

## December Regular Board Meeting - 2025 Minutes

Shanel Valley Academy  
12/15/2025 5:30 PMPST  
@ Add Zoom Link

### **Attendance**

#### **Present:**

Members: Amy Frost, Bessie Glossenger, Melissa Kendall (remote), Aimee Landers, Melea Meyer

#### **Absent:**

Members: Noshie Merlin

#### 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.

##### **Vision & Mission**

*Shanèl 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.*

#### II. Call to Order

Meeting called to order at 5:41PM.

#### III. Roll Call

Quorum met with three members of the Board present.

### **Attendance**

#### **Present:**

Members: Amy Frost, Bessie Glossenger, Melissa Kendall (remote), Melea Meyer

#### **Absent:**

Members: Aimee Landers, Noshie Merlin

#### IV. Adoption of the Agenda

Motion to adopt the agenda was approved unanimously. 3 ayes, 1 absent.

##### **Motion:**

Motions to adopt the agenda as written

Motion moved by Melea Meyer and motion seconded by Bessie Glossenger. 3 ayes, 1 absent.

V. Public Comment Regarding Closed Session Items

No public comment.

VI. Closed Session

entered into closed session at 5:45

- A. Public Employee Employment: Principal Evaluation
- B. Public Employee Employment: Certificated Position
- C. Public Employee Employment: Classified Position
- D. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION - Significant exposure to litigation pursuant to subdivision (d)(2) of Section 54956.9: 2 Cases

VII. Introductory Items

Three motions were passed during closed session. Additionally, the BOD also was informed of possible legal action.

A. Reconvene in Open Session

reconvened in open session at 7:28pm.

B. Report Out from Closed Session

Item A - no action taken

Item B - no action taken

Item C

1. The BOD discussed request to extend classified staff pregnancy disability leave to January 31.

Motion to approve this extension was made by Board member Meyer, seconded by Board member Merlin. Approved by unanimous vote 4 ayes, 0 abstentions.

2. The BOD Discussed staff request to extend disability pregnancy leave to February 1.

Motion to approve this extension was made by Board member Meyer, seconded by Board member Merlin. Approved by unanimous vote 4 ayes, 0 abstentions.

Item D

1. Motion to approve amended release of claims agreement for employee was made by Board member Glossenger, seconded by Board member Meyer. Motion passed unanimously. 4 ayes 0 abstentions.

## 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. Financial Updates

Chad and Brian from EdTec joined us to present the December financial updates including the first interim report and October actual expenditures.

 [SVA - December Board Meeting 12122025.pdf](#)

 [SVA - FY26 October Financials 12122025.xlsx](#)

 [SVA - FY26 October Financials MYP 12122025.xlsx](#)

## X. Discussion and Possible Action - First Interim Report

**Background / Context** The First Interim Financial Report provides an updated projection of Shanél Valley Academy's financial position for the current fiscal year, including revised revenue and expenditure estimates based on actuals through the first reporting period. This report is required by the California Department of Education and serves as an early assessment of the school's fiscal health.

### Key Considerations

- Comparison of budgeted versus actual revenues and expenditures
- Projected year-end fund balance and cash flow
- Assumptions impacting projections, including enrollment, ADA, and staffing
- Identification of any fiscal risks or notable variances

**Recommended Action** Approve the First Interim Financial Report as presented and authorize submission to the appropriate oversight agencies.

 [SVA 2025-26 1st Interim Report.xlsx](#)

### Motion:

Motion to approve the first interim financial report to be submitted to our Charter authorizer

Motion moved by Melea Meyer and motion seconded by Noshie Merlin. Motion passed with 4 ayes and 0 abstentions.

## XI. School Updates & Community Announcements

Thank you to our community members who continue to support our school, and our families who partner with us to create a safe, supportive and fun environment for our students and staff.

### A. PAC / ELAC Report

Last year our champaign and oyster fundraisers netted \$1300 last year and the same event is coming up again at Campovida.

Dine and donate events are slow but easy to implement. not much is coming in there.

