

September Regular Board Meeting - 2025 Minutes

Shanel Valley Academy
9/22/2025 5:30 PMPDT
@ Add Zoom Link

Attendance

Present:

Members: Amy Frost, Bessie Glossenger, Melissa Kendall, Noshie Merlin, Melea Meyer

I. Land Acknowledgment and Moment of Silence

II. Call to Order

Meeting called to order at 5:42

III. Roll Call

Quorum met. 4 present, 1 seat vacant.

IV. Adoption of the Agenda

Motion to adopt the agenda passed with 4 ayes, one seat vacant.

Motion:

Motion to adopt the agenda as written

Motion moved by Melea Meyer and motion seconded by Bessie Glossenger. Motion passed with 4 ayes, one seat vacant.

V. Public Comment Regarding Closed Session Items

No public present, no public comment

VI. Closed Session

The Board of Directors entered into closed session at 5:44pm

A. Public Employee Employment: Classified position

B. Public Employee Employment: Certificated position

C. Public Employee Discipline/Dismissal/Release

VII. Introductory Items

A. Reconvene in Open Session

Reconvened in open session at 7:43 pm.

B. Report Out from Closed Session

Item A: The Board voted to approve a classified staff's leave through November 28, with a return to work date of December 1st, 2025. Motion passed with 4 ayes, one seat vacant.

The Board discussed a classified staff member's request for additional leave though October 13 with a return to work date of October 14, 2025. Motion passed with 4 ayes, one seat vacant.

Item B: No action taken

Item C: The Board of Directors voted to dismiss a classified employee effective September 23, 2025. Motion passed with 4 ayes, and one seat vacant.

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

Brian Holmes and Chad Leatherman from EdTec shared financial updates and 24-25 unaudited actuals. EdTec's report includes overview of fund balances and expenditures. Both the preschool and school budgets show a positive ending fund balance. Some small changes in books and supplies may be shifted during the audit revision period, and both the preschool and main campus have stable budgets and are projected to see slightly increased revenue this year.

Brian also introduced our new EdTec finance representative: Chad Leathreman who brings several years of experience in school finance with small community schools.

 [SVA - September Board Meeting 09222025.pdf](#)

 [SVA - FY26 August Financials 09222025.xlsx](#)

X. School Updates & Community Announcements

principals, update, preschool update and PAC report.

A. Principal's Report

Our new Special Education teacher started today. Welcome to the team Luke!

Faculty and staff are working on developing "driving questions" related to this trimester's theme "space". the students are coming up with questions to drive their explorations for the whole school year. Classes are interpreting the theme in various ways including "personal space," community space." Our first presentation of learning will be in December in and in the Spring the culminating event.

The teaching team has been collaborating to design a schedule of rotations to support Project based learning and skill acquisition at the most optimal times. ELA and math are in the morning and afternoons the focus is more on projects and "elective" or enrichment.

Wednesday is our walkathon, and kids have been getting ready: Friday they tie dyed shirts Ms. Landers is looking into an academic intervention curriculum and will be rolling it out soon.

The team went to the Ukiah farmer's Market for recruitment. They will also be at the Cloverdale Farmer's Market and Pumpkin fest. They are working on finding more recruitment avenues including ads in local papers

The whole teaching team will be attending a science of reading webinar.

B. Preschool Director Report

We currently have 10 students enrolled and we have two slots still available. Once we have 12 students we will build a wait list before hiring another teacher, if the program continues to grow.

The TK and preschool teams have been working out the transition into the TK for rest time, and most of the students are doing well either resting or doing quiet activities. Incorporating the 2-year olds into the program has also been an adjustment, and we will cap 2-year old enrollment at 4.

The new playground is coming in on Monday.

We are still looking for a muralist for our preschool, and we are working with Ramon the Tribal Heritage Preservation officer to find the right muralist for the job.

C. PAC / ELAC Report

PAC president reported on preparations for the Walkathon. each class got a shirt and tie dyed their class color. The PAC used the Makerspace heat-press and added the student's name to each shirt. Staff who don't support one single class got a rainbow tie dye shirt.

Last year we raised \$13,000

PAC is setting up dine and donate evenings.

The Pirate Pete's Pumpkin Patch field trip is coming up next month

Fall festival and parade is the next event coming up, and parents will start working on that next.

D. Community Updates & Announcements

No additional community update sand announcements.

XI. Review and Possible Approval - 24-25 Unaudited Actuals

The 2024-2025 unaudited actuals report is due to the county and District on Sept 15th of each year, summarizing SVA's financial performance for the previous fiscal year. This report will include detailed information on revenues, expenditures, and any variances from the budget. It reflects the school's financial activities and provides an accurate picture of the ending balances. Once submitted, the county and District will review the unaudited actuals, which will serve as the basis for the audited financial statements, due December 15th of this year. The report ensures transparency and compliance with reporting requirements.

Noting that last year's UPP count was affected by a report that was not filed, as all new students in 24/25 FRL were not reported in Calpads. We will be working with the auditor to show that recognize the issue.

 [SVA 24-25 Unaudited Actuals Submission.pdf](#)

 [SVA - 24-25 UAR Financials.xlsx](#)

 [SVA - 24-25 Preschool Actuals.xlsx](#)

Motion:

Motion to approve the unaudited actuals for the 24-25 school year

Motion moved by Melea Meyer and motion seconded by Bessie Glossenger. Motion approved 4 ayes, one seat vacant.

XII. Review and Possible Approval - Declaration of Need for Fully Qualified Educators (DON)

The Board will review and consider approval of the annual **Declaration of Need for Fully Qualified Educators (DON)** required by the California Commission on Teacher Credentialing (CTC). This declaration authorizes the school to employ teachers on emergency permits or limited assignment permits in cases where fully credentialed educators are not available. Approval of this declaration does not guarantee the use of such permits, but it provides the legal ability to do so if necessary for staffing during the upcoming school year.

 [don cl500.pdf](#)

Motion:

Motion to approve the **Declaration of Need for Fully Qualified Educators (DON)**.

Motion moved by Bessie Glossenger and motion seconded by Noshie Merlin. Motion approved 4 ayes, one seat vacant.

XIII. Review and Possible Approval - Reappointment of Board Member to 3rd Term

The purpose of this agenda item is to consider the reappointment of Bessie Glossenger to the Board of Directors. Board Member Glossenger has served diligently on the board for the past 2 terms, 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 Glossenger has expressed their willingness to continue serving on the board for another term.

Motion:

Motion to re-appoint Bessie Glossenger to her 3rd two-year term

Motion moved by Melea Meyer and motion seconded by Noshie Merlin. Motion passed 4 ayes, one seat vacant.

XIV. Review and Possible Approval - Playground Equipment Finance Agreement

The Board will review and consider approval of the purchase and installation of new playground equipment for Shanél Valley Academy. The total project cost would be supported in part by a **\$20,000 donation from the Community Foundation** and an additional **\$20,000 raised by the Parent Advisory Committee (PAC)**. The remaining balance would be financed over a five-year term to ensure affordability while enhancing the school's outdoor facilities. This investment will provide students with a safe, engaging, and developmentally appropriate play environment.

 [ProPlaygrounds Quote 48268.pdf](#)

Motion:

Motion to approve the purchase and financing of new playground equipment with a cash downpayment of \$20,000 and a financed amount of \$65,000 for a total of \$85,000 with the understanding that the final design will include student and Support specialist feedback and at least one ADA compliant swing. The Board agreed to match up to \$5000 each year for five years.

Motion moved by Noshie Merlin and motion seconded by Bessie Glossenger. Motion passed 4 ayes, one seat vacant.

XV. Consent Agenda

The board pulled items XV. B, C. for questions from Member Glossenger and discussed the need for changes to the Board meeting calendar, school calendar and parent handbook. Changes to parent student handbook are to align ELP program behavior expectations and school day discipline and behavior expectations.

Motion:

Motion to approve the consent agenda

Motion moved by Noshie Merlin and motion seconded by Melea Meyer. Motion passed 4 ayes, one seat vacant

A. Approval of Minutes

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

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

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

B. Review and Approval - Board Meeting Calendar

All meetings begin at 5:30 pm unless otherwise noted

August 21, 2025

September 18, 2025

October 24, 2025 (4pm)

November 12, 2025

December 11, 2025

January 22, 2026

February 19, 2026

March 19, 2026

April 23, 2026

May 21, 2025

June 25, 2025

Motion:

Motion to approve the revised SVA board calendar

Motion moved by Bessie Glossenger and motion seconded by Noshie Merlin.
Motion passed 4 ayes, one seat vacant

C. Review and Approval - Amended School Calendar 25-26SY

The Board will review and consider approval of an amendment to the 2025–26 school calendar to designate **Thursday, September 25, 2025**, as an **Expanded Learning Opportunities Program (ELOP) day** in order to allow all teachers to attend the *Science of Reading* professional development training on September 25–26. To maintain the required instructional days, the calendar would be adjusted by adding **Friday, May 22, 2026**, as a regular instructional day.

 [SVA SCHOOL MASTER CALENDARS \(2025-26\) - SCHOOL CAL..pdf](#)

Motion:

Motion to approve the amended school calendar for 2025-26

Motion moved by Melea Meyer and motion seconded by Noshie Merlin. Motion passed 4 ayes, one seat vacant

D. Review and Approval - Parent Student Handbook 25-26SY

The Board will review and consider approval of the updated Parent Handbook, which outlines school policies, procedures, expectations, and resources for families for the 2025–26 school year.

 [25-26 SVA Parent Handbook Draft \(YMC edits\) \(4936-5034-9657.v1\) \(1\).docx](#)

Motion:

Motion to approve the revised parent Handbook with one revision on page 10 from 15 minute increment to 20 minute

Motion moved by Noshie Merlin and motion seconded by Melea Meyer. Motion passed 3 ayes, one abstention, one seat vacant

E. Review and Approval - Employee Handbook 25-26SY

The Board will review and consider approval of the updated Employee Handbook, which outlines employment policies, procedures, expectations, and benefits for all staff for the 2025–26 school year.

 [25-26 Employee Handbook \(4935-1231-9831.v3\) Draft.docx](#)

XVI. Review and Approval - Flood Insurance Policy 25-26SY

The Board will review and consider approval of a new flood insurance policy quote of **\$47,881.21**, which represents a significant savings compared to the Neptune Flood renewal offer of **\$55,468.44**. The coverage is largely comparable, with the primary difference being a \$100,000 reduction in coverage for Building #4 (classroom), insured at \$1.1M under the renewal but capped at \$1M under the new policy.

 [Quote Flood Risk Solutions, INC Sanel Valley Academy.pdf](#)

 [CA D-1.pdf](#)

 [FLOOD SOV- rev 9-10.xlsx](#)

Motion:

Motion to approve the new flood insurance policy for the 25-26

Motion moved by Noshie Merlin and motion seconded by Melea Meyer. Motion passed
4 ayes, one seat vacant

XVII. Adjournment

Meeting adjourned at 10:37pm