

# September Regular Board Meeting - 2023 Minutes

Shanel Valley Academy

Sep 21, 2023 at 5:00 PM PDT

@ Add Zoom Link

## **Attendance**

### **Present:**

Members: Leslie Barkley, Amy Frost, Bessie Glossenger, Linda Jacinto, Noshie Merlin (remote), Melea Meyer

#### I. Land Acknowledgment and Moment of Silence

##### **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.

#### II. Call to Order

Meeting called to order at 5:11

#### III. Roll Call

Meyer: Present, Glossenger: Present; Barkley: Present; Frost: Present; Merlin: Present/ Remote

#### IV. Adoption of the Agenda

Agenda includes closed session and open session items, no members of the public present, no public comment on closed session items, 2 public comments on open session items.

##### **Motion:**

Motion to adopt the agenda as written

Motion moved by Leslie Barkley and motion seconded by Melea Meyer. Roll call vote

Meyer: Aye, Glossenger: Aye; Barkley: Aye; Frost: Aye; Merlin: Aye

#### V. Public Comment Regarding Closed Session Items

none

#### VI. Closed Session

No action taken on closed session items

##### A. Public Employee Discipline/Dismissal/Release

no action taken

##### B. Public Employee Employment: Principal Evaluation

no action taken

C. Public Employee Employment: Community Schools Director Evaluation

no action taken

D. Public Employee Employment: Business Manager Evaluation

no action taken

E. Public Employee Employment: Certificated Employee

no action taken

F. Public Employee Employment: Classified Employee

no action taken

VII. Introductory Items

welcoming members of the public.

A. Reconvene in Open Session

reconvened in open session at 7:14pm

B. Report Out from Closed Session

No action taken on closed session items

VIII. Public Comment & Announcements on Non Agenda Items

*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 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.*

IX. School Updates & Community Announcements

The leadership team and community engagement team presented their monthly updates.

A. Principal's Report

great start to the new year. strong team. Shout out to the student support specialists who created a guidebook for supervision and supervision rotation schedule.

Lats week was fisrt responder week, and

Friday 9/15 is a local dayof celebration of the establishment of the HBPI tribe. we celebrated the Hopland Band of Pomo Indians with Tribal chairperson and members on staff (Deanna), students learned about different animals in central Pomo language.

Family-student conferences were this week.

PBIS assemblies will happen each week. students are creating videos to uphold BEAR values using staff as examples of what to do and what not to do.

first PAC meeting took place, starting by creating goals

first end of the month potluck witll take place next Friday 9/29/2023.

Shout out to Ms. canon our Special education teacher who has been supportive of the staff and students

Our new school counselor is teaching an SEL lesson in every class each day.  
SVA will have a booth at Pumpkin fest this year.  
Attendance support team meets each Friday. so far, attendance is looking good.  
October 16 begins our literati book fair. our fundraising goal this year is \$4500  
Music Mondays with Ms. Barkley are going well. Thank you Board member Barkley or supporting our students.

#### B. Community School Director Report

Linda reported that the preschool licensing and enrollment is finalized. Tuesday September 5th was our first day of operation of the SVA preschool. We have 16 students, but are licensed for 24, Linda will be attending the health fair for enrollment, and Linda and Melissa will be joining the UUSD job fair to offer the SVA preschool as a learning lab for CTE students  
Linda will be at the Pumpkinfest in partnership with HBPI who is collaborating on a float with us.

Expanded learning/ Afterschool program is coming together, staff is new and are getting to know each other as a team and learning to work together. ASP program is focusing on healthy habits and self-care and advocacy skills to set up systems of success for the year. cooler weather means more outdoor play time, which is a big hit with the Kids

ELAC is going to get started soon October 10 at 5:30 is the first meeting, where Linda and Julie will present what ELAC is all about and start planning for a Dia de los Muertos event (week of October 27th)

Linda will be teaching Ballet Folklorico with the 5th grade class, and will begin working with other classes as the year progresses. Also planning on presenting different games from regions of Mexico.

Starting the program while also covering the open positions.

Preschool kids LOVE Lucia's food.

Establishing the new preschool is a huge step for our community The Board wants to publicly acknowledge all the hard work of our Community Schools Director (Linda).

#### C. Parent Advisory Council Report

Elections are coming up in the next meeting.

Handbook will be available for board review in the next meeting.