PAC is helping set up for Winter Sing. First set starts at 5:45. Thank you PAC for making this a magical experience for our community

### B. Staff / Teacher Report

Technical Updates:

1. We've got electricity run under the sink (Thanks to Max Power Electric), and a hot water heater installed (thanks to Chuy and Brittany). I have also posted SVA SOP's on the cupboard next to the kitchen area.
2. ELP Continuous Quality Improvements have been developed and are being worked on, where we will be focusing on Safe and Supportive Environments as well as Active and Engaged Learning. I have attached the specific goals in this email.
3. In regards to training opportunities, I have been in talks with Aimeel and ELP staff and thus far Karen and Maria will be attending the January 24th Expanded Learning Conference in Lake County, Chelsea and Alexa will be attending the Feb 4th California AfterSchool Network Symposium, and Yaya, Alexa, and Chelsey will be attending the Lego Training for Expanded Learning Educators at MCOE on Feb 7th where they will each be bringing back grade specific lego engineering/robotic classroom sets. Additionally, I will be attending some upcoming trainings as well, from CAN's 2026 Site Leader Symposium in February to BOOST in April, as well as the Regional ELP Strategic Planning conference in May. On to the fun stuff:  
We are continuing to blend food science, garden stewardship, art, engineering, and social emotional learning experiences into the Expanded Learning Program. In the kitchen the students got their hands on more persimmons than they knew what to do with. Taking part in persimmon tastings, making persimmon jam (which they slathered on their class baked sourdough bread), baking persimmon bread, and drying persimmons in various ways (the Hoshigaki method of drying persimmons - although MY favorite - was NOT a crowd pleaser). The ELP support staff has also been kind enough to share their familial and cultural holiday traditions with the students, teaching them how to bake and decorate sugar cookies,
4. prepare holiday desserts like peppermint bark, and create and enjoy butterscotch bird nests. The students have explored various states of matter, chemical reactions, measurement, and cultural traditions (the most tasty lesson in my opinion being why chocolate "seizes").
5. In the garden, students amended soil, planted fava beans and buckeyes, and created slug traps, learning about ecosystems and natural pest control while practicing stewardship and empathy. Creative STEAM activities included origami balloons, microwave puffy paint to observe chemical reactions in art, and science fair logo design to connect visual communication with engineering design.
6. Students also continued with their egg incubation and dissection, keeping track of the roosters age and success rate and charting the results over time. They will begin another cycle upon returning from winter break.
7. Additionally, I applied for the CDFW Classroom Aquarium Education Program and not only were we accepted but The Russian River Fly Fishers Association has agreed to sponsor us and will be donating all the materials to start this program with us in January. The students will get the opportunity to hatch and raise salmonids in ELP and then release them into the nearby creek. We will continue with fun holiday themed activities for the remainder of the month, with 4th, 5th, and 6th graders getting a jump start this week designing and 3-D printing customized ornaments.
8. That's an ELP holiday WRAP.

**C. Preschool Director Report**

Preschool director Lucia joined us for her report. We have 11 students who are in a good routine. We received the grant from MCOE for the outdoor art room including a shade structure.

Lucia and Principal Landers met with K. Hills from MCOE to find out we will be eligible for full-day state preschool next year, and work out the details. The Board discussed pros and cons of changing our preschool delivery model. With our current enrollment, it may not be financially viable to accept the full-day option. Amy and Lucia will meet again to iron out more details, and bring it back to the board next month.

**D. Principal's Report**

Last Tuesday the PBL exhibition night went well. Our PBL lead Teachers presented about what is PBL and families engaged in a math activity together. Then families moved on to individual rooms to see their students present their projects. The meal after the presentation was a hit (we will do that again next time!) and gave parents time to connect with each other. Next PBL night is in May when students will wrap up the SPACE theme of the year. Some classes shared their projects in progress reinforcing our goal of progress not perfection.

Report cards went out today, Parent teacher meetings were last month, so parents are getting a clear understanding of where their students are.

We have started implementing the dyslexia screener 2nd 1st and part of K classes are completed. Aimee L. is implementing the program this year to learn it, and will identify a staff member to take this on next year.

