



**Minutes of a meeting of the Board of Directors of  
Santa Clarita Valley International Charter School  
Held November 19, 2009**

A meeting of the Board of Directors of Santa Clarita Valley International Charter School was held at 6:47 p.m. on November 19, 2009 at 28060 Hasley Canyon Road, Catsaic, Ca. 91384

**MINUTES**  
**Open Session**

**1. CALL TO ORDER**

Amber Raskin called the meeting to order at 6:47 p.m.  
Marni is taking notes.

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

President – Amber Raskin- present  
Vice President – Andy Hetzel- present  
Secretary – Tae Chang - present  
Treasurer – Sharlene Atwood- present  
Board Member – Dawn Evenson- present  
Board Member – Courtney Lackey- present  
Board Member – Linda Krystek- present  
Seven Board Members were present; a quorum.

**3. Pledge of Allegiance**

**4. Curriculum Moment**

Dawn Evenson mentioned that we are spotlighting a 2<sup>nd</sup> grade project. Linda said they became paleontologists in October and they read and created dinosaurs. One of her students, Mackenzie Drobney is here to share her project. Mackenzie talked about her dinosaur, the T-rex. She told us all kinds of facts about the T-rex. She even wore her "science lab coat."

**5. Public Comment**

Amber Raskin reminds people that we are open for public comment. She reminds everyone the board cannot comment on anything not on the agenda. The board is not being rude, but they have to stick to the agenda.

No one addressed the board.

## 6. Approval of Agenda

Courtney motioned to approve the agenda.

Linda seconds the motion.

All in favor, motion carried, 7:0.

## 7. Approval of Consent Items

Linda motioned to approve the consent items.

Courtney second the motion.

All in favor, motion carried, 7:0.

## 8. Reports and Communication to the Board of Directors

8.1: EDOE Report: Dawn Evenson had highlights: We are having our holiday program in December. It is called It's A Small World. The students are rehearsing all the time, with all of our specialty teachers: dance, singing and art. Courtney asked if it is the same show both shows and Dawn said yes. It is by class.

We have some projects to highlight: 5<sup>th</sup> and 6<sup>th</sup> graders are working on a flag project. They are researching aspects of the flag and create a presentation. Then they will go and present to different grade levels. This includes the history, the colors, why we say the pledge and proper care of the flag.

Discovery Streaming is an educational website we just purchased. It has videos and games and websites teachers are using in class.

We had Dr. Yip come and talk about OCD and anxiety disorders with our teachers for PD.

Judy Mooy is also a parent at SCVi and she is taking on social emotional issues and is offering to give classes for parents.

Field Trips: highlighted in the paperwork.

Singapore Maths nights held by the teachers to help the parents learn what it is and how it works.

Student numbers: 368, capacity 365 site based. Waiting: 133, 60 in homeschool. Total is : 95%. It dropped a little because of the flu season.

Lego robotics recently competed and 2 teams won awards.

Tomorrow is our 2<sup>nd</sup> Thanksgiving feast. It is a celebration of cultures.

8.2: A parent committee is being formed by Tracey Kennedy for safety. She will have monthly meetings to address safety. Keith and Dan and Jenny and Amber met to discuss the disaster plan. We are working on a disaster bin and we are planning a disaster drill, a full one. We currently have a monthly fire drill. It is very involved so we will do one a year. We meet tomorrow to discuss it more. Facilities: Derik Lindsey put up the partitions in the rooms. He also raised the walls in the halls. He comes in at night after his other job and does odd jobs. We hired a custodian and have a cleaning service. There are issues with them not cleaning right or locking doors. So we are hiring someone to do all of that instead. Technology: we do have wifi everywhere but it is not complete. We are looking for a server so we can add more security. Right now, anyone can get on everywhere. We are looking for time and expertise donations for that. Rimeamerica moved out a little earlier than we expected. So we can use that space. There is no phones or furniture but over the winter holidays hopefully we will have those for that room. Courtney asked what we are using it for. Amber said next year it is

classrooms. This year we use the one large space as an extra space right now. The offices are all being used for office space of some kind, like student support. Maybe homestudy, and Dawn will move down there and Gris as well.