#### D. Community Updates & Announcements

Destination Hopland

Book fair coming up, Librarian is looking for community partnerships to sponsor the book fair.

Fall festival and fundraiser coming soon in October

Field trip to Pirate Pete's pumpkin patch on Oct 20

#### X. Financial Updates

Targets impacts in the budget for the 23-24 SY are impacts from increase in COLA, and decreases to arts block grant and other state budget decisions.

 [SVA - September Board Meeting Presentation.pdf](#)

 [SVA - FY24 July Financials 09.18.23.xlsx](#)

#### XI. Review and Possible Approval - 22-23 Unaudited Actuals

Unaudited actuals include expenses and depreciation of assets. EdTec presented the unaudited actuals for Board approval.

 [23656150140814-SVA-FY23 UA Certification Form Unsigned.pdf](#)

 [23656150140814-SVA-FY23 UA Submission.pdf](#)

**Motion:**

Motion to approve the 22-23 unaudited actuals.

Motion moved by Bessie Glossenger and motion seconded by Leslie Barkley. Roll call vote Meyer: Aye, Glossenger: Aye; Barkley: Aye; Frost: Aye; Merlin: absent 4 ayes, one absent motion approved.

XII. Review and Possible Approval - Amendment to Promissory Note

Based on challenges in enrollment and cashflow including delays in accessing LCFF funding, we are requesting an extension in spending down our PCGSP grant funds. The following narrative address the challenges justifying the change.

approval and vote will be tabled to another meeting when we have the promissory note. we have three outstanding promissory notes including a revolving loan from CDE for start-up charters (LCFF funding used as capital, very low interest loan), we also have a SBMC line of credit, to meet our spending goals for the PCGSP funds. Line of Credit is there to help us spend that fund. We are asking SBMC to extend the LOC. Third LOC is what will be coming back for review within the next two weeks. The private lender is seeking more details about why we are seeking the extension.

 [SVA - Cash Flow Narrative - 09212023.docx](#)

XIII. Review and Possible Approval - Board Policy #13 Public Employee Minimum Requirements for TK Teacher

Establishing minimum qualifications for TK/UPK teacher. Ed. code requirements call for a credentialed teacher with a certain number of Early Childhood Units issues by CTC.

 [BP13 TK Teacher Credential Req.undefined](#)

**Motion:**

Motion to approve BP policy13\_ minimum qualifications for TK teacher.

Motion moved by Melea Meyer and motion seconded by Bessie Glossenger. Roll call vote Meyer: Aye, Glossenger: Aye; Barkley: Aye; Frost: Aye; Merlin: Aye. motions passed by roll call vote.

XIV. Review and Possible Approval - 2022–23 UPK Planning and Implementation Grant Program Plan

SVA was not required to submit and approve a UPK plan in the 2021-2022 school year, given that the school was not eligible to receive funds. SVA still participated in the county wide UPK plan during the 2021-2022 and 2022-2023 school year.

Under current law, as a condition of grant apportionment, if the LEA did not develop the 2021–22 UPK Plan required pursuant to *EC 8281.5(c)(3)(B)*, the LEA must develop a 2022–23 UPK Plan for consideration by the governing board or body at a public meeting on or before March 30, 2023. This

plan must articulate how all children in the attendance area of the LEA will have access to full-day learning programs the year before K that meet the needs of parents, including through partnerships with the LEA's expanded learning offerings, the After School Education and Safety (ASES) Program, CSPP, Head Start programs, and other community-based early learning and care programs (EC Section 8281.5). This grant program provides \$25,000 to support planning and implementation costs associated with expanding Prekindergarten (Pre-K) options, such as universally-available transitional kindergarten (TK), CSPP, and Head Start for eligible students, and other local and community-based partnerships. Grant funds may be used for costs associated with creating or expanding California state preschool programs or transitional kindergarten programs, or to establish or strengthen partnerships with other providers of prekindergarten education within the local educational agency, including Head Start programs, to ensure that high-quality options for prekindergarten education are available for four-year-old children.

Allowable costs include, but are not necessarily limited to:

- Planning costs
- Hiring and recruitment costs
- Staff training
- Professional development
- Classroom materials
- Supplies
- Classroom operating costs (22–23 UPK P&I Grant funds only)

\*New and modernized play structures are an allowable expense starting May 2023.

