



**Minutes of a meeting of the Board of Directors of  
Santa Clarita Valley International Charter School  
Held January 22, 2009**

A meeting of the Board of Directors of Santa Clarita Valley International Charter School was held at 6:30 p.m. on January 22, 2009 at 28049 Smyth Drive, Valencia, CA 91355.

**MINUTES**  
**Open Session**

**1. CALL TO ORDER**

Amber Raskin called the meeting to order at 6:35 p.m.

**2. BOARD OF DIRECTORS ROLL CALL AND RE-ESTABLISH QUORUM:**

President – Amber Raskin- present  
Vice President – Andy Hetzel- present  
Secretary – Franca Campopiano- absent  
Treasurer – Sharlene Atwood- present  
Board Member – Dawn Evenson- present  
Board Member – Courtney Lackey- present  
Board Member – Rene Rubalcava-present  
Six Board Members were present; a quorum.

**3. APPROVAL OF AGENDA**

Andy Hetzel motioned to approve the agenda.  
Sharlene Atwood seconded the motion.  
Motion carried, 6:0.

**4. APPROVAL OF MINUTES**

Dawn Evenson motioned to approve the minutes of the regular meeting held on December 11, 2008.  
Courtney Lackey seconded the motion.  
Motion carried, 6:0.

**5. COMMUNICATION FROM THE PUBLIC**

This portion of the meeting is set aside for the purpose of allowing an opportunity for individuals to address the Board of Directors regarding matters not on the agenda.  
None.

## 6. REPORTS AND COMMUNICATION TO THE BOARD OF DIRECTORS

Principal's Report:

(See written report.) Principal Dawn Evenson verbally reported on the Singapore Math training. Grade level forums with parent Q&A, set up next step, and action plans. 7<sup>th</sup> grade has had theirs at Christmas break. SCVi wants everyone's input. As a result of the 7<sup>th</sup> grade quorum, we have brought on Cheryl Sena for English/Language Arts. We added 3 students spots, to a total of 28. This helps to offset the budget for Cheryl Sena's hours. We will get this funding next year. Students are responding well.

We had 3 days of professional development: Ambassadors to leadership - developing leaders in our students. Ongoing professional development set with our teachers to look at the 7 habits. This Friday at 1:30 pm is our first habit "Pro-active" with parents welcome.

Enrollment orientation is underway. New parent orientations are beginning on the 28<sup>th</sup>. We will be pushing developmental, not traditional.

Total enrollment is at 131. Current wait list is 29. 2009/2010 applications are 139. Current ADA 99%.

Amber suggested we start a spreadsheet to indicate the reason for student withdrawal. This way SCVi can quickly note any pattern of issues that then can be addressed.

SCVi's celebration was that open spots filled quickly.

Booster Club Report:

Lisa Nevolo, Booster Club President

Homeless shelter donations were made with the help of 3 SCVi families. The shelter continues through March.

SCVi donated toys to Toys for Tots at the Via Princess train station. Adopt a family very successful.

Booster Club wants to get together with Color Me Mine to do a tile wall. Each inaugural family would create a tile. The tiles would be mobile so it can move with SCVi to a future site. We are deciding whether or not to make it a profit event.

The Booster Club is thinking of a spirit item that will only be available for purchase by inaugural families. Idea: a key chain.

Booster Club is working on Teacher appreciation week. Lisa Strong is chair for room parents. This will be a booster funded event.

The Booster Club wants to hold a monthly fund raiser for community building.

The Booster Club decided to purchase the web version of their software for an additional \$300.

Volunteer to be contacted - what is your volunteer capacity?

Lisa Nevolo has taken over the yearbook.

#### Capital Campaign Report

Courtney Lackey

Presented idea for different levels of contributions "Passport to Excellence". The further you go mileage wise, the higher level you are as a donor. Finalizing a letter that is sent out to different business/foundations for grants. She will drop off and follow up in a week.

Annual Gala Committee met and one of the members has some good information regarding a large event. Switched gears to do something that will be close to a zero expense for the school. **International Taste of SCVi** with food tasting, and admission charge. We would bring in one wine retailer or more if they will allow us and they can do tasting. Proceeds would go to the school. There could be admission to the food and separate admission for the wine tasting. Call to be made to All Corked Up to see if the event could be held at their location with their wine tasting. Also contacting Agua Dulce Vineyards to see if they would host the event and provide the tents and we bring the vendors. Approximate expected profit unknown at this time. Profit would come from ticket sales, silent auction, raffle, live auction, portion of wine sales.