Amber Raskin said: At The Lego robotics tournament I met someone from COC that was very impressed and wants to partner with us. He liked the students presence: that they looked people in the eyes and talked well with adults. Amber went to HTH last week and we are looking to copy some of their ideas for projects. As we plan for High School with a consultant we may hire, we might have their teachers help us with PD. Susan, Dawn and Amber will then take whoever wants to go, meet with several high schools, including HTH to see what they are about. HTH is very interested in partnering with us. They have a teacher credentialing program on site, so we might be able to be a satellite site down the road. Dawn and Amber applied to be a coaching school for other schools starting up. We are looking to mentor other people. Long Beach has the first state approved charter school we might partner with. Marketing: Lots of marketing. We have life skills workshops open to the community. Anyone can come and use these skills. We are looking on a promotional video. It is a great tool for parents. We have found people in the entertainment business that will help us make it happen. Lego robotics was fantastic and a great learning experience. Tours: we are giving parent tours every Thursday with parent ambassadors. The newer parents on the tours like hearing things from the parents here. The greeters were also a big hit. Class size reduction: Up in the air. The way we are structured, we hear it is ok for us, but we are hoping that we are going to be getting it this year. We are talking to Hart about increasing our size and early renewal. We asked to be on the Jan. agenda and increase to 1000 plus an additional 20% for IS. We always hope to stay about 80 but want an outside cap. Powerschool: It has been a long road. CALPADS is a new system that has been hard too. But we have talked to someone for help. Hart has 2 new board members. It will be interested to see if our relationships stay good. IS auditors and governors are so strict so we are sending a packet to check our IS and make sure everything is ok.

8.3: Kristina Strong: Volunteer reporting is going well. We are having people log in their hours. The first notice went out last week and many people didn't know they needed to log hours. But since then, many people have logged their hours. We also have had an increase of how can I volunteer questions. Next notice date is December 8. We are also organizing the documents that people turn in such as DMV records. Last week several parents came in and helped organize it. Now we are going to put all that information on a spreadsheet. Next year all of this information can be sent home before school and then we will have it up and ready. We just got access to the account with checks. Our struggle is finding time with the people needed to cash or deposit checks. We are not sure about the money, what we have. Procedures for signing in and out of school are all set to start November 30. The staff is who is enforcing it. Tiffany Chan is very helpful with people signing in and out. Amber asked if people feel more a part of the school by volunteering. Kristina said yes they like it, the getting to know other people and the students.

8.4: We are talking to Hart about increasing our size and early renewal. We asked to be on the Jan. agenda and increase to 1000 plus an additional 20% for IS. We always hope to stay about 80 but want an outside cap. Powerschool: It has been a long road. CALPADS is a new system that has been hard too. But we have talked to

someone for help. Hart has 2 new board members. It will be interested to see if our relationships stay good. IS auditors and governors are so strict so we are sending a packet to check our IS and make sure everything is ok. We are also asking to move the brown act from the charter to the bylaws.

## 9. Items for Board Discussions and Consideration

9.1: Amber gave out the process and the board members commented:  
Andy: all references to prospect should be made to say candidates.  
Amber said one of the things we are asking for at the Hart meeting is to move the brown act to the bylaws. This is tabled to vote when we have the correct version.

9.2: Tabled.

9.3: Amber said that Dawn and I have contacted several candidates. Dawn Walker initiated a conversation with a city council woman. We also have interest from the bank manager at Mission Valley Bank. We have had Wendy Ruiz from COC actually turn in an application. We have learned that a aptry that is in conflict needs to be paid directly from the school and Tae is not, so maybe we do not need to continue to add more board members. We should to have 2 teachers on the board to represent both upper and lower grades, and if we do that we need to have an additional board member to offset that teacher. Amber opened it up to discussion. Wendy Ruiz is very interested. Tae knows a little about Wendy. He said she is very helpful and supportive of our philosophy so she could be a great person. Her background with early childhood could be a good area of expertise to have. She has one child here and one coming later. Dawn has a few concerns with adding more educators. We might consider adding people with other areas of expertise. We also need to look at her being a parent. Can she be objective? Amber says it is better to have people that are not completely involved in the school for an outside opinion. But that is hard to do because people that have kids here are more interested in volunteering. Marty from the bank has shown interest. Sharlene asked if we are in a rush if Tae is not leaving. Dawn said we need to make the voting process clear because parents are elected and community members are appointed. The discussion turned to the definition of a parent. Amber also said if another teacher wants to be a part of the board Dan can come and not vote for a while, but we want our teachers to feel like they are represented. Linda will discuss it with the teachers. We will tell Wendy that until the board expands we do not have an opening, however her application will remain good and as soon as we have a vacancy we will let her.

