

## MEETING AGENDA - Santa Clarita Valley international Board

Any public records relating to an agenda item for an open session of the Board which are distributed to all, or a majority of all of the Board members shall be available for public inspection at the main office of the school between 9:00 am and 3:30 pm.

### Meeting

<b>Meeting Date</b>	Wednesday, May 17, 2023
<b>Start Time</b>	6:00 PM
<b>End Time</b>	7:30 PM
<b>Location</b>	Address: Santa Clarita Valley International, 28060 Hasley Cyn Rd., Castaic Room: Village (located on the 2nd floor of the Lower Campus)
<b>Purpose</b>	Regular scheduled meeting

### Agenda

#### 1. Opening Items

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1.1. Call The Meeting To Order	(6:00 PM - 6:00 PM)
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1.2. Roll Call	(6:00 PM - 6:00 PM)
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1.3. Pledge Of Allegiance	(6:00 PM - 6:00 PM)
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1.4. Approve Agenda	(6:00 PM - 6:00 PM)
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**Due date:** 5/17/2023

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1.5. Approve Minutes	(6:00 PM - 6:00 PM)
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**Due date:** 5/17/2023

#### Documents

- Minutes-2023-04-19.pdf
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#### 2. Curriculum Moment

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2.1. Curriculum Moment	(6:00 PM - 6:00 PM)
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#### 3. Public Comments

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3.1. Public Comments	(6:00 PM - 6:00 PM)
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The public may address the SCVi governing board regarding any item within the Board's jurisdiction whether or not that item appears on the agenda during this time. If you wish to address the Board, please complete a public comment card. Comments for the public will be limited to 3 minutes.

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#### 4. Consent Items

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#### 4.1. Personnel Report

(6:00 PM - 6:00 PM)

**Due date:** 5/17/2023

##### Documents

- 5.17.2023 SCVi\_PersonnelReport\_\_.pdf

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#### 4.2. Check Register

(6:00 PM - 6:00 PM)

**Due date:** 5/17/2023

##### Documents

- SCVi Payment Register 20230510.pdf
- SCVi Payment Register Summary 20230510.pdf

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### 5. Discussion And Reports

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#### 5.1. Learner Board Ambassador Report

(6:00 PM - 6:00 PM)

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#### 5.2. School Director Report

(6:00 PM - 6:00 PM)

##### Documents

- Site Director Board Report.pdf

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#### 5.3. Staff Board Ambassador Report

(6:00 PM - 6:00 PM)

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#### 5.4. Financial Committee Report

(6:00 PM - 6:00 PM)

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#### 5.5. Enrollment Committee Report

(6:00 PM - 6:00 PM)

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### 6. Action Items

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#### 6.1. Annual Request For Federal Title Funding

(6:00 PM - 6:00 PM)

Request approval to submit for Federal Title I, II, and IV funding for the 2023-2024 school year.

**Due date:** 5/17/2023

##### Documents

- Annual Request For Federal Title Funding - SCVi.pdf

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#### 6.2. 2023-2024 Vacation Policy

(6:00 PM - 6:00 PM)

Discuss and take action on 2023-2024 Vacation Policy.

**Due date:** 5/17/2023

##### Documents

- 2023 - 2024 Vacation Policy - EG (3).pdf

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#### 6.3. Board Meeting Location

(6:00 PM - 6:00 PM)

Discuss and take action regarding the location of the Board Meetings including public virtual access.

**Due date:** 5/17/2023

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#### 6.4. Board Member Positions

(6:00 PM - 6:00 PM)

Discuss and take action to add Board Members to the SCVi Board Team.

**Due date:** 5/17/2023

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#### 6.5. Board Role

(6:00 PM - 6:00 PM)

Discuss and take action to appoint Board Secretary given the requirements of the Bylaws Article VII.

**Due date:** 5/17/2023

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### 7. Closed Session

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#### 7.1. Conference with Legal Counsel - Anticipated Litigation

(6:00 PM - 6:00 PM)

Gov. Code section 54956.9(d)(2): 1 Matter

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#### 7.2. Report of Closed Session

(6:00 PM - 6:00 PM)

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### 8. Board Comments

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#### 8.1. Board Comments

(6:00 PM - 6:00 PM)

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### 9. Closing Items

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#### 9.1. Promotion/Graduation Date

(6:00 PM - 6:00 PM)

June 16, 2023

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#### 9.2. Next Meeting Date

(6:00 PM - 6:00 PM)

June 21, 2023 at 4:00pm

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#### 9.3. Adjournment

(6:00 PM - 6:00 PM)

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**Please note:** items on the agenda may not be addressed in the order they appear. The Board of Directors may alter the order at their discretion.

- **Board Room Accessibility:** The Board of Directors encourage those with disabilities to participate fully in the public meeting process. If you need a disability-related modification or accommodation, including auxiliary aids or services to participate in the public meeting, please contact the office at least 48 hours before the scheduled Board of Directors meeting so that we may make every reasonable effort to accommodate you. [Government Code § 54954.2; Americans with Disabilities Act of 1990, § 202 (42 U.S.C. § 12132).]

