

# October Regular Board Meeting - 2025 Minutes

Shanel Valley Academy  
10/24/2025 4:00 PMPDT  
@ Add Zoom Link

## **Attendance**

### **Present:**

Members: Amy Frost, Bessie Glossenger, Aimee Landers, Noshie Merlin (remote), Melea Meyer

### **Absent:**

Members: Melissa Kendall

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

##### **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.* **Board of Directors**

##### **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 4:22PM

#### III. Roll Call

Three Board members present, one attending via Zoom. Quorum met, in person. Melissa Kendall Present via Zoom, One seat vacant.

## **Attendance**

### **Present:**

Members: Amy Frost, Bessie Glossenger, Aimee Landers, Noshie Merlin (remote), Melea Meyer

### **Absent:**

Members: Melissa Kendall

#### IV. Adoption of the Agenda

Motion to adopt the agenda as written.

##### **Motion:**

Motion to adopt the agenda as written

Motion moved by Melea Meyer and motion seconded by Noshie Merlin. Motion Passed by Roll call vote: Meyer: Aye, Glossenger: Aye, Frost: Aye, Merlin: Aye. 1 seat vacant.

V. Public Comment Regarding Closed Session Items

No public comment.

VI. Closed Session

Entered in closed session at 4:26.

- A. Public Employee Employment: Business Manager Evaluation
- B. Public Employee Employment: Principal Evaluation
- C. Public Employee Employment: Classified position
- D. Public Employee Employment: Certificated position
- E. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION - Significant exposure to litigation pursuant to subdivision (d)(2) of Section 54956.9: 1 Case
- F. Introductory Items

Reconvened open session at 7:01PM

## 1. Reconvene in Open Session

Reconvened at 7:01

## 2. Report Out from Closed Session

The Board secretary reported out on the following motions during closed session.

-Motion to approve Classified staff medical leave extension through November 21, 2025, with a return to work date of November 24, 2025

-Motion to approve classified staff part-time position for the 2025-26 school year at \$30/ hour for a 10-month position

-Motion to approve a certificated staff position salaried at \$71,000 for a 10-month position, pro-rated for a start date of September 22, 2025

-Motion to approve the salary adjustment for a certificated employee honoring their years of experience, giving Principal Landers the ability to negotiate up to \$70,000 per year for a 10-month position.

-Motion to direct Board President Frost to work with legal counsel to draft a release of claims related to a former employee.

Member Glossenger proposes a Motion to amend the agenda to create an ad hoc committee to support the Principal, and Business Manager Evaluation process

### **Motion:**

Motion to amend the agenda adding the creation of an ad. hoc committee to support the Administrators evaluation process.

Motion moved by Bessie Glossenger and motion seconded by Melea Meyer. Motion Passed: Meyer: Aye, Glossenger: Aye, Frost: Aye, 1 absent. 1 seat vacant.

## VII. 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.*

## VIII. Financial Updates

Overall revenue increased by \$14,000, federal revenue is down, State revenue increased reflection Arts and music and CalHope grants. In other revenues we had a modest increase (\$1800). Fundraising and grant is static. Increase in total expenses has gone up after payroll reconciliation. Costs of capital expenses and utilities related to Farm to School implementation and new playground increased. debts are getting paid off.

Amy, Jaqui and Aimee Working on the 21stCCLC supplemental grant and an other grant from CYBHI due next week, this could offset some stress on the budget in other areas.

Early Learning Budget Projection shows a reduction in revenue and increase in salaries. Its is a loss of about \$19,000. Since we have a funds balance from last year, we are still OK, but will keep a close eye on Preschool costs and revenue. If we get 21stCCLC supplemental, we may be able to offset preschool TK program costs with ELO-P program.

Brian also explained the process of receiving cash from the cash in county account, and delays related to processing time at the county level. This can delay significant amounts of funding by up to a month. As we get into spending larger expenditures, our ability to make these payments depends on the county's timeline. They have not yet approved last year's expenditures, so this creates additional delays. Amy will reach out to MCOE to see if we can create a better process for next year.

## IX. School Updates & Community Announcements

Our preschool director, principal and ELP/ Farm to School director shared updates from their programs.

### A. Principal's Report

Pumpkinfest outreach happened last weekend. The staff and teachers are talking about how to increase enrollment and find out inexpensive ways to increase outreach, including doing some outreach events at the Ukiah Public Library and Cloverdale Farmer's Market. Other ideas are getting on the Pomo sign, hiring a drone photographer, to create a high quality video, for paid social ads.

Students are delving into their project theme Space.

We are implementing a reading intervention system called Sonday, faculty got acquainted with it last week, and explored ways to use it for interventions for whole class, small group or 1:1 formats. Aimee and Christy Smith have experience with the program and are working with other teachers and will eventually roll it out with support staff as well.