9.4: CMSC does back office services. Abacus has been great and not great. So Miles Denison left where he was and went to this new place so Amber wanted to hear from them. We sometimes need tech support with things like state reporting. So Amber asked for their help on an hourly basis for now for help. They would love for us to use them entirely, but this would be nice to test them out. This is their proposal. Andy asked about their insurance levels. Amber said she would find out. Andy said to make sure with contracts to always look at insurance levels. Andy said we need to know this before we vote and sign the contract.

## 10. Board Action Items

10.1: We watched a video and listened on a conference call with John at Charter School Capital.

10.2: We voted to sign the leases for K and MPR suite #116 and 1#20 for 5 years for the downstairs leases. We authorized the signing of these leases so long as they are identical to the #116 and #120 for 5 years. This was voted on in closed session.

10.3: See 9.3.

## 11. Treasurers Report

11.1: Sharlene needs the auditors report approved by the board to turn it in. Tae will need to sign anything that is a resolution and Ceci will need to keep it logged. The auditor was wonderful and he really was helpful with the audit. We love our auditor. Courtney moves to approve  
Dawn seconds

11.2: We have completed our first report for the year. We are behind on the implementation grant money. It should have been here in October. We have 75000 left in the grant. We are also waiting on class size reduction but we knew that would be late. Donations and grants are under right now. Starting back after Thanksgiving we will push the pledge drive again. By December and January we will make calls. Everything else looks ok. We did overestimate for books. IS will have a small variance, but it is more about timing. Amber said we do need to talk about upping the stipend amount. We would like to give them more. We are lower than other schools and some people are frustrated. Amber does not want to lose people. Sharlene Atwood also said we sent a budget to Hart. When we did this we were not totally clear on the revenue we would have, including adding IS and additional classrooms. We are concerned about losing \$4000 because of a reduction in ADA state wide. We have an approved budget but also a projection because things are changing. We are at a 10% reserve but do not want to go below that. Hopefully we will get the class size reduction and the stimulus money. We should be ok then because we are pretty tight with our budget. Dawn asked about other block grants where it says \$31. She asked about that. Sharlene and Ceci will look into that. We are also going to look at a shortage of 2000 that might have been put into CAT or coded wrong. Andy asked about the phone expense being large. Was it because of the move and the answer is yes. Courtney asked about the money for computers. The money shows it was separated the hardware and the software. Andy asked about student meals also and Sharlene said it is a timing issue.

We watched a video and listened to John from Charter School Capital talk about finances. Amber said if we have to go this route we can, but it is an expensive way to go. But if we need money at a minute's notice, they can approve us. Amber does not know the financial implications for us. So Amber will call John tomorrow and ask for the packet before we sign the resolution. Courtney asked how we found him. Amber said he is at most of the charter school conferences. We might be ok, but we are worried a little about having money come through in December 31, 2009. Courtney asked how long the term of the loan would be. Andy is guessing 120 days but Amber is going to confirm

that. Amber said last year we were in our line of credit every month until June. This year we have not used it yet. Amber said we are getting low so we will use some of it. Andy asked about us participating in the Hart district financing. Maybe we can ask Hart what the state does for them, can they do for us? Andy asked can we issue bonds and Amber said yes. Andy wonders if the Hart district can float the bond with our ADA money to back it.

12. Additional Communication from the Public

13. Final Board Comments

14. Items for the next meeting on December 10, 2009.

**15. ADJOURNMENT**

**Amber Raskin** motioned to adjourn.

Motion carried, 7:0

Amber Raskin adjourned the meeting at 8:38 p.m.