*The Secretary of the Board of Directors, hereby certifies that this agenda was publicly posted 72 or 24 hours prior to the meeting as required by law.*

## MEETING MINUTES - Santa Clarita Valley international Board

### Meeting

<b>Date</b>	Wednesday, April 19, 2023
<b>Started</b>	6:03 PM
<b>Ended</b>	7:33 PM
<b>Location</b>	Address: Santa Clarita Valley International, 28060 Hasley Cyn Rd., Castaic Room: Village (located on the 2nd floor of the Lower Campus)
<b>Purpose</b>	Regular scheduled meeting
<b>Chaired by</b>	Nicole Miller
<b>Recorder</b>	SHARON GREENSPAN

### Minutes

## 1. Opening Items

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### 1.1. Call The Meeting To Order

Nicole Miller called the meeting to order at 6:03 pm

**Status:** Completed

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### 1.2. Roll Call

Shely Berry: Present

Sharon Lord Greenspan: Present

Wendy Emeterio: Present

Nicole Miller: Present

Greg Kimura: Arrived at 6:26 pm

**Status:** Completed

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### 1.3. Pledge Of Allegiance

The pledge of allegiance was recited

**Status:** Completed

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### 1.4. Approve Agenda

Motion to Approve: Sharon Lord Greenspan

Seconded by: Wendy Emeterio

Approved

- Sharon Lord Greenspan: Yes
- Wendy Emeterio: Yes
- Shely Berry: Yes
- Nicole Miller: Yes

- Greg Kimura: absent

**Due date:**

**Status:** Completed

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### 1.5. Approve Minutes

Motion to Approve: Wendy Emeterio

Seconded by: Shely Berry

Approved

- Shely Berry: Yes
  - Wendy Emeterio: Yes
  - Nicole Miller: Yes
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- Sharon Lord Greenspan: abstained as she was not at the meeting
  - Greg Kimura: absent

**Due date:**

**Status:** Completed

Documents

- Minutes-2023-03-22.pdf
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## 2. Curriculum Moment

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### 2.1. Curriculum Moment

Ally Benedetti and 8th grader learners presented their Glider project - "Soaring in all Aspects of our Lives" to the Board and answered questions of the Board

**Status:** Completed

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## 3. Public Comments

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### 3.1. Public Comments

The public may address the SCVi governing board regarding any item within the Board's jurisdiction whether or not that item appears on the agenda during this time. If you wish to address the Board, please complete a public comment card. Comments for the public will be limited to 3 minutes.

No public comments were made

**Status:** Completed

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## 4. Consent Items

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### 4.1. Personnel Report

Motion to Approve: Sharon Lord Greenspan

Seconded by: Wendy Emeterio

Unanimously Approved

- Sharon Lord Greenspan: Yes
- Wendy Emeterio: Yes
- Shely Berry: Yes
- Greg Kimura: Yes
- Nicole Miller: Yes

**Status:** Completed

Documents

- 4.19.23\_SCVi\_PersonnelReport.pdf
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## 4.2. Check Register

Motion to Approve: Sharon Lord Greenspan

Seconded by: Wendy Emeterio

Unanimously Approved

- Sharon Lord Greenspan: Yes
- Wendy Emeterio: Yes
- Shely Berry: Yes
- Greg Kimura: Yes
- Nicole Miller: Yes

**Status:** Completed

Documents

- SCVi Payment Register 20230404.pdf
  - SCVi Payment Register Summary 20230404.pdf
- 

## 5. Discussion And Reports

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### 5.1. Learner Board Ambassador Report

Learner Board Ambassador reported to the Board and answered questions of the Board

**Status:** Completed

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### 5.2. School Director Report

Chad Powell and Martha Spansel Pellico presented the School Director Report to the Board and answered questions of the Board

**Status:** Completed

Documents

- Site Director Board Report.pdf
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### 5.3. Staff Board Ambassador Report

Megan Tapia presented the Staff Board Ambassador Report to the Board and answered questions of the Board

**Status:** Completed

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### 5.4. Financial Committee Report

Greg Kimura presented the Financial Committee Report to the Board and answered questions of the Board

**Status:** Completed

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## 5.5. Enrollment Committee Report

Wendy Emeterio presented the Enrollment Committee Report to the Board and answered questions of the Board

**Status:** Completed

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## 6. Action Items

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### 6.1. 2022-2023 Annual Audit Agreement

Discuss and take action regarding the 2022-2023 Annual Audit Agreement.

Keith Gallion presented the 2022-2023 Annual Audit Agreement to the Board and answered questions of the Board

Motioned to Approve: Greg Kimura

Seconded By: Sharon Lord Greenspan

Unanimously Approved

- Greg Kimura: Yes
- Sharon Lord Greenspan: Yes
- Shely Berry: Yes
- Wendy Emeterio: Yes
- Nicole Miller: Yes

**Due date:**

**Status:** Completed

Documents

- SCVI Proposal Document - Christy White, Inc.pdf
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### 6.2. Revised EL Master Plan and Reclassification Process

Discuss and take action regarding the Revised EL Master Plan and Reclassification Process.

Michele Bowes presented the Revised EL Master Plan and Reclassification Process to the Board and answered questions of the Board

Motioned to Approve with amendment to include corrected names: Wendy Emeterio

Seconded By: Sharon Lord Greenspan

Unanimously Approved

- Wendy Emeterio: Yes
- Sharon Lord Greenspan: Yes
- Shely Berry: Yes
- Greg Kimura: Yes
- Nicole Miller: Yes

**Due date:**

**Status:** Completed

Documents

- Master Plan for English Learners Revisions (1).pdf
  - FINAL VERSION EL MP SCVi 4\_2023 (3).pdf
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### 6.3. A-G Grant

Discuss and take action regarding the A - G Grant opportunity.

Allison Bravo presented the A-G Grant to the Board and answered questions of the Board

Motioned to Approve: Greg Kimura

Seconded By: Shely Berry

Unanimously Approved

- Greg Kimura: Yes
- Shely Berry: Yes
- Wendy Emeterio: Yes
- Sharon Lord Greenspan: Yes
- Nicole Miller: Yes

**Due date:**

**Status:** Completed

Documents

- Santa Clarita Valley International A-G Success Grant (1).pdf
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### 6.4. 2022-2023 Second Interim Finance Report

Discuss and take action regarding the second interim finance report.