Parent teacher conferences are coming up, sign-up lists will be coming up soon. Parents will be receiving a copy of the "I Can" standards, to get an idea of where their students should/ can be at this stage.

The Board requested that personalized learning portfolios are being implemented.

Our new Special Education has started and is getting to know our students, he has already been a part of two IEP's and another one coming up next week. Aimee, and Luke have been meeting weekly with Gina Danner (SELPA representative).

Student recognition assembly is coming up soon to reinforce positive behavior: students receive a character trait recognition award. Each class gets two students recognized who get a pizza lunch with principal Landers. Tabitha also presents on the next month's character trait. Next week is Spirit week, then the Fall festival.

### B. Preschool Director Report

Lucia reported out on the preschool program. Families are loving all the fun that is going on at the school, the students love the activities, Lucia shared on FB what they did this week. It was all about pumpkins: volcano pumpkins, carving pumpkins, decorating with golf tees and hammers. The 2-year olds are still adjusting into their routine. Robert came to do our licensing review and we passed all of our criteria. There was only one citation related to facilities, but the team has corrected the issue (fencing). Lucia is reapplying for the art grant for an outdoor art station either under the shade structure behind the shade structure. She will submit the grant soon and we should hear back by winter break so we can get that started.

### C. Expanded Learning / Farm to School Report

Ms. Jaxx reported on the expanded learning/ farm to school report.

This year has been off to a busy start!

The kids began the year with lots of harvesting of the garden goodies. From apples and pears, to cucumbers and potatoes. We've been discussing food preservation techniques and attempting to dehydrate beets, kale, and apples to name a few. We've been making apple sauce and pickles, potato latkes...it's been delightful to partner with Brittany on garden projects, as her enthusiasm and passion radiates into any room she steps into.

We've been enjoying getting the kids into the Makerspace, where the bigs (4-6) are currently experimenting with printing the ideal bath bomb mold. We've got all the supplies to make the bath bombs but they are now trying to find the best way to shape them. It's been a fun trial and error process, our most recent attempt at a bath bomb scissor mold was a delightful failure!

We've gone through a couple incubation cycles of baby chicks (courtesy of incredible parent volunteer Morgan Rosetti) - providing healthy chicks for our ELP students to take home to their families and provide them with early morning wake up calls and eggs. I've also been taking the time to help the children understand the developmental phase of the embryo, as well as the diving into the reasons for failures and experimenting with ways to increase our success rate. We started dipping into Dia De Los Muertos this week, with all things related to the flower of the dead - the marigold (as we had an abundance in the garden). We've been discussing different types of seeds and their methods of dispersal and the kids made clay and paper pulp seed bombs and crafted marigold bouquets.

Some of the ELP staff have been enthusiastic about sharing their culture with the kids and next week Alexa is going to lead the kids in making Galletas de pan de muerto and Mexican hot chocolate, and Yaya is going to be leading some art projects around making sugar skull masks and skeletons.

The kids are also experimenting with cultivating natural yeast through an ongoing soda making project and growing a sourdough starter.

Our sewing volunteers have cut back their time and are now coming every other Wednesday, I am in the process of reaching out and trying to recruit more volunteers for sewing, knitting, and crocheting.

Our clubs will be changing in November. We'll be doing dance (thanks to Molly), origami, garden, Lego, cooking, sewing, games and art.

I'm also adding in a meditation storytime for our littles at the beginning of every ELP afternoon from 2:30-3p starting in November. I want to give them the chance to reenergize before heading into clubs with the big kids.

Outside of what we are actually doing during ELP time, I am diving into trying to understand all things ELP related - from the various sources of grant funding and reporting to attending conferences and tapping into the wide network of ELP supports. I took time to visit the Willits ELP program and Ft. Bragg's as well. I am also looking forward to the School of Leadership and Facilitation that starts next week in Sacramento.

In closing I would just like you to know how much I appreciate all the helpful, knowledgeable, and inspiring people that have given me a great jump start on my time here at SVA. The ELP team is working well together and

#### D. PAC / ELAC Report

PAC hosted a walk-a-thon last month. the students and teachers had a great time. Fundraising totals forthcoming. The kids loved competing. and winning in n out gift-cards, and each kid who participated got \$10 for the book fair.

PAC is planning the Fall Festival, and hoping for no rain!

#### E. Staff / Teacher Report

No report out from teachers this month.

#### F. Community Updates & Announcements

No additional community updates.

#### X. Discussion and Possible Action - Formation of Ad Hoc Committee to Review Board Duties, Responsibilities, and Delegation of Authority Policy

**Background / Purpose:** As part of ongoing efforts to strengthen governance practices at **Shanél Valley Academy (SVA)**, the Board will review the framework that defines the respective roles, duties, and delegation of authority between the Governing Board and school administration.

