

# February Regular Board Meeting - 2025 Minutes

Shanel Valley Academy  
2/20/2025 5:30 PMPST  
@ Add Zoom Link

## **Attendance**

### **Present:**

Members: Leslie Barkley (remote), Amy Frost (remote), Bessie Glossenger, Melissa Kendall, Kristi McCullough, Noshie Merlin, Melea Meyer

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

We acknowledge that we live, work, and learn on the unceded land of the Hopland Band of Pomo Indians

#### II. Call to Order

Meeting called to order at 5:36 pm

#### III. Roll Call

Roll call: Amy Frost: virtual, Leslie Barkley Virtual, Noshie Merlin: Present, Bessie Glossenger: present, Melea Meyer present

#### IV. Adoption of the Agenda

agenda adopted as written

### **Motion:**

Motion to adopt the agenda as written

Motion moved by Leslie Barkley and motion seconded by Noshie Merlin. Passed by Roll call vote: Amy Frost: aye, Leslie Barkley : aye, Noshie Merlin: aye, Bessie Glossenger: aye, Melea Meyer: aye

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

No public present, no public comment.

#### VI. Closed Session

Entered into closed session at 5:40pm

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

No action taken. Discussion on principal evaluation and next steps for Spring 2025.

##### 1. Public Employee Employment: Certificated Position

Discussion on classified staff position and next steps for intervention services in remainder of winter and early spring 2025. The board took a motion to approve the 12 week medical leave for certificated staff.

**Motion:**

Motion to approve the 12 week medical leave for a certificated staff member

Motion moved by Bessie Glossenger and motion seconded by Noshie Merlin.  
passed by roll call vote: Passed by Roll call vote: Amy Frost: aye, Leslie Barkley :  
aye, Noshie Merlin: aye, Bessie Glossenger: aye, Melea Meyer: aye

**B. Public Employee Employment: Classified Position**

No action taken. Discussion on classified staff upcoming leave requests and next steps for Spring 2025.

**VII. Introductory Items**

Report out from closed session on al items VI. A & c no action taken. For item VI. B public employee medical leave for classified employee was approved by roll call vote. All board members in favor.

**A. Reconvene in Open Session**

Reconvened in open session at 7:06

**B. Report Out from Closed Session**

Report out from closed session on all items  
On item VI. A principal evaluation: no action taken.  
For item VI. B: public employee medical leave for classified employee was approved by roll call vote. All board members in favor.  
For item VI. C Classified staff: no action taken.

**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.*  
No public present. No public comment.

**IX. School Updates & Community Announcements**

**A. PAC / ELAC Report**

Katie Joined us to provide a report out from the fundraising activities that have taken place in the last month including Destination Hopland. SVA was in charge of the raffle table, part of the proceeds will be donated to SVA. The PAC is lining up the dine and donate. The PAC also allocated some funds for each teacher to do class field trips, and these have been taking place. Some classes have been to HREC for lambing and more. Thank you Katie and our SVA parents!

**B. Preschool Director Report**

Lucia joined us to share what's going on with the preschool. all is well with our littlest SVA scholars. we have 11 students enrolled. 3 new enrollments since we opened up for the full day. 6 kids are doing full day and the rest are on a waitlist with NCO. They applied for an art grant

the Mendocino community foundation, we have an artist (Jan Hoyman) and a design and we are just waiting for the funding.

### C. Principal's Report

End of January:

○ Author Visit & Lunar New Year Luncheon: A wonderful event with Natasha Carter, plus a family meeting with 5/6 grade parents, helping teachers and families align on developmental expectations and school behavior.

● February:

○ Proact Training: About half of the school staff attended the first session; the second session is this weekend to ensure certification in crisis management.

○ Pomolita Principals Visit: The principals visited to review the enrollment process with interested parents and showcase what the school offers for 7th-grade students.

● Valentine's Day:

○ Trauma Training & iReady Coaching: Staff participated in trauma training with movement and team-building activities through RCS.

○ iReady Personalized Coaching: Personalized coaching for each teacher, with a focus on data chats and alignment in iReady instruction. Staff is now aligned on personalized instruction systems, with bi-monthly data dives for student growth.

● Ongoing Initiatives:

○ Root Cause Analysis with MCOE: Worked with the MCOE Continuous Improvement Specialist to identify how we can improve outcomes for students.

Key actions include:

■ More scheduled collaboration time for deeper focus on alignment in PLCs.

■ Support for teachers dealing with burnout, including classroom visits and collaboration.

■ Reviewing schedules to reduce unnecessary transitions.

○ Student Awards: Student awards for improvement and behavior continue to be successful, bringing big smiles at school assemblies. Three class awards are given: Golden Book, Golden Ball, and Golden Bear.

○ PBL Projects: Teachers are getting support from Ms. Sue to improve their PBL projects, including project calendars, walls, and ways to deepen student reflection.

○ SVA & County Science Fair: Our 4th-6th graders are preparing for the SVA and county science fairs in March.

### D. Community Updates & Announcements

Thank you SVA community for sharing all the great things going on.