Kelly Friscia O'Brien presented the 2022-2023 Second Interim Finance Report to the Board and answered questions of the Board

Motioned to Approve: Greg Kimura

Seconded By: Wendy Emeterio

Unanimously Approved

- Greg Kimura: Yes
- Wendy Emeterio: Yes
- Shely Berry: Yes
- Sharon Lord Greenspan: Yes
- Nicole Miller: Yes

**Due date:**

**Status:** Completed

Documents

- SCVi 2022-23 Second Interim Budget Alternative Form and \_Final .pdf
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## 7. Board Comments

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### 7.1. Board Comments

Sharon Lord Greenspan expressed her appreciation to be apart of the Board.



Nicole Miller, on behalf of the entire board, thanked Sharon Lord Greenspan for her dedication and time on the Board.

Nicole Miller requested to have an item put on the agenda for next board meeting.

- Public able to join the meeting via Zoom

**Status:** Completed

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## 8. Closing Items

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### 8.1. Board Member Celebration and Training

iLEAD CA has planned a Board Member Celebration and training on Thursday, April 27 at 5:30. Look for invitation and RSVP.

Kim Lytle welcomed the Board to the upcoming event on Thursday, April 27th

**Status:** Completed

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### 8.2. Promotion/Graduation Date

June 16, 2023

Chad Powell and Martha Spansel Pellico welcomed the Board to attend the 2023 Promotion/Graduation on June 16th

**Status:** Completed

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### 8.3. Next Meeting Date

May 17, 2023

The next Board Meeting will be on May 17, 2023

**Status:** Completed

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### 8.4. Adjournment

Nicole Miller adjourned the meeting at 7:33 pm

**Status:** Completed

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**EMPLOYMENT – NEW HIRES**

Bohm, Hannah

Care Team - Health Aide

04.14.23

**RESIGNATIONS/TERMINATIONS**

NA

**STATUS CHANGE**

NA

**Company name:** Santa Clarita Valley International School  
**Report name:** Payment Register  
**Report title 2:** Mission Valley Bank  
**Footer Text:** 04/05/2023-05/10/2023  
**Created on:** 5/11/23  
**Location:** 110--Santa Clarita Valley International

Date	Vendor	Amount
4/6/23	AMAZ110--Amazon Capital Services, Inc (SCVi)	177.10
4/6/23	CROS001--Crossroads Owners, Inc.	5,027.00
4/6/23	EMP0889	188.67
4/6/23	HOME003--Home Depot Credit Services	1,065.14
4/6/23	HOME003--Home Depot Credit Services	30.57
4/6/23	KORN000--Kornick, Anita	135.00
4/6/23	MCCA000--McCalla Company	401.16
4/6/23	OAKM000--Oak Meadow Inc [P]	368.98
4/6/23	OFFI000--ODP Business Solutions LLC	1,002.66
4/6/23	POWE005--Power Clean Janitorial, Inc	6,799.00
4/6/23	QUIL000--Quill*	65.45
4/6/23	RAIN000--Rainbow Resource Center Inc [P]	485.90
4/6/23	SCHO015--School Zone Transportation, Inc	34,760.00
4/6/23	SCOO000--Scoot Education	696.00
4/7/23	AMAZ110--Amazon Capital Services, Inc (SCVi)	10.95
4/7/23	BAKE000--Baker Creek Heirloom Seed Co. [P]	88.29
4/7/23	HOME000--Home Science Tools [P]	100.90
4/7/23	OFFI000--ODP Business Solutions LLC	79.57
4/11/23	AMAZ110--Amazon Capital Services, Inc (SCVi)	3,705.92
4/11/23	AMAZ110--Amazon Capital Services, Inc (SCVi)	596.86
4/11/23	CASA002--Christina D Casas MD Inc	125.00
4/11/23	CIGN000--Cigna Healthcare	2,757.30
4/11/23	EMP0261	111.04
4/11/23	EMP2080	17.70
4/11/23	FIDE000--Fidelity Security Life Insurance Company	493.94
4/11/23	FIDE000--Fidelity Security Life Insurance Company	184.76
4/11/23	FLUE001--Flue Steam Inc	705.00
4/11/23	HUCK000--HuckleBerry Center for Creative Learning [S]	1,843.68
4/11/23	INSI000--Inside SCV Magazine	147.00
4/11/23	INTE000--International Baccalaureate Organization	300.00
4/11/23	IRON000--Iron Fist Martial Arts [S]	130.00
4/11/23	JIVE000--Jive Communications, Inc.	1,764.14
4/11/23	KAIS000--Kaiser Foundation Health Plan	23,031.86
4/11/23	LAMO000--L'Amore Dance and Performing Arts Studio Inc. [S]	280.00
4/11/23	LITT001--Little School of Music [S]	1,405.29
4/11/23	PERF004--The Performers Academy	290.00
4/11/23	PROF000--Professional Tutors of America Inc	675.00
4/11/23	PRUD000--Prudential Overall Supply	52.44