**Rationale:** This discussion is prompted by a desire to:

- Reaffirm the Board’s fiduciary duties of care, loyalty, and obedience as they relate to governance and oversight.
- Review the extent of authority delegated to the Principal and Business Manager in accordance with SVA’s bylaws, charter, and applicable laws.
- Prevent role ambiguity or perceived “micro-management” while ensuring staff accountability and compliance with state and federal regulations.
- Establish a governance model that supports both effective oversight and operational autonomy appropriate to the school’s size, staffing, and stage of development.

**Recommendation:** The Board President recommends forming an **Ad Hoc Committee on Board Governance and Delegation of Authority** to:

1. Review current policies outlining Board duties, responsibilities, and delegation parameters;
2. Reference California Corporations Code provisions and nonprofit fiduciary obligations;
3. Identify governance practices that align with SVA’s mission, bylaws, and operational capacity; and
4. Present revisions and make recommendations, if any, for Board review and adoption at a future meeting.

**Action Requested:** Motion to establish an Ad Hoc Committee on Board Governance and Delegation of Authority, comprised of Board President Frost, Board Secretary Meyer, Business Manager Kendall, and Principal Landers, to review and bring forward recommendations regarding Board duties, responsibilities, and delegation of power.

 [Sample CSDC Board Duties and Responsibilities Delegation of Power.doc](#)

 [SVA BP1 Board Duties and Responsibilities Delegation of Power.pdf](#)

**Motion:**

Motion to establish an ad hoc committee comprised of President Frost, secretary Meyer, principal Landers and Melissa Kendall to review Board policies and fiduciary responsibilities of the Board.

Motion moved by Bessie Glossenger and motion seconded by Melea Meyer. Motion Passed: Meyer: Aye, Glossenger: Aye, Frost: Aye, 1 absent. 1 seat vacant.

XI. Discussion and Possible Action - Authorization to Employ STEAM Teacher on Provisional Internship Permit (PIP) – Multiple Subject

California Commission on Teacher Credentialing (CTC) regulations allow the issuance of a Provisional Internship Permit (PIP) to enable an employer to fill an immediate staffing vacancy when a fully credentialed teacher is not available, and the candidate meets minimum eligibility requirements. The PIP allows an individual who has not yet completed all credential requirements, but who holds a bachelor’s degree and has demonstrated subject matter competence through partial testing or coursework, to serve as the teacher of record for one school year while completing outstanding requirements and enrolling in an intern program. Per CTC policy, the Governing Board must formally

authorize the employment of the candidate under a PIP prior to submission of the application to the Commission.

A diligent search has been conducted to hire a fully credentialed teacher for the STEAM (TK-6) position. Despite these efforts, no fully credentialed candidates were available.

**Recommended Motion:**

Move to authorize the employment of Jacqui Luders under a Provisional Internship Permit (Multiple Subject) for the STEAM (TK-6) position at Shanél Valley Academy for the 2025–26 school year.

The Board affirms that a diligent search was conducted to fill this position with a fully credentialed teacher and that no qualified fully credentialed teacher was available.

The Board further authorizes school administration to provide the necessary support and mentorship plan for the permit holder and to submit all required documentation to the California Commission on Teacher Credentialing to obtain the PIP on behalf of the employee.

**Motion:**

Motion to to authorize the employment of Jacqui Luders under a Provisional Internship Permit (Multiple Subject) for the STEAM (TK-6) position at Shanél Valley Academy for the 2025–26 school year.

Motion moved by Melea Meyer and motion seconded by Bessie Glossenger. Motion Passed: Meyer: Aye, Glossenger: Aye, Frost: Aye, 1 absent. 1 seat vacant.

XII. Discussion and Possible Action - Authorization to Employ 5-6 Grade Teacher Under a General Education Limited Assignment Teaching Permit – Multiple Subject

The California Commission on Teacher Credentialing (CTC) allows an employing agency to request a **General Education Limited Assignment Teaching Permit (LAP)** to enable a credentialed teacher to serve outside of their currently authorized area for a limited time while they complete the requirements for a new credential or authorization.

The Limited Assignment Permit authorizes the holder to **teach in a self-contained Multiple Subject classroom** (grades 5/6th) when they hold another valid California teaching credential (for example, a Single Subject credential or Education Specialist credential).

This permit is valid for one year and may be renewed up to three times upon verification of continued progress toward the full credential.

**Recommended Motion:**

Move to authorize the employment of Brenda Rollins under a General Education Limited Assignment Teaching Permit (Multiple Subject) for the 5th/6th grade classroom at Shanél Valley Academy for the 2025–26 school year.

The Board affirms that this assignment is necessary based on the unavailability of a fully credentialed Multiple Subject teacher and that Brenda Rollins holds a valid California credential authorizing service in another area.