Sharlene suggested contacting parent, Christine Snelson, because she has previously spoken to retailers in the community for donations to SCVi.

### **10. FACILITIES**

Discussed at closed session directly prior to open session.

Amber Raskin reminded all in attendance that SCVi is under very tight financial times and that they are looking at several options and continuing to negotiate with the hospital.

There will be a study session (closed-session) on February 9, 2009 at 7pm.

### **11. TREASURER'S REPORT**

Sharlene Atwood gave the Treasurer's report. (See report.)

There is a timing issue with the state. We have not received the second portion of the Planning and Implementation Grant. The Developmental Committee is trying to accomplish the \$50,000 donation goal. We have approximately \$3000. to date. They are starting a pledge drive. Also, a Wine tasting event is being discussed.

A Grant Committee meeting next week and they will be looking at grants to fill that \$50,000 gap.

Preparing pledge drive script for students and families for board approval.  
Designing a thermometer to show parents where we are at in our \$50,000 goal.  
Idea for puzzle and as families participate the puzzle pieces continue to fill. It was determined the per student dollar amount to be approximately \$387. It was suggested to get a pledge letter from Larchmont Charter School as a sample.

Choices for Auditor:

Two auditing services with proposals were presented.

Vicenti, Lloyd, Stutzman spoke with Sharlene personally. They are Pro Charter schools. Sharlene requested approval to lock in the quoted price of \$9,500. Bryan Adams with Abacus says we need a pre-audit right away.

Andy Hetzel motioned to authorize Sharlene to ask Vicenti, Lloyd and Stutzman to match Vivranek Trine Day & Co. price.

Dawn Evenson seconded the motion.

Motion carried, 6:0

Only engagement letter, no proposal from Vivranek Trine Day & Co. Not good with personal communication. Quote was between \$7,000 - \$9,000.

Sharlene Atwood recommended Vicenti, Lloyd and Stutzman. Services would be billed in September 2009.

Andy Hetzel suggests showing proposal to Vivranek Trine Day & Co. and seeing if they could match or do better.

Sharlene Atwood motioned to request an additional \$100,000. increase in Mission Valley Bank line of credit.

Andy Hetzel seconded the motion.

Motion carried, 6:0

Sharlene Atwood mentioned that Grants and Foundations want to know who is on our Board.

It was decided that a list of options for the vacancy would be presented at the next board meeting.

## **12. Board Member Resignation**

Board Secretary, Franca Campopiano verbally resigned position, effective today, January 22, 2009 – an email confirming resignation will follow. This position will be open to fill. Suggestions were that a Community Member fill the position, for example a person in education – someone outside of our school, someone from a Charter School or a Hart District Board Member.

**13. ADDITIONAL COMMUNICATION FROM THE PUBLIC**

This portion of the meeting is set aside for the purpose of allowing an opportunity for individuals to address the Board of Directors.

None.

**14. ITEMS FOR NEXT MEETING ON FEBRUARY 19, 2009**

Board member suggestions.

Finalization of committees.

**15. ADJOURNMENT**

Amber Raskin motioned to adjourn.

Andy Hetzel seconded the motion.

Motion carried, 6:0

Amber Raskin adjourned the meeting at 7:30 p.m.

**Resignation Letter from Franca Campopiano:**

**From:** Franca Campopiano <[f\\_campopiano@yahoo.com](mailto:f_campopiano@yahoo.com)>

**Date:** January 29, 2009 8:31:09 PM PST

**To:** Amber Raskin <[amberraskin@gmail.com](mailto:amberraskin@gmail.com)>

**Subject: Board resignation**

Hello Amber,  
Hope all is going well.

I thought it best to make my board resignation official, so that you can begin to look for a replacement. Also, I realize I am a signer on the bank accounts, so that will need to be changed as well.

So...here it is....

To the SCVi Board. It is with deepest regret that I must resign from the Board effective immediately. I have recently returned to work and will not have the time which SCVi deserves to effectively participate as a board member. I hope to remain in close contact with Amber Raskin, to hear of all the wonderful successes of the school.

Best of luck!

Regards,  
Franca campopiano