<b>Date</b>	<b>Vendor</b>	<b>Amount</b>
4/11/23	SANT019--Santa Clarita Valley Chamber of Commerce	150.00
4/11/23	SCOO000--Scoot Education	2,088.00
4/11/23	SKYL000--Skylark North*	1,211.00
4/11/23	SUNL000--Sun Life Assurance Company of Canada	456.58
4/11/23	SYSC000--Sysco Ventura Inc	1,067.29
4/11/23	THER001--Therapy in Action	260.00
4/11/23	THYS000--ThyssenKrupp Elevator Corp	277.43
4/11/23	WILD003--Wildlife Learning Center	975.00
4/11/23	WORL003--Guo's Elite, Inc.	193.80
4/12/23	JIYU000--Jiyu Martial Arts and Fitness	-640.00
4/14/23	AMAZ110--Amazon Capital Services, Inc (SCVi)	742.82
4/14/23	BAKE000--Baker Creek Heirloom Seed Co. [P]	25.50
4/14/23	BEAU000--Beautiful Feet Books [P]	282.70
4/14/23	JIYU000--Jiyu Martial Arts and Fitness	640.00
4/14/23	LAKE000--Lakeshore Learning Materials	1,256.55
4/14/23	MOVI000--Moving Beyond the Page	417.29
4/14/23	OAKM000--Oak Meadow Inc [P]	527.75
4/14/23	OFFI000--ODP Business Solutions LLC	123.43
4/14/23	RAIN000--Rainbow Resource Center Inc [P]	1,859.33
4/14/23	RAIN000--Rainbow Resource Center Inc [P]	32.10
4/14/23	TEAC004--Teaching Textbooks Inc [P]	118.90
4/21/23	AMAZ110--Amazon Capital Services, Inc (SCVi)	367.31
4/21/23	ATT110C--AT&T 0090	33.92
4/21/23	BEND002--Piano Boise LLC	120.00
4/21/23	DACH000--Dacheux, Valerie	188.75
4/21/23	DAVE000--Dave Janssen's School of Music [S]	160.00
4/21/23	EDI110B--Southern California Edison 8155	1,327.83
4/21/23	EDI110C--Southern California Edison 4738	376.20
4/21/23	EMP1383	43.00
4/21/23	GOLD002--Golden Oak Music	240.00
4/21/23	ILEA300--iLEAD California	8,000.00
4/21/23	ILEA300--iLEAD California	61,076.06
4/21/23	ILEA300--iLEAD California	62,171.65
4/21/23	ILEA300--iLEAD California	70,337.33
4/21/23	ILEA300--iLEAD California	4,783.50
4/21/23	JONE004--Jones, Caid Mitchell	140.00
4/21/23	KUCK000--Heather Kuck	300.00
4/21/23	LAWO000--Law Offices of Young, Minney & Corr, LLP	1,779.37
4/21/23	LOSA001--Los Angeles County Office of Education (LACOE)	16.68
4/21/23	MAKE000--Maker Learning Network	900.00
4/21/23	MATH022--SoCal Math LLC	1,236.00
4/21/23	NATI000--National Benefit Services	5,400.00
4/21/23	NEWH000--Newhall Valencia Lock & Key	609.65
4/21/23	SANT017--Santa Clarita In Home Tutoring	260.00

<b>Date</b>	<b>Vendor</b>	<b>Amount</b>
4/21/23	SCHO009--School Pathways LLC	1,805.48
4/21/23	SCHO015--School Zone Transportation, Inc	600.00
4/21/23	THER004--The Reed Idea Lab, LLC	972.00
4/21/23	WILE000--Wileman, Gina M.	150.00
4/26/23	BEAU000--Beautiful Feet Books [P]	438.76
4/26/23	DISC000--Discount School Supply [P]	651.59
4/26/23	KIDS001--KidsArt - Valencia, Inc [S]	204.00
4/26/23	LEAR000--Learn Beyond The Book LLC [S]	4,706.37
4/26/23	MCCA000--McCalla Company	505.92
4/26/23	TOPO000--Top Out Climbing [S]	1,255.00
4/28/23	AMAZ110--Amazon Capital Services, Inc (SCVi)	828.96
4/28/23	ATT110D--AT&T 7579	223.95
4/28/23	BAY110B--Bay Alarm Company 6072	670.04
4/28/23	BEAU000--Beautiful Feet Books [P]	506.49
4/28/23	BLIC000--Blick Art Materials [P]	559.88
4/28/23	CONR001--Palmdale School of Music Inc.	128.00
4/28/23	DANC006--Dance Magic Studios	110.00
4/28/23	DHME000--D H MECHANICAL	90.00
4/28/23	FRES001--Fresh Start Healthy Meals, Inc.	24,675.48
4/28/23	GRET000--Grether, Michael	160.00
4/28/23	LAWO000--Law Offices of Young, Minney & Corr, LLP	120.00
4/28/23	LEAR000--Learn Beyond The Book LLC [S]	2,130.00
4/28/23	LITT002--Little Oak Ranch LLC	180.00
4/28/23	LOSA003--Los Angeles County Tax Collector	39,495.33
4/28/23	NATI000--National Benefit Services	950.00
4/28/23	OFFI000--ODP Business Solutions LLC	898.51
4/28/23	RAIN000--Rainbow Resource Center Inc [P]	843.64
4/28/23	SANT017--Santa Clarita In Home Tutoring	260.00
4/28/23	SCHO015--School Zone Transportation, Inc	650.00
4/28/23	SCOO000--Scoot Education	2,436.00
4/28/23	SCV110A--SCV Water- Valencia Division 2301	204.33
4/28/23	SCV110B--SCV Water- Valencia Division 0301	148.83
4/28/23	SCV110C--SCV Water- Valencia Division 9302	20.73
4/28/23	SCV110D--SCV Water- Valencia Division 3301	20.73
4/28/23	SCV110E--SCV Water- Valencia Division 5302	20.73
4/28/23	SCV110F--SCV Water- Valencia Division 8303	124.41
4/28/23	SCV110G--SCV Water- Valencia Division 7302	20.73
4/28/23	SCV110H--SCV Water- Valencia Division 4302	126.63
4/28/23	SCV110J--SCV Water- Valencia Division 8301	119.97
4/28/23	SCV110K--SCV Water- Valencia Division 9301	20.73
4/28/23	TEAC002--Teacher Synergy [P]	31.79
4/28/23	TIMB000--Timberdoodle [P]	1,117.63
4/28/23	WEST000--West Coast Music Academy [S]	486.00
4/28/23	WILD001--Wild Learning LLC	27.00