**Motion:**

Motion to approve the UPK plan with the understanding that it is a living document and is completed in collaboration with the County Consortium

Motion moved by Melea Meyer and motion seconded by Leslie Barkley. Roll call vote Meyer: Aye, Glossenger: Aye; Barkley: Aye; Frost: Aye; Merlin: Aye passed by roll call vote.

XV. Review and Possible Approval - Amended Resolution NO. 05-23 Establishing Preschool Program

Resolution establishes a preschool program at SVA, as required by Community care licensing to establish the Community schools Director/ site supervisor as the primary contact and leadership oversight.

 [Resolution No. 05-23 Establishing a Preschool Program \(3\).docx](#)

**Motion:**

Motion to approve the ammended resolution

Motion moved by Leslie Barkley and motion seconded by Bessie Glossenger. Roll call vote Meyer: Aye, Glossenger: Aye; Barkley: Aye; Frost: Aye; Merlin: Aye passed by roll call vote 5 ayes

XVI. Review and Possible Approval - MOU with North Coast Opportunities

Re establishes our partnership with North Coast Opportunities to reimburse SVA for the extended care that operates outside of the state preschool hours. The Contracts established that these families income eligibility is vetted by NCO

 [OPPORTUNITIES.pdf](#)

**Motion:**

Motion to approve the contract with NCO (amend language in minutes to contract not MOU.

Motion moved by Bessie Glossenger and motion seconded by Leslie Barkley. Roll call vote Meyer: Aye, Glossenger: Aye; Barkley: Aye; Frost: Aye; Merlin: Aye. Motion passed by roll call vote.

XVII. Review and Possible Approval - Reappointment of Board Member to 2nd Term

The purpose of this agenda item is to consider the reappointment of Bessie Glossinger to the Board of Directors. Board Member Glossinger has served diligently on the board for the past term, and has consistently demonstrated exemplary leadership, a strong dedication to our organization's goals, and has actively participated in key initiatives and decision-making processes. Their expertise and insights have significantly contributed to the success of SVA.

Board Member Glossinger has expressed their willingness to continue serving on the board for another term. The Governance Committee recommends their reappointment based on their outstanding performance and the valuable perspective they bring to our board.

 [Oath of Office for Board Members \(1\).docx](#)

 [Board Commitment.docx](#)

**Motion:**

Motion to approve reappointment of Board member Glossenger with edits to correct the spelling of her last name.

Motion moved by Melea Meyer and motion seconded by Noshie Merlin. Roll call vote : Meyer: Aye, Glossenger:abstain; Barkley: Aye; Frost: Aye; Merlin: Aye. Passed by roll call vote 4 ayes 1 abstain (recused).

XVIII. Topics for Board Discussion / Upcoming Calendar Items

A. Destination Hopland Block Party

Destination Hopland is looking to host a fundraiser on SVA's behalf on October 14th, from 1-5pm on Center Street.

SVA has volunteered to create the flyers and start distributing to our network. In conjunction with the Ag Leadership group, we are looking to fundraise for the start of 4H program.

B. Establishment of Recurring Ag Leadership Community Meeting to Establish Hopland 4H Chapter and Ag Barn Buildout

SVA was the recipient of the Ag Leadership Class of 51 grant. They have agreed to put forth \$40,000 for the project but are looking to help co-fundraise for \$20,000. SVA needs to host a monthly meeting to help establish the 4H Hopland Chapter and build momentum on the project build and program build.

first monthly meeting proposed for 10/4. looking for 2 parent volunteers and 5 students from three different families to support.

### C. Community Engagement Initiative

The Community Engagement Initiative, now known as CEI, began in 2019 as a five-year effort intended to strengthen the California State System of Support by building the capacity of school districts and communities to authentically engage each other to build capacity in communities and districts to have difficult conversations with each other and build trust, with a focus on improving outcomes for students through a series of Peer Leading & Learning Networks. The CEI offers a remarkable opportunity for school districts/LEAs to revolutionize their community engagement practices by participating in the Peer Leading and Learning Network (PLLN). The PLLN model, conducted through a combination of eight virtual and in-person meetings, guides participating teams in an improvement science based curriculum to identify their specific community needs as it relates to the districts/LEAs current community engagement practices.

SVA has been selected as part of cohort IV, as a community school implementation grantee, to receive an additional \$70,000 per year for up to two years.