### X. Financial Updates

Brian Holmes from edTec, our back office business support provider provided an overview of our finances for February 2025. We continue to see reduced revenues, but our actuals are still showing some cushion and we moved some nutrition funds from federal to state revenue: the difference resulted from a change in title funding and more accurate accounting of the meals we are serving. LCFF funding is down because of P-1 attendance data. This aligns with our actual attendance which is about 10 students fewer than expected. Attendance is also expected to be lower based on usual fluctuations (sickness) at this time of year. UPP projection were also slightly higher than what we reported. and this affected our LCFF UPP multiplier. At this time, we are making a conservative forecast, and we still have a

positive operating incomes, revenue from prior year is due to come in soon, so cash flow will continue to improve as this comes in and funds in cash in county account get released .

 [SVA - February Board Meeting 2024.02.20.pdf](#)

 [SVA - FY25 January Financials 02202024.xlsx](#)

#### XI. Discussion - 24-25 Mid-Year LCAP Update

Principal McCullough shared our mid-year update and updated overview for parents. The projected budget forecasted shortfalls are related to lower than expected enrollment and lower than reported UPP numbers. The attached report ties school expenditures to our LCAP goals. Student achievement data shows some positive improvements in attendance, but learning has plateaued or deteriorated in Math, ELA and english learner progress. We looked at school climate data from, teacher, student and parent feedback in school climate surveys.

 [LCAP Mid-Year Update SVA 2025.pptx \(1\).pdf](#)

#### XII. Review and Possible Approval - Comprehensive School Safety Plan

Principal McCullough presented updates to the updated school safety plan. an overview of our processes and procedures in place reflect our requirements for an approved plan. Kathi reviewed the plan for updated policies and changes to reflect current practices. Detailed plans are not available to the public for safety reasons. The plan will be reviewed by the PAC, and the Sheriff. The Expanded Learning program is included and updating their plans and practices to align with school day practices.

 [Changes to 24-25 Working Copy CSSP.docx](#)

##### **Motion:**

Motion to approve the comprehensive school safety plan with the requested edits.

Motion moved by Leslie Barkley and motion seconded by Melea Meyer. passed by roll call vote: Passed by Roll call vote: Amy Frost: aye, Leslie Barkley : aye, Noshie Merlin: aye, Bessie Glossenger: aye, Melea Meyer: aye

#### XIII. Review and Possible Approval - Updated ELOP Plan 24-25

The board discussed changes and updates to the plan to reflect current practices. The board requested that we review the plan to ensure alignment with all programs and expenditures.


 [SVA-ELOP-Plan.docx](#)

#### XIV. Review and Possible Approval - Farm to School Expenditure and Work Plan

We received our California Department of Farming and Agriculture (CDFA) Farm to School grant and we are working closely with them to get the grant moving. the term was supposed to start in November, but that was pushed back until we had an official scope of work with the CDFA. Amy Took the scope of work from the original grant application which was board approved last year. We are seeking approval for items that exceed our threshold. The entire grant award is \$200,000. the attached scope of work and budget shows our planned expenditures in line with allowable grant activities and purchases. Two of our items require board approval including the Versa tube building and the tractor. the Scope of work also includes the positions required to implement, purchase of food and livestock, and partnerships with

HBPI for land use planning. We will be braiding this funding with our Kubota Tractor (\$50K) grant, and the Class 51 UC extension Ag. Leadership (\$18K) grant award to complete the barn build.

 [DRAFT - SOW– Track 1 – Shanel Valley Academy.docx](#)

 [DRAFT - Budget – Track 1 – Shanel Valley Academy.xlsx](#)

 [VersaTube Building Systems: New Order # 100076141.pdf](#)

**Motion:**

Motion to approve the Farm to School budget including expenses that exceed \$50,000 threshold

Motion moved by Melea Meyer and motion seconded by Bessie Glossenger. passed by roll call vote: Passed by Roll call vote: Amy Frost: aye, Leslie Barkley : aye, Noshie Merlin: aye, Bessie Glossenger: aye, Melea Meyer: aye

**Motion:**

Motion to approve the expenditure of the Kubota Grant up to \$50K for the purposes of supporting the Farm to School infrastructure, specifically the barn build.

Motion moved by Melea Meyer and motion seconded by Noshie Merlin. passed by roll call vote: Passed by Roll call vote: Amy Frost: aye, Leslie Barkley : aye, Noshie Merlin: aye, Bessie Glossenger: aye, Melea Meyer: aye

XV. Consent Agenda

The consent agenda includes Board minutes from prior meetings and food service items presented by Melissa Kendall: the items include code of conduct for food service workers and procurement agreements with vendors. the changes reflected in the documents reflect requested changes related to USDA laws and regulations that guide our food procurement processes and systems. Highlights include 5X threshold for "micro-purchasing" agreements and define what "local" means in our procurement policies.

**Motion:**

Motion to approve the consent agenda

Motion moved by Noshie Merlin and motion seconded by Leslie Barkley. passed by roll call vote: Passed by Roll call vote: Amy Frost: aye, Leslie Barkley : aye, Noshie Merlin: aye, Bessie Glossenger: aye, Melea Meyer: aye

A. Approval of Minutes

 [December Regular Board Meeting - 2024 Minutes.pdf](#)

 [January Sepcial Board Meeting - 2025 Minutes.pdf](#)

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

B. Approval - Amended Code of Conduct Policy - Food Service

 [Food Services Code of Conduct \(2025 DRAFT\).docx](#)

C. Approval - Procurement Procedural Policy - Food Service

 [PRU-08b Procurement Procedures \(2025 DRAFT\).docx](#)

 [Self-Certification Micropurchase \(2025 DRAFT\).docx](#)

XVI. Adjournment

9:04