<b>Date</b>	<b>Vendor</b>	<b>Amount</b>
4/28/23	ZARU000--Zarubin Inc	455.00
5/1/23	AMAZ110--Amazon Capital Services, Inc (SCVi)	171.13
5/1/23	LOSA001--Los Angeles County Office of Education (LACOE)	78,507.62
5/1/23	LOSA003--Los Angeles County Tax Collector	13,903.53
5/1/23	LOSA014--Los Angeles County Tax Collector	37,555.27
5/2/23	HUGO000--Hugo's Gymfitness [S]	-843.75
5/2/23	USAC001--USA Coach Buses	2,996.00
5/3/23	AMAZ110--Amazon Capital Services, Inc (SCVi)	165.34
5/3/23	CLIF000--Clifton Larson Allen LLP	3,911.25
5/3/23	EAT2000--Eat2Explore, Inc	300.00
5/3/23	EMP0230	16.38
5/3/23	EMP0692	63.64
5/3/23	HORN001--Horn's Backflow & Plumbing Service Inc	450.00
5/3/23	HORS000--Kim Wineland (Horse ETC)	130.00
5/3/23	KAIS000--Kaiser Foundation Health Plan	23,109.91
5/3/23	KHTS000--KHTS Radio	1,800.00
5/3/23	LEGA003--Legal Shield	314.90
5/3/23	OFFI000--ODP Business Solutions LLC	978.98
5/3/23	POWE005--Power Clean Janitorial, Inc	4,528.00
5/3/23	PRUD000--Prudential Overall Supply	84.98
5/3/23	QUIL000--Quill*	87.59
5/3/23	RAIN000--Rainbow Resource Center Inc [P]	1,349.15
5/3/23	READ001--Ready Refresh	150.84
5/3/23	SCOO000--Scoot Education	348.00
5/3/23	SYSC000--Sysco Ventura Inc	570.88
5/3/23	WEXH000--WEX Health Inc.	34.00
5/3/23	WHIT012--Whitaker Plumbing	225.00
5/5/23	ACAD005--Academy Swim Club [S]	2,615.70
5/5/23	DAVE000--Dave Janssen's School of Music [S]	160.00
5/5/23	EDWA00--Edwards, Stevens & Tucker LLP	3,294.00
5/5/23	HESS000--Hess and Associates Inc	382.50
5/5/23	HUCK000--HuckleBerry Center for Creative Learning [S]	875.34
5/5/23	IRON000--Iron Fist Martial Arts [S]	130.00
5/5/23	JONE004--Jones, Caid Mitchell	113.00
5/5/23	KUCK000--Heather Kuck	300.00
5/5/23	LAMO000--L'Amore Dance and Performing Arts Studio Inc. [S]	441.00
5/5/23	PERF004--The Performers Academy	290.00
5/5/23	SANT020--Santa Clarita Valley International Program	100.00
5/9/23	ATT110A--AT&T 8037	1,883.56
5/9/23	EMP2392	23.95
5/9/23	HUGO000--Hugo's Gymfitness [S]	843.75
5/9/23	ILEAEXP--iLEAD Hybrid Exploration	9,207.01
5/9/23	WILE000--Wileman, Gina M.	250.00
5/10/23	AFLA000--AFLAC	2,252.90



<b>Date</b>	<b>Vendor</b>	<b>Amount</b>
5/10/23	AMAZ110--Amazon Capital Services, Inc (SCVi)	104.68
5/10/23	BEND002--Piano Boise LLC	120.00
5/10/23	BETT002--Better Cloud, Inc	5,992.56
5/10/23	BLIC000--Blick Art Materials [P]	636.02
5/10/23	CIGN000--Cigna Healthcare	40.24
5/10/23	DWLL000--Donna Wood	137.35
5/10/23	DWLL000--Donna Wood	62.95
5/10/23	EDI110A--Southern California Edison 0668	2,778.87
5/10/23	EMP0889	74.99
5/10/23	LAKE000--Lakeshore Learning Materials	892.55
5/10/23	LAWO000--Law Offices of Young, Minney & Corr, LLP	5,977.50
5/10/23	OFFI000--ODP Business Solutions LLC	395.61
5/10/23	ONLI000--Online Purchasing Systems	2,042.44
5/10/23	RAIN000--Rainbow Resource Center Inc [P]	1,846.43
5/10/23	RAIN000--Rainbow Resource Center Inc [P]	28.17
5/10/23	SCHO013--School Food and Wellness Group	1,500.00
5/10/23	SCOO000--Scoot Education	696.00
5/10/23	STAR004--Starfall Education	36.90
5/10/23	TOPO000--Top Out Climbing [S]	1,085.00
5/10/23	USAC001--USA Coach Buses	1,898.00
5/10/23	WORL003--Guo's Elite, Inc.	193.80
		<b>\$632,794.04</b>

**Company Name:** Santa Clarita Valley International School  
**Report Name:** Payment Register Summary  
**Report Title 2:** Mission Valley Bank  
**Footer Text:** 04/05/2023-05/10/2023

