



**Minutes of a meeting of the Board of Directors of  
Santa Clarita Valley International Charter School  
Held September 17, 2009**

A meeting of the Board of Directors of Santa Clarita Valley International Charter School was held at 6:34 p.m. on September 17, 2009 at 28049 Smyth Drive, Valencia, CA 91355.

**MINUTES**  
**Open Session**

**1. CALL TO ORDER**

Amber Raskin called the meeting to order at 6:34 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. Stakeholder Mission Statement Reading**

Dawn Walker

**5. Curriculum Moment**

Tina Navarro and Christine Orth; teachers: The weekend before PD started we took a staff trip to Big Rock Creek Camp. The highlight was a high ropes course. We climbed a 50 foot tree, walked across a thin cable, transitioned onto another tree, and walked across another thing rope and then zip lined to the ground. It was very amazing to see a group of people; half we had never met before. We showed support and teamwork. We pushed through it, even if you were afraid. During this trip and ropes course, people conquered their fears. One of the only reasons they did it was because of support from the people around them. Everyone felt accomplished, and everyone bonded. It made our first Monday together great. Everyone was talking, and friendly. You were home. It helped create a family here at SCVi. It was one of the best experiences of Tina's life.

## **6. Public Comment**

This is for anything on the agenda. None.

## **7. Approval of Adgenda**

Sharlene motioned to approve the adgenda

Courtney second the motion.

All in favor, motion passed 7:0

## **8. Approval of Consent Items**

Andy motioned to approve the consent items

Dawn second the motion

All in favor, motion passed 7:0

## **9. Reports and Communication to the Board of Directors**

9:1 Principals report is verbal: Classrooms are going well. There is a big emphasis on social emotional growth and responsive classroom. We are doing second step and creating bonds and team building. The seventh and eighth graders went on a field trip to do team building and water safety today. There are great pictures of the teachers falling out of the boat. Our enrollment is at 350, capacity is 365. Those spots have been offered and then we will go down the waitlist. We continue to have people come in for a tour and we should be at capacity soon. Our ADA is at about 96%. A message will go out reminding parents that the first 20 days of school are critical for ADA. Gris Ibarra has the enrollment numbers where spots are open. Celebrations: Our API is at 844. That is very good especially for a school that did not focus on the test or have any test prep. It should come out soon in the Signal. This is a score out of 1000. Amber Raskin said it is important to remember that if we hit 800 or more the state leaves us alone. Andy Hetzel said it is a good score. Dawn Waker said we have students from all over and it is a good score because it is directly related to demographics.

9:2 Personnel Report is verbal: Courtney Lackey talks about the community luncheon. It is really to introduce the community members to the school. It is a luncheon to create a partnership within the community. We will also be touring the school from 12:00-1:30 pm.

9:3 Kristina Strong is running late. We are going to wait until the end of the meeting to talk about CAT.

## **10. Items for Board Discussion and Consideration**

We have one vendor providing after school care. In a non profit board, none of the people on the board are paid, however in charter schools there are some paid people, but only 49% can be paid members. Now that we have more than that, it throws off the ratio. We have to decide whether to add more board members or make a different decision. We can ask for an amendment. Andy Hetzel wants to know if there are more people willing to serve on the board. Amber Raskin says it would have to be two members that would not be paid. It could be a parent also being a community member. We can decide to make double roles. Amber Raskin knows of one person willing to be on the board. We need two. Any way it has to be decided, and it can be voted on just by the board. Dawn Evenson says it can be an apply and interview

process. Amber Raskin says then we can narrow it down to two. Sharlene Attwood asked should we put this out to everyone? Dawn Evenson said it is important to have community members. Andy Hetzel thinks maybe we should ask people with specialties. Courtney Lackey thinks that maybe after the community lunch we will know more who might be interested. Dawn Evenson said at the governance academy they learned that it is important to find people that have specialties, such as medical, or law. Amber Raskin suggested asking the banker, Marty. She is interested. Andy Hetzel liked that idea. Tae Chang said if there are no additional members to be found, that he would step down. Amber Raskin is asking for everyone to commit to two names of people who might be interested. Come back to next meeting with two names.

## **11. Board Action Items**

We need to add a day to offset us starting one day late. We are thinking of adding on the end of the year, and we are waiting on some things from the state, but for now we going to have it at the end of the year. Dawn Evenson said we have to have it added for the audit so we are adding it now. So it needs to be voted on. Amber Raskin asks if we do add it into the middle of the year are there any preferences? No one had any. Sharlene Attwood asked about holidays, and Courtney Lackey asked about Winter break. Andy suggested we simply add the day to have it added.

Andy Motions for the calendar approval.

Dawn seconds the calendar approval.

All in favor: Motions carries 7:0.

11.2 Green policy – Dawn Walker says it is pretty liberal. It is more of encouragement than a have to. It is a great starting point. No one had seen a hard copy and it has not been discussed with the teachers. Dawn Walker will then email Linda Krystek who will bring it to the teachers. It will be tabled and discussed at the next board meeting.

11.3 Create Board Norms. Dawn Evenson says this is something that needs to be discussed by the board. This is tabled.

11:4 Ratifying the lease to three years. Amber Raskin says we decided to stay another year because costs have been absorbed and by increasing the lease one more year we don't incur any more costs. Dawn Evenson says conversations with Dale Donohue have been positive about growth in this same location.