#### **Requirements:**

1. Participate in the professional learning network for no less than two years.
  1. Includes eight Peer Leading and Learning Network Convenings per year, consisting of a combination of virtual, hybrid, and in-person sessions.
  2. Travel and overnight stay will be required (accommodations and air transportation covered by the CEI).
  3. Additional time for collaboration and coaching may be required between convenings.
2. Engage in open dialogue on issues related to improving local pupil outcomes.
3. Collaborate with other communities and school districts with the aim of improving community engagement. This collaboration should include offering financial support to the partnering organizations to support their capacity for meaningful collaboration with the LEA team at the local level to practice and implement learnings from the CEI.
4. Replace any team member who leaves, keeping within the requirements for participants set forth below, and notify the CEI designee of changes.
5. Ability to provide space that is video-conference equipped at specified school for hybrid Network convenings.
6. Identify a team represented by staff/families/students on the District Team and where your community engagement improvement efforts will be initially focused.

SVA needs to assemble a team of the following:

1. Site Lead - Linda
2. Support Lead - Kristi
3. (2) Student representatives (related to designated family or not) for upper elementary grades
4. (2) family members of students enrolled at the designated school site.
5. (1) Community Partner
6. (1) Staff Member Rep
7. (2) Board Members

 [CEI Member Roles and Responsibilities - 2023-24.docx](#)

 [Travel FAQs - 2023-24.pdf](#)

 [Calendar - Cohort IV - CEI Calendar - 2023-24.pdf](#)

## XIX. Consent Agenda

Consent agenda includes a number of housekeeping items for the beginning of the school year!

### **Motion:**

Motion to approve the consent agenda

Motion moved by Melea Meyer and motion seconded by Leslie Barkley. Roll call vote Meyer: Aye, Glossenger: Aye; Barkley: Aye; Frost: Aye; Merlin: Aye. Motion passed

### A. Review & Possible Approval of Minutes

upload Minutes from August 2023

 [June Regular Board Meeting - 2023 Minutes.pdf](#)

 [May Regular Board Meeting - 2023 Minutes.pdf](#)

 [March Special Board Meeting - 2023 Minutes.pdf](#)

 [March Regular Board Meeting - 2023 Minutes.pdf](#)

 [February Regular Board Meeting - 2023 Minutes.pdf](#)

 [August Regular Board Meeting - 2023 Minutes.pdf](#)

### B. Review & Possible Approval - Updated Job Descriptions

 [Community School Partnership Director.docx](#)

 [Administrative Assistant.docx](#)

 [Counselor.docx](#)

 [Custodian.docx](#)

 [Elementary Teacher.docx](#)

 [Expanded Learning Lead Specialist.docx](#)

 [Expanded Learning SSS.docx](#)

 [Food Service Assistant .docx](#)












 [Job Description Template.docx](#)

 [Food Services Manager.docx](#)

 [Lead Preschool Teacher.docx](#)

 [Landscape and Grounds Maintenance.docx](#)



-  [Lead Teacher.docx](#)
-  [Office Attendance Secretary.docx](#)
-  [PRESCHOOL AIDE.docx](#)
-  [Preschool Student Support Specialist .docx](#)
-  [Preschool Teacher.docx](#)
-  [Principal.docx](#)
-  [Special Programs Coordinator.docx](#)
-  [SPED Teacher.docx](#)
-  [Student Support Specialist.docx](#)
-  [Summer Enrichment Program Lead Teacher.docx](#)
-  [Summer Support Specialist.docx](#)

C. Review & Possible Approval - Revised Board Policy #10 Financial Policies and Procedures

 [BP10 Financial Policies and Procedures.docx](#)

D. Review & Possible Approval - Revised CSSP Parent Handbook

 [SVA CSPP Parent Handbook 23-24.docx](#)

E. Review & Possible Approval - CSPP Family Fee Form

 [Shanél Valley State Preschool Family Fee Form.docx](#)

F. Review & Possible Approval - SVA Parent Advisory Committee Handbook

 [SVA-PACHandbook.docx](#)

G. Review and Possible Approval - MOU with MCOE CSPP Consortium

 [MOU CSPP 23-24 Shanel Valley\[25\].pdf](#)

H. Review and Possible Approval - CSPP Health and Safety Plan

 [CSPP Helath and Safety Plan.docx](#)

XX. Adjournment