GL Account #	GL Account Description	Total
3401	Health & Welfare Benefits - Credentialed positions	36,210.99
3402	Health & Welfare Benefits - Classified positions	16,465.40
4110	Core Curriculum - Texts, Workbooks, etc	300.00
4120	Core Curriculum - Software & Programs	135.00
4305	Educational Supplies (Classroom, Project, SpEd, Etc)	2,200.29
4325	Custodial Supplies	941.07
4335	Home Study Stipend	42,313.93
4340	Office Supplies	933.81
4345	Printing & Reproduction Supplies	66.78
4355	Facilities Supplies	2,482.85
4430	IT Equipment & Supplies	485.63
4710	Vended Food Service	24,675.48
4720	Food Supplies	1,638.17
4730	Catering Supplies	62.95
4740	Cafe Other Supplies	137.42
5240	Professional Development - Meetings & Collaborations	4,894.54
5310	Professional Dues, Memberships, and Subscriptions	1,650.00
5510	Utilities - Electricity	4,482.90
5530	Utilities - Water	827.82
5550	Operations - Janitorial Services	11,327.00
5560	Operations - Security	670.04
5610	Rent - Facilities Rent and CAM Charges	5,027.00
5630	Repairs & Maintenance - Facilities	2,381.03
5803	Professional Services - Business Services	82,649.24
5804	Professional Services - Auditing & Tax Preparation	3,911.25
5806	Professional Services - Consultant Fees	382.50
5807	Professional Services - BTSA	8,000.00
5808	Professional Services - Legal Fees	11,170.87
5809	Professional Services - Shared/Leased Employees	9,207.01
5825	Operating Expenditures - Banking Charges & Fees	8,304.89
5827	Operating Expenditures - Other Benefit Fees	16.68
5829	Operating Expenditures - Events	5,192.97
5830	Operating Expenditures - Marketing & Advertising	2,972.00
5831	Operating Expenditures - Branding (Brochures, Flyers, etc)	88.67
5850	Student Services Expenditures - Student Information System	1,805.48
5852	Student Services Expenditures - Special Education Contracted	194,520.04
5853	Student Services Expenditures - Student & Group Activities	38,932.80
5854	Student Services Expenditures - Electives & Enrichment	2,130.00
5855	Student Services Expenditures - Substitutes	6,264.00
5910	Telephone & Fax	3,905.57

GL Account #	GL Account Description	Total
5940	Postage Expense	137.35
9310	Prepaid Expenditures (Expenses)	8,035.00
9535	Retirement Liability	78,507.62
9536	403b Payable	6,350.00
<b>Grand Total</b>		<b>\$632,794.04</b>

SCVi  
School Director Report - Chad Powell and Martha Spansel-Pellico  
5/17/23

**Presentations of Learning/Curriculum Moment**

- Middle School Ambassadors - Mr. Todd Kern

**Professional Learning/Staff Support**

- K-5 Reading Assessments
- CAASPP
- MAP
- Staff ILP Meetings

**School Celebrations/Events**

- Summer School Prep
- Upper School - Prom
- Teacher Appreciation Week
- Into the Woods - May 18 - 20
- Graduation - June 16

**Enrollment (as of 5/8/23)**

Budgeted Enrollment - # 766

Current Enrollment - # 720

Total Learners on Wait List - # 44 (Explorations)

- Tours Continue
- Family Surveys



**Santa Clarita Valley International  
2023 - 2024 Consolidated Application Reporting System  
Request for Funding  
Executive Summary for Board Information**

Board Approved:

The Consolidated Application is used by the California Department of Education to apply for and distribute funds from various Federal programs to county offices, school districts, and charter schools throughout California. The application is submitted online through a web-based Consolidated Application Reporting System (CARS).

Schools can request participation in Federal programs including: Title I Part A, Basic Grant (Low Income/low achieving students), Title II, Part A (Teacher and Principal Training and Recruiting), Title III, Part A (Immigrant and Limited English Proficient Students [LEP]) Title IV, Part A (Student Support and Academic Enrichment).

Once funds have been applied for the Winter Release of the application, the LEA's entitlements for each funded program will begin to be planned for and monitored. Out of each Federal program entitlement, LEAs allocate funds for indirect costs of administration for programs operated by the LEA and for programs operated at the school. In addition, every local educational agency (LEA) certifies the Spring Release data collections to document participation in Federal programs and provide assurances that the LEA will comply with the legal requirements of each program.

**Federal Program Descriptions that Santa Clarita Valley International  
Would Be Applying For:**

**Title I Part A: Helping Disadvantaged Children:**

A federal program to ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging state academic achievement standards and state academic assessments.

**Title II Part A: Teacher Quality:**

A federal program that increases student academic achievement through strategies such as improving teacher and principal quality and increasing the number of highly qualified facilitators in the classroom and highly qualified school directors and leadership residents in schools.

**Title IV, Part A: Student Support and Academic Enrichment:**

A federal program to increase capacity to provide all students with access to a well-rounded education, improve conditions for student learning, and improve use of technology to improve the academic achievement and digital literacy of all students.



### **School Site Responsibilities**

Each school receiving Federal Funds through the consolidated application is required to have a comprehensive school plan known as the School Plan for Student Achievement (SPSA) describing strategies and activities to improve student achievement and meet state standards. Supplementary services are provided by these programs to support the core program. Based on the school's comprehensive needs assessment, schools may utilize additional special highly qualified facilitators, coaches, counselors, care team members, tutoring assistance, scientifically research-based intervention programs, instructional technology, supplemental materials and equipment, professional development, conferences and workshop attendance, expert consultants, and parent/community engagement activities to meet the identified needs of the learners requiring supplemental services. Each school's School Site Council (SSC) is required to provide input, assist in the plan/budget development and recommend to the School Governing Board annually for approval of the planned program activities and budgets as part of the School Plan for Student Achievement. The School Director and/or designee reviews program regulations and guidelines with all site staff, parent groups such as iSupport and ELAC as applicable, and School Site Councils to ensure appropriate planning, implementation and evaluation and to maintain compliance for each program. All site plans are reviewed for compliance along with goals and activities to improve student achievement and parent involvement before being forwarded to the Board for approval.

Schools are responsible to oversee the funding budget, allowable expenditures, program development, and learner outcomes.