Amber Motions to ratify the lease to three years.

Courtney seconds the ratifying of the lease for an additional year.

All in favor. Motion carries 7:0.

11.5 Amber Raskin opened up a credit line with Sams Club and we have applied at Staples. This needs to be voted on for the school to use.

Courtney Lackey motions for approval of the credit limit of 5000 at Sams Club and and unknown amount at staples

Linda seconds the motion for the credit limit.

All in favor. Motion carries 7:0.

## **12. Treasurers Report**

12.1 Sharlene Attwood. It is within 10,000. We are short revenue from the state at about 90,000. We did get 30,000 stimulus money. We are looking into talking to the state to find out where the other money is. Although we don't know how much. Some of the short money is from a lower ADA and some of it might be from class size reduction that they have not given us. Donations and grants for 22,000. Courtney Lackey asks if it was from the pledge drive. Sharlene Attwood said yes and the picnic and raffle. Booster club spent 31,000. We might still need to pay for utilities at the Smyth site. Amber Raskin has turned over those keys. Paseo Club put us over on the budget. Our net income is more than we thought though, so it is not bad. Courtney Lackey asked if we are reserving for utilities and Sharlene said yes. Amber Raskin asked about additional expenses that might come in. Sharlene Attwood needs to ask Abacus about the special education encroachment. Amber Raskin said the district is not taking it, so we will keep the money. They asked us for the money from last year for 10,000, but Amber Raskin said we will just cover the costs for special ed, and if it goes over, then just give us that. Dawn Evenson wants to know if a bill was itemized and sent. Sharlene Attwood said yes. It said we gave us too much property tax and encroachment. Dawn Evenson wants it checked and sent to her. She is going back and forth with the district and just wants to see the bill. Courtney Lackey said if we are hit with the 22,000 then utilities will be a net loss and that is correct. Sharlene Attwood said it does not need to be approved until the audit report. We have an independent firm coming Tuesday.

12.2 We have been out of our line of credit for two months which is great. We are applying for charter school capital. Dawn Evenson wants to know the ARRA have you gotten additional funding from that? Can Sharlene Attwood come and help a little with the reports due on September 25. It is almost done.

12.3 No detail. Amber Raskin wanted to make everyone aware there were moving overages. In the near future we will have details.

## **13. Additional Communication from the Public.**

This is from the public for things that are not on the agenda. Dawn Walker will talk about CAT. She is complimenting Kristina Strong. She has pulled things together in the last two weeks. She is in charge of many volunteers, and have had many sign ups. She is doing the volunteers for valet. She had two CAT meetings, last night and this morning. This morning there were a lot of parents. Many were concerned about valet and Kristina Strong put everyone's minds at ease. Courtney Lackey asked what the concerns were. Dawn Evenson said there were security issues, time issues and Kristina Strong said there were some parents that were not following the rules. Dawn Evenson said some of the complaints were normal. She said valet was not bad. Amber Raskin said 20 minutes day one. Kristina Strong wants everyone to then get involved. Her frustration comes from people not involved but still complaining. They talked about the security system where volunteers put in their names and information and it will cross reference all the databases. If everything is ok badge is printed and only then can the parent volunteers can go help.

Kristina Strong came in: She said we looked at a system that does not really keep track at schools and its costs was 6-8 thousand. So instead we got keeping Track for 800 including the printer, labels and system and tech support. It will be to the right of the reception desk, and it only requires internet access. They keep up our account for us. When visitors or volunteers come in and enter their information, and it checks them against the sex offender registry. If it clears it prints out a badge with their name, date and time, and where they should be; like a classroom or the lunch room; and then the staff can see they are ok, and they have checked in. It also tracks their volunteer hours and we can print a report. Courtney Lackey wants to know if they have to show an id to prove they are who they say they are. Kristina Strong answered there are different ways to log in. If there are questions about a parent, then an admin can go in and pull up a picture to match. Courtney Lackey wants to know if they have to show id to show they are not using a fake name. Kristina Strong said they have to register as a volunteer first with a tb test and livescan. Staci Hammersmitt said livescan will do that for us. Kristina Strong said we can buy an additional piece of equipment and require to do an id scan. Tae Chang wonders if people can get around the system if someone says they are someone else. Staci Hammersmitt said it is more than any other school does. Courtney Lackey asked is we could require them to show id. Not the parents that have livescan, but volunteers. Amber Raskin said lets discuss this after the meeting. Tae Chang agrees this is an excellent deterrent. Kristina Strong said with technology we can find out the information we need. Courtney Lackey still says visitors should have to show id. Tae hang agrees if it is only visitors and we don't have many each day. Amber Raskin said we could try it, but Sharlene Attwood said let's see how this sytem goes. Kristina Strong does not want to put this on the front desk and it would add a lot of undue stress. Dawn Walker agrees let's let it settle in and see how it goes. Sharlene Attwood said the people at the front desk will get to know people. Kristina Attwood said no matter who they are they have to sign in and print a badge. Dawn Evenson said most visitors check in and calls Dawn Evenson and Amber Raskin when they are visitors. We don't have many visitors beyond the people meeting with them. Kristina Strong said any security system is a deterrent for sex offenders.

#### **15. Items for next meeting.**

The meeting next month is October 15. That was voted on at the last meeting. We need to check on the dates online and make sure they are correct on the website.

#### **16. Amber called the meeting adjourned at 7:30.**