

**Minutes of a meeting of the Board of Directors of  
Santa Clarita Valley International Charter School  
Held November 20, 2008**

## ***Approved Minutes***

A meeting of the Board of Directors of Santa Clarita Valley International Charter School was held at 6:00 p.m. on November 20, 2008 at 28049 Smyth Drive, Valencia, CA 91355.

### **1. CALL TO ORDER**

Amber Raskin called the meeting to order at 6:03 p.m.

### **2. ROLL CALL**

Amber Raskin conducted roll call of the Board of Directors to establish a quorum.

President – Amber Raskin present  
Vice President – Andy Hetzel absent  
Secretary – Franca Campopiano present  
Treasurer – Sharlene Atwood present  
Board Member – Dawn Evenson present  
Board Member – Courtney Lackey present  
Board Member – Rene Rubalcava present

### **3. APPROVE AGENDA**

Courtney Lackey motioned to approve the agenda.

Dawn Evenson seconded the motion.

Motion carried, 6:0.

At 6:08 p.m. Board member, Andy Hetzel arrived to the meeting.

### **4. APPROVAL OF MINUTES**

Dawn Evenson motioned to approve the minutes of regular meeting held on September 5, 2007, regular meeting held on October 3, 2007, regular meeting held on November 7, 2007, regular meeting held on December 5, 2007, regular meeting held on March 5, 2008, regular meeting held on May 7, 2008, and regular meeting held on January 9, 2008,

Andy Hetzel seconded the motion

Motion carried, 7:0.

The minutes of the meeting held on February 8, 2008 and meeting held on April 2, 2008 were tabled.

### **5. COMMUNICATION FROM THE PUBLIC**

There was a comment from the public inquiring into the short-term facility plan for the upcoming school year. Amber Raskin responded to the inquiry stating that

we will be discussing short term and long-term facility options later in the agenda, and would be addressing the comment at that time.

## 6. APPROVAL OF THE CONSENT AGENDA

Approval of Line of Credit: SCVi has acquired an unsecured line of credit of \$100,000 with Mission Valley Bank. Board member Andy Hetzel questioned the renewal procedures of this line of credit once this expires December 2009.

Approval of Attendance Policy: A question regarding the SARB process was asked and whether or not SCVi should become it's own SARB; if we had made contact with the district about whether or not they would be our SARB; or if there are any other agencies which would take on our SARB process. School Principal and Board member Dawn Evenson commented that we do not have an agreement with the district and that she will make contact with an outside agency about becoming our SARB, truancy officer, etc.

Approval of Independent Study Policy. Amber Raskin discussed this policy with counsel inquiring whether or not we were able to receive ADA funding for independent study. SCVi can receive ADA for independent study as long as the proper paper work has been completed by the family, teacher and school. No more than 20% of our enrollment can be on a yearlong independent Board member Sharlene Atwood asked that the policy be mentioned on the Monday Message from the Principal.

Approval of full By-Laws: Change on the last page for Secretary signature.

Approval of Job Descriptions –The job descriptions were approved at the previous board meeting. No changes were made.

Approval of Board Meeting Minutes to date: The minutes were approved in a previous action item.

Amber Raskin motioned to approve the Consent Agenda Items.

Dawn Evenson seconded the motion.

Motion carried, 7:0.

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

Principal's Report –Mrs. Evenson reported that the teachers have been working on report cards and ILPs. She also made comment about all the wonderful celebrations occurring at SCVi. (Please see full report.)

Booster Club Report –President Lisa Nevolo reported on what the committees has been working on and that the Booster group now have systems and a process in place for the group. (Please see full report.)

Facilities Update-This item was tabled for later in the agenda.

#### 8. FORMATION OF COMMITTEES:

Franca Campopiano proposed the Board form working committees of the board, so that work can be divvied amongst the group. Discussion of the following committees was conducted: facilities, Finance, Personnel, Development. The Board agreed to think about the various committees needed and will bring a list to the next board meeting on December 11, 2008 for discussion and formation of committees.

Amber Raskin motioned to form a Facilities Committee at this time, so that the committee can begin working more closely with the Irvins on the short-term facility plan. The committee will be one of advisory; information gathering and research. This committee cannot bind the board to any agreement.

Franca Campopiano seconded the motion.

Motion carried, 7:0.

Facility Committee members: Chair Andy Hetzel, Amber Raskin, Courtney Lackey.

Sharlene Atwood motions the facility committee begin gathering information and begin discussions with the Irvins for the short-term facility plan for the upcoming school year.

Dawn Evenson seconded the motion.

Motion carried, 7:0.

#### 9. FACILITIES UPDATE

Amber Raskin reopened Public Comment.

A parent asked if the location okay for our student body. The Board felt that the facility is centrally located and will most likely attract students and families from the entire Santa Clarita Valley.

#### 10. TREASURER'S REPORT

Bryan Adams from Abucus made a presentation to the board on the year to date projections. Mr. Adams main concern with the budget is the \$50,000 allocated in the fundraising revenue line item, as we have not raised much of this projected amount at this time. The \$50,000 ensures we have a net income in the black. The board discussed whether or not we would like to see more information in the Budget reports. Andy Hetzel inquired whether it would cost us more to receive a more detailed report. Mr. Adams said no. It was agreed that as long as the Finance Committee is reviewing the entire report, with detail, that the board only needs to see the summary. It was also agreed that the Finance Committee will review monthly financial for projections, however only report the projections to the board on a quarterly basis. The Board will, however, review monthly year to date financials. Board member Sharlene Atwood will work closely with Mr. Adams on ensuring this information is provided to the board.

#### 11. ITEMS FOR NEXT MEETING ON DECEMBER 11 2008

a. Recommendations and Formation of committees.

- b. Facility Committee report.
- c. Information on the Line of Credit and the renewal process once it expires December 2009.
- d. Board will need to sign the Confidentiality Agreements and financial disclosure handed out at this Board meeting.
- e. The Finance Committee will bring a list of auditors to the board so that the Board may choose a qualified and reputable auditing firm.

## 12. ADJOURNMENT

Amber Raskin motioned to adjourn the meeting at 8:09 p.m.

Dawn Evenson seconded the motion.

Motion carried, 7:0.