_Compliant.pdf https://drive.google.com/file/d/195pGVPvh8DYrhkSpBNKCTnJwzfn6tKWw/view?usp=sharing</p> <p>Motion by: Melea</p> <p>Second by: Bessie</p> <p>Motion to continue to provide a teleconference option in recognition of the current public health emergency in mendocino County</p> <p>Roll call vote: Amy F. (aye), Sonny E. (aye), Melea M. (aye), Bessie G. (aye), Jessica F (aye),</p>
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N. Lead Administrator
Review process

N1. Discussion regarding Lead Administrator/Principal review
process [Timeline_for_Lead_Administrator_Evaluation](#)

<https://docs.google.com/document/d/1rhVvBiGVZ9BP8o6olqb2qiyxsxUvluDLM5cVGySlybo/edit>

[SVA2021BOD Review: Principal](#)

<https://docs.google.com/document/d/1A0jAGowmAlAwgNYm8SZm8FidU7K7ft2vW3kSn5KbaiE/edit?usp=sharing>

[Copy of DRAFT SVA Principal Evaluation](#)

https://docs.google.com/document/d/1EVVNuwdZVGrpSbrGSpW1pz6DjfliRN_U4xkzY32Yk5M/edit

Thank you Bessie and Jessica for the quick turn-around on creating the administrator evaluation (above). The process looking ahead includes

December 14: Distributing the evaluation (in the form of anonymous Google form, not collecting email addresses) to the whole SVA community: teachers, staff, Board, PAC members, (and families?).

January 15: Surveys close

January 20: Board presentation of Principal's self evaluation and Presentation of survey data (closed session), including setting goals


March 17, 2021: Board meeting: closed session progress update and self evaluation with administrator present)

By April 2021: Principal will be notified of contract review and provided a copy of assessment and evaluation report .

Seeking motion to approve the evaluation form and timeline with the following revisions: change the 10-day response period to 30 days and include written evaluation to be submitted as well.

Motion by: Sonny Second by: Melea

Vote: Roll call Melea M (aye), Bessie G. (aye), Jessica F (aye), Amy, F. (aye), Sonny E. (aye)

<p>O. Board training reminders</p>	<p>O1. Brown Act Training is required for all Board Members due by 12/31/21 and is available through Charter School Development Center.</p> <p>Registration can be found at this link: https://formstack.io/6FDF8 Our member date is 8/2/21</p> <p>Additional Resources can be found here: Ethics - AB1234 - Handout.pdf Ralph M. Brown - Handout.pdf</p>
<p>P. Instructional minutes</p>	<p>P1. Changes to bell schedule: We have a discrepancy of 305 minutes in our required instructional minutes for Grades 1-3. To make up for this, we need to adjust the bell schedule slightly. Effective January 1, 2022 Grades 1-3 lunch will end at 12:10 instead of 12:15.</p>
<p>Q. Enrollment & Adding 7th Grade</p>	<p>Q1.Public hearing process and timeline January: info sessions for enrollment February send our enrollment forms for 2022-23 March: Lottery March-May Lottery notification UUSD Board presentation for revision of MOU to add 7th grade on or after June 17, 2022</p> <p> Draft_making the case for_7th Grade https://docs.google.com/document/d/1SzZmljftZUarN9CjZB4EgjkROT1FOA-UsASFyOrESc/edit?usp=sharing</p>
<p>R. Calendar items</p>	<p>R1: Vaccine clinic proposed date:TBD Winter Sing 12/16/2021 5:00PM <u>Board Training: due by 12/31</u> January Board meeting topics: email Melea SVA science fair coming soon! (Mid/late-feb.) Looking ahead at our LCAP process for 2022 LCAP Supplement Board Presentation: 2/17/2022 LCAP 2022-23 Public Hearing: 5/19/2022 LCAP 2022-23 Adoption: 6/16/2022</p>
<p>S. newsletter content for Board approval</p>	<p>S1. https://docs.google.com/document/d/1cvE5GaLynn3G-i1ZMQKmAAsbcMvMKW-oQ9F46JqkZUGTo/edit?usp=sharing</p>

<p>T. Designation of “acting principal”, or “administrator-in-charge”</p>	<p>T1. In the event of a temporary absence</p> <p>a. When the Principal of a school is unavailable to the assigned building or site or an area within that building or site, or at any school related function, The SVA Counselor or Lead Teacher shall be designated to serve as “Administrator-in-Charge” to act in his/her absence on all matters involving the safe and orderly operation of the school, student discipline, and interactions with the public.</p> <p>b. If the school counselor is not available, the Principal shall designate the Lead teacher, or other certificated staff to serve as “Administrator-in-Charge.” The Principal may designate an employee to serve as an “Administrator-in-Charge” to act in his/her absence and supervise school related functions that take place away from school.</p> <p>c. This action does not need Board approval, but notification of principal absences is a requested courtesy to maintain open and collaborative lines of communication.</p> <p>D. Extended absences of 5 days or more, require prior board approval</p> <p>Seeking approval to adopt this policy effective immediately</p> <p>Motion by: Bessie Second by: Jessica</p> <p>Vote: Roll call: Melea M (aye), Bessie G. (aye), Jessica F (aye), Amy, F. (aye), Sonny E. (aye)</p>
<p>Adjournment</p>	

To attend this meeting, please join via one of the three following methods:

1. Use this zoom link:

<https://us06web.zoom.us/j/97783620468?pwd=RFg2UFN6Tkxncmo1NXM4QUI3TktCdz09>

2. Go to Zoom.com and enter the following:

Meeting ID: 977 8362 0468

Passcode: 897412

3. Join by phone

One tap mobile

+16699006833,,92434933701#,,,,*707908# US (San Jose)

+13462487799,,92434933701#,,,,*707908# US (Houston)

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+1 346 248 7799 US (Houston)

+1 253 215 8782 US (Tacoma)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

Meeting ID: 924 3493 3701

Passcode: 707908

Find your local number: <https://zoom.us/u/avmPXRJtE>

4. Attend in person at SVA: 1 Ralph Bettcher Road. Zoom meeting access will be available in the Conference Room.