In staff meetings, they have been brainstorming ideas for strong collaboration between teachers and support specialists. They are sharing promising practices across classes to maximize instructional support. These ideas were brought to the support staff in their meetings as well.

Our counselor has been continuing to introduce the Character Strong curriculum and supporting teachers to include the SEL lessons with an integrated approach.

Aimee L. attended the HBPI council meeting for an update, and shared what is going on at the school.

Aimee L. is meeting with families with chronically absent students to talk through solutions and supports so students can access the educational opportunities.

Winter Sing is tomorrow evening Dec. 16 2025

A Community Closet with gently used clothing is available for families to take as needed.

E. Community Updates & Announcements

No additional community announcements.

XII. Review and Possible Approval - 2024 - 2025 Audit Report

**Background / Context** The Annual Audit Report is an independent review of Shanél Valley Academy’s financial statements, internal controls, and compliance with applicable state and federal requirements for the 2024–25 school year. Completion and acceptance of the audit are required under state law and the school’s charter agreement.

**Key Considerations**

- Auditor’s opinion on the financial statements
- Any audit findings, material weaknesses, or management comments
- Corrective actions or responses, if applicable
- Compliance with required reporting timelines

Note: Findings: The Board acknowledges that we were made aware of 6 students who were not properly reported as eligible for Free and reduced priced meals. We identified the error after the CDE closed their attendance amendment window. We are requesting the additional \$16,000+ owed to us through the amendment process. EdTec is working with us to resolve this issue.

**Recommended Action** Accept the Annual Audit Report for the 2024–25 school year as presented and authorize its submission to the appropriate oversight agencies. Direct Staff to develop a policy and procedure for ensuring that newly enrolled students are properly reported upon enrollment, and that there are checks and balances in place to catch errors before reporting periods close.

 [Management Representation Letter - Shanel Valley - signed.pdf](#)

**Motion:**

Motion to approve the annual audit report with authorization to send it to the appropriate authorizing agencies.

Motion moved by Bessie Glossenger and motion seconded by Melea Meyer. Motion passed unanimously. 4 ayes, 0 abstentions.

XIII. Discussion and Possible Action - Amended Playground Equipment Finance Agreement

**Background / Context**

At the September 2025 Board meeting, the Board approved the purchase of playground equipment with an expenditure authorization of up to \$85,000. As part of that action, the Board **originally committed up to \$5,000 annually for five years** to support the project. The Parent Advisory Committee (PAC) made a parallel commitment of **up to \$5,000 annually for five years**, resulting in a combined commitment of **\$10,000 per year in pledged funds**.

While the equipment quote of \$84,699 fell within the approved authorization, subsequent review identified that the vendor’s financing structure resulted in a total repayment amount that exceeded the

originally approved scope once interest was included. Staff therefore evaluated alternative options to better align the project with the Board's original intent and funding commitments.

#### **Proposed Revised Project Structure**

We are proposing a revised approach that significantly lowers the total project cost and financing burden:

- **Equipment Cost:** \$53,633
- **Estimated Site Cost:**
  - **Concrete work, Fencing, Permits and Overhead:** approximately **\$11,000**
- **Down Payment:** \$25,000 (Community Foundation grant + \$5,000 from Board in 25/26 Fiscal Year)
- **Financed Principal:** \$40,000
- **Financing Terms:**
  - Interest Rate: **7.0%**
  - Term: **60 months**
  - Monthly Payment: **\$792.05**
  - Total Interest: **\$7,522.88**
- **Total Project Cost with Financing:** **\$47,155.88**
- **Total Project Cost Over 5 years:** **\$72,155.88**

In addition, a community partner has offered to **donate installation labor**, with the school responsible only for materials and insurance. This contribution reduces anticipated installation costs by **more than \$30,000** compared to vendor-provided installation.

#### **Fiscal Impact**

Under the revised structure, the total playground project cost is projected to remain **below \$75,000**, inclusive of equipment, financing, concrete, permits, and materials.

The revised financing structure results in an **annual repayment obligation of approximately \$9,505**, which is fully aligned with the Board's original commitment of up to \$5,000 per year and the PAC's matching commitment of up to \$5,000 per year over a five-year period.

This approach:

- Honors the Board's and PAC's original funding commitments
- Reduces total project cost and interest expense
- Leverages grant funding and community partnerships
- Ensures transparency and fiscal accountability

#### **Recommended Action**

Approve the revised playground equipment project scope and financing structure as presented, with the following conditions:

1. Total project costs shall not exceed **\$75,000**.
2. A \$20,000 Community Foundation grant shall be applied as a down payment.
3. Financing shall be limited to a principal amount not to exceed **\$40,000** at approximately **7.0%** interest over **60 months**.
4. Annual repayment obligations shall not exceed the combined **\$10,000 per year** originally committed by the Board and the Parent Advisory Committee.

 [ProPlaygrounds Quote 52333.pdf](#)

#### **Motion:**

Motion to approve the revised playground equipment project scope with the following conditions: Total project costs shall not exceed **\$75,000**.

1. A \$20,000 Community Foundation grant shall be applied as a down payment.

2. Financing shall be limited to a principal amount not to exceed **\$40,000** at approximately **7.0%** interest over **60 months**.
3. Annual repayment obligations shall not exceed the combined **\$10,000 per year** originally committed by the Board and the Parent Advisory Committee.
4. Installers and volunteers will follow safety precautions and legal compliance parameters.

Motion moved by Melea Meyer and motion seconded by Noshie Merlin. Motion passed unanimously, 4 ayes, 0 abstentions

#### XIV. Discussion - Benchmark Assessments for Student Performance Data Analysis

**Background / Context** Benchmark assessments are administered periodically to monitor student progress toward grade-level standards and to identify trends in academic performance. At Shanél Valley Academy, these assessments support data-informed instruction, targeted interventions, and continuous improvement aligned with the school's academic goals.

##### **Key Discussion Points**

- Types of benchmark assessments used and assessment schedule
- How data is analyzed and used to inform instruction and intervention
- Trends in student performance and areas of growth or concern
- Alignment with state standards, accountability measures, and school goals
- Opportunities to strengthen data use and reporting to the Board

**Board Role** This item is for discussion only. No Board action is requested at this time.

 [CAASPP SCORES.xlsx](#)

 [diagnostic-results\\_math\\_shanel-valley-academy\\_12142025\(1\).pdf](#)

 [diagnostic-results\\_reading\\_shanel-valley-academy\\_12142025\(1\).pdf](#)

#### XV. Discussion and Possible Action - Board Policy #19 - Teleworking

**Background / Context** The Teleworking Policy establishes guidelines for remote and hybrid work arrangements for eligible employees at Shanél Valley Academy. The policy is intended to support operational flexibility while maintaining accountability, productivity, collaboration, and compliance with employment and labor requirements.

##### **Key Considerations**

- Eligibility criteria and approval process for teleworking arrangements
- Expectations for performance, availability, and communication
- Data security, confidentiality, and use of school-owned equipment
- Equity, consistency, and operational impact across roles
- Alignment with labor laws, charter requirements, and organizational culture

**Recommended Action** Approve the Teleworking Policy as presented.

 [SVA Telecommuting Policy \(draft\).docx](#)

 [SVA Telecommuting Agreement .docx](#)

**Motion:**

Motion to approve the teleworking policy pending minor typo fixes.

Motion moved by Melea Meyer and motion seconded by Noshie Merlin. Motion passed 4 ayes, 0 abstentions

XVI. Consent Agenda

consent agenda includes approval of minutes from prior meetings

A. Approval of Minutes

 [October Regular Board Meeting - 2025 Minutes \(1\).pdf](#)

 [November Regular Board Meeting - 2025 Minutes.pdf](#)

**Motion:**

Motion to approved the consent agenda.

Motion moved by Melea Meyer and motion seconded by Noshie Merlin. Motion passed 4 ayes, 0 abstentions

XVII. Adjournment

Meeting adjourned at 10:36PM

XVIII.