The Board further authorizes administration to provide required support and supervision to ensure progress toward full credential authorization and to submit all necessary documentation to the California Commission on Teacher Credentialing.

**Motion:**

Motion to authorize the employment of Brenda Rollins under a General Education Limited Assignment Teaching Permit (Multiple Subject) for the 5th/6th grade classroom at Shanél Valley Academy for the 2025–26 school year.

Motion moved by Melea Meyer and motion seconded by Bessie Glossenger. Motion Passed: Meyer: Aye, Glossenger: Aye, Frost: Aye, 1 absent. 1 seat vacant.

XIII. Discussion and Possible Action - Prop28 - Arts & Music in Schools Funding Annual Report & Certification 24-25SY

California’s Proposition 28 (Arts & Music in Schools) provides ongoing, restricted funding to expand student access to arts and music education. Funds must supplement—not supplant—existing programs and be primarily used for staffing and direct student services in arts education. As a TK–6 single-site charter, Shanél Valley Academy (SVA) allocates funds to school-site programming aligned to our whole-child, STEAM, and project-based learning model.

We have deferred the majority of our Proposition 28 (Arts & Music in Schools) revenue into the 2025-26 school year; however, by law each year’s allocation may be spent for up to **three fiscal years** after apportionment, after which any unexpended funds must be returned to the California Department of Education. Consequently, funds apportioned in FY 2023-24 must be expended by June 30, 2026 (and reported by October 1, 2026) or they will revert to the state.

 [AnnualReport.pdf](#)

**Motion:**

Motion to approve the prop. 28 Arts and Music funding plan for the 2024-25SY

Motion moved by Melea Meyer and motion seconded by Bessie Glossenger. Motion Passed: Meyer: Aye, Glossenger: Aye, Frost: Aye, 1 absent. 1 seat vacant.

XIV. Discussion and Possible Action - Board Policy #17 - Attendance Recovery

Education Code §46211 authorizes classroom-based charter schools to operate an Attendance Recovery (AR) Program, allowing students to make up missed instructional time outside the regular school day and permitting the school to recover a limited portion of ADA lost due to absences.

The California Department of Education (CDE) recently issued updated guidance clarifying the allowable 10-day cap per student per fiscal year, minimum instructional minute requirements, and the new provision for intersession (summer) attendance recovery beginning in fiscal year 2025–26.

SVA’s Attendance Recovery Policy formalizes the school’s structured approach to providing students with meaningful academic and expanded learning opportunities while ensuring compliance with all statutory and audit requirements.

**Recommended Motion:** Approve the **Attendance Recovery Policy** as presented. Allows recovery of limited ADA otherwise lost due to student absences.

 [BP17 Attendance Recovery.docx](#)

**Motion:**

Motion to approve the Board Policy #17 - Attendance Recovery with the change in wording on item 2C first bullet point to read " for students not participating in intensive academic assistance, a credentialed teacher will facilitate 30 minute and academic recovery session during the afterschool program"

Motion moved by Melea Meyer and motion seconded by Bessie Glossenger. Motion Passed: Meyer: Aye, Glossenger: Aye, Frost: Aye, 1 absent. 1 seat vacant.

**Motion:**

Motion to create an Ad hoc committee for the purpose of supporting the Principal, and Business Manager Evaluation process

Motion moved by Bessie Glossenger and motion seconded by Melea Meyer. Motion Passed: Meyer: Aye, Glossenger: Aye, Frost: Aye, 1 absent. 1 seat vacant.

XV. Consent Agenda

Routine items include agendas from prior meetings, the uniform complaint procedures amendments are to reflect new administrator, and counselor roles.

**Motion:**

Motion to approve the consent agenda

Motion moved by Melea Meyer and motion seconded by Bessie Glossenger. Motion Passed: Meyer: Aye, Glossenger: Aye, Frost: Aye, 1 absent. 1 seat vacant.

A. Approval of Amended Board Policy #4 - UNIFORM COMPLAINT PROCEDURES

 [BP4 Uniform Complaint Form 1.docx](#)

 [BP4 Uniform Complaint Procedures.docx](#)

B. Approval of Amended Board Policy #8 - GENERAL COMPLAINT POLICY

 [BP8 General Complaints 1.docx](#)

C. Approval of Minutes

 [August Special Board Meeting - 2025 Minutes.pdf](#)

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

- D. Approval of Amended Board Policy #9 - SECTION 504: POLICY, PROCEDURES, AND PARENT RIGHTS REGARDING IDENTIFICATION, EVALUATION AND EDUCATION

 [SP11 Section 504 Policy Procedures and Parent Rights \(2\) \(1\) \(1\) \(1\).docx](#)

XVI. Adjournment

Meeting adjourned at 9:59 PM