It is recommended that Santa Clarita Valley International submit the Consolidated Application for the Federal Funded Programs listed above by date required by the State and Federal Government.



**SECOND RESTATED BYLAWS  
OF  
SANTA CLARITA VALLEY INTERNATIONAL SCHOOL  
(A California Nonprofit Public Benefit Corporation)**

**ARTICLE I  
NAME**

Section 1.01 Corporate Name. The name of this corporation is Santa Clarita Valley International School.

**ARTICLE II  
OFFICES**

Section 2.01 Principal Office. The corporation's principal office is located at 28060 Hasley Canyon Rd #200, Castaic, CA 91384. The Board of Directors ("Board") may change the principal office from one location to another within the State of California.

Section 2.02 Other Offices. The Board may at any time establish branch or subordinate offices at any place or places where this corporation is qualified to conduct its activities.

**ARTICLE III  
PURPOSES**

Section 3.01 Description in Articles. The corporation's general and specific purposes are described in its Articles of Incorporation.

**ARTICLE IV  
DEDICATION OF ASSETS**

Section 4.01 Dedication of Assets. This corporation's assets are irrevocably dedicated to charitable and educational purposes. No part of the net earnings, properties, or assets of the corporation, on dissolution or otherwise, shall inure to the benefit of any private person or individual, or to any Director or officer of the corporation. Upon dissolution of the corporation, all properties and assets remaining after payment, or provision for payment, of all debts and liabilities of the corporation shall be distributed as set forth in its Articles of Incorporation.

**ARTICLE V  
MEMBERSHIP**

Section 5.01 No Members. The corporation shall not have any members.

Section 5.02 Associates. Nothing in this Article V shall be construed as limiting the right of the corporation to refer to persons associated with it as "members" even though such persons are not members of the corporation, and no such reference shall make anyone a member within the meaning of Section 5056 of the California Nonprofit Public Benefit Corporation Law, including honorary or donor members. Such individuals may originate and take part in the

discussion of any subject that may properly come before any meeting of the Board, but may not vote. The corporation may confer by amendment of its Articles of Incorporation or these Bylaws some or all of the rights of a member, as set forth in the California Nonprofit Public Benefit Corporation Law, upon any person who does not have the right to vote for the election of Directors, on a disposition of substantially all of the corporation's assets, on the merger or dissolution of it, or on changes to its Articles of Incorporation or Bylaws, but no such person shall be a member within the meaning of Section 5056. The Board may also, in its discretion, without establishing memberships, establish an advisory council or honorary board or such other auxiliary groups as it deems appropriate to advise and support the corporation.

**Section 5.03 Authority Vested in the Board.** Any action that would otherwise require approval by a majority of all members or approval by the members requires only approval of the Board. All rights that would otherwise vest under the Nonprofit Public Benefit Corporation Law in the members will vest in the Board.

## **ARTICLE VI BOARD OF DIRECTORS**

**Section 6.01 General Powers.** Subject to the provisions and limitations of the California Nonprofit Public Benefit Corporation Law and any other applicable laws, and subject to any limitations of the Articles of Incorporation or these Bylaws, the corporation's activities and affairs shall be conducted, and all corporate powers shall be exercised, by or under the direction of the Board. The Board may delegate the management of the corporation's activities to any person(s), management company, or committees, however composed, provided that the corporation's activities and affairs shall be managed and all corporate powers shall be exercised under the ultimate direction of the Board.

**Section 6.02 Specific Powers.** Without prejudice to such general powers, but subject to the same limitations, it is hereby expressly declared that the Board shall have the following powers enumerated in these Bylaws and permitted by law:

(a) To approve personnel policies and monitor their implementation; to select and remove certain officers, agents, and employees of the corporation, and to prescribe such powers and duties for them as are compatible with law, the Articles of Incorporation, or these Bylaws; to fix their compensation (as provided herein, members of the Board are not compensated for service on the Board);

(b) To conduct, manage and control the affairs and activities of the corporation and to make such rules and regulations therefor which are not inconsistent with law, the corporation's Articles of Incorporation or these Bylaws;

(c) To change the principal office or the principal business office in California from one location to another; cause the corporation to be qualified to conduct its activities in any other state, territory, dependency, or country; conduct its activities in or outside California;



(d) To borrow money and incur indebtedness for the corporation's purposes and to cause to be executed and delivered therefore, in the corporate name, promissory notes, bonds, debentures, deeds of trust, mortgages, pledges, hypothecations, and other evidences of debt and security therefore;

(e) To adopt, make, and use a corporate seal and alter the form of the seal from time to time as they may deem best;

(f) To carry on a business and apply any revenues in excess of expenses that result from the business to any activity that it may lawfully engage in;

(g) To acquire by purchase, exchange, lease, gift, devise, bequest, or otherwise, and to hold, improve, lease, sublease, mortgage, transfer in trust, encumber, convey, or otherwise dispose of real and personal property;

(h) To act as trustee under any trust incidental to the principal object of the corporation, and to receive, hold, administer, exchange, and expend funds and property subject to such trust; and

(i) To enter into any contracts or other instruments, and do any and all other things incidental to or expedient for attainment of the corporation's purposes.

#### **Section 6.03 Number and Election of Directors.**

(a) The Board of Directors shall be comprised of between three (3) and five (5) members, with the exact number to be determined from time to time by a resolution of the Board, unless and until changed by amendment of these Bylaws. The initial Board shall be comprised of the three (3) Directors appointed by the Incorporator. With the exception of the initial Board, Directors shall be elected by the vote of a majority of Directors then in office. All Directors shall have full voting rights, including any representative appointed by the William S. Hart Union High School District under Education Code Section 47604(c).

(b) The qualifications for Directors are generally the ability to attend board meetings, a willingness to actively support and promote the corporation, and a dedication to its charitable endeavors. The Board shall strive for members to represent the general community, to have legal, financial and pedagogical experience, or other skills and expertise, to effectively govern the charter school.

(c) The Board of Trustees of the William S. Hart Union High School District may appoint one representative to serve on the Board pursuant to Education Code Section 47604(c).

**Section 6.04 Terms Of Office.** Except for the initial Board, each Director shall hold office for three (3) years and until a successor is elected. The members of the initial Board shall stagger their terms to establish continuity and sustainability. The initial Board shall select a Director to serve a one-year term, another Director to serve a two-year term, and the remaining

Director to serve a three-year term. There shall be no limitation on the number of consecutive three-year terms to which a Director may be reelected.

Section 6.05 Events Causing Vacancies On Board. A vacancy on the Board shall be deemed to exist if a Director dies, resigns, is removed, or if the authorized number of Directors is increased. The Board may declare vacant the office of a Director who has been declared of unsound mind by a final order of court, convicted of a felony, or found by a final order or judgment of any court to have breached any duty arising under Article 3 of Chapter 2 of the California Nonprofit Public Benefit Corporation Law. Vacancies on the Board shall be filled by the vote of a majority of Directors then in office. Each Director so elected shall hold office until the expiration of the term of the replaced Director and until a successor has been duly qualified and elected.

Section 6.06 Removal. Other than a Director appointed by the William S. Hart Union High School District pursuant to Education Code Section 47604(c), any Director may be removed at any time by a majority vote of the Board, with or without cause.

Section 6.07 Resignation. Subject to the provisions of Section 5226 of the California Nonprofit Public Benefit Corporation Law, any Director may resign effective upon giving written notice to the President/ CEO, the Secretary, or the Board, unless the notice specifies a later time for the effectiveness of such resignation. If the resignation is effective at a future time, a successor may be elected before then to take office when the resignation becomes effective.

Section 6.08 Brown Act. At all times that the corporation has a valid charter to operate a charter school, meetings of the Board shall be called, held, and conducted in accordance with the terms and provisions of the Ralph M. Brown Act (California Government Code Sections 54950, *et seq.*), as the same may be modified from time to time ("Brown Act"), and California Education Code section 47604.1, as added by California Senate Bill No. 126 (2019).

Section 6.09 Annual Meetings. The Board shall meet annually for the purpose of organization, appointment of officers, and the transaction of such other business as may properly be brought before the meeting.

Section 6.10 Regular Meetings. The Board shall hold regular meetings, which, along with the annual meetings, shall be held at such time and place as (i) has been designated from time to time by resolution of the Board, or (ii) has been designated in any notice of such meeting. For so long as the corporation is authorized to and operates a California charter school, such meetings shall be held and notice given in accordance with the Brown Act.

Section 6.11 Special Meetings. Special meetings of the Board for any purpose may be called at any time by the Chairperson of the Board, if any, the President/ CEO, or a majority of Directors. Notice of the time, place, and purpose of special meetings shall be delivered to each Director personally or by any other means at least twenty-four (24) hours prior to the time of the holding of the meeting. For so long as the corporation is authorized to and operates a California charter school, such meetings shall be held and notice given in accordance with the Brown Act.

Section 6.12 Quorum. A majority of the authorized number of Directors then in office shall constitute a quorum. Every action taken or decision made by a majority of the Directors at a meeting duly held at which a quorum is present shall be regarded as the act of the Board, subject to the more stringent provisions of the California Nonprofit Public Benefit Corporation Law or other applicable laws. A meeting at which a quorum is initially present may continue to transact business, notwithstanding the withdrawal of Directors, if any action taken is approved by at least a majority of the required quorum for such meeting.

Section 6.13 Participation in Meetings by Conference Telephone. Subject to the requirements of the California Nonprofit Public Benefit Corporation Law, members of the Board may participate in a meeting through the use of teleconference telephone or similar communications equipment, so long as all Directors participating in such meeting can communicate with one another and so long as all other requirements of section 54953 of the Brown Act are followed.

Section 6.14 Waiver of Notice. Notice of a meeting need not be given to any Director who signs a waiver of notice or a written consent to holding the meeting or an approval of the minutes thereof, whether before or after the meeting, or who attends the meeting without protesting the lack of notice to such Director prior thereto or at its commencement. All such waivers, consents, and approvals shall be filed with the corporate records or made a part of the minutes of the meetings.

Section 6.15 Adjournment. A majority of the Directors present, whether or not a quorum is present, or if all Directors are absent then the clerk or Secretary, may adjourn any Board meeting to another time and place in compliance with Section 54955 of the Brown Act.

Section 6.16 Fees and Compensation. Directors shall serve without compensation for their service. The Board may approve the reimbursement of a Director's actual and necessary expenses incurred when conducting the corporation's business. The corporation may carry liability insurance respecting the conduct of the corporation's business by the Directors.

## **ARTICLE VII OFFICERS**

Section 7.01 Required Officers. The officers of the corporation shall be a President and/or CEO, a Secretary, and a Treasurer and/or Chief Financial Officer.

Section 7.02 Permitted Officers. The corporation may also have, at the discretion of the Board, a Chairperson of the Board, one or more Vice Presidents, and such other officers as the business of the corporation may require, each of whom shall be elected or appointed to hold office for such period, have such authority and perform such duties as the Board at its pleasure from time to time may determine.

Section 7.03 Duplication of Office Holders. Any number of offices may be held by the same person, except that the Secretary nor the Treasurer/ Chief Financial Officer may serve concurrently as the President/ CEO or Chairperson of the Board.

Section 7.04 Election of Officers. The corporation's officers shall be elected by the Board at a regular or special meeting of the Board, shall serve at the pleasure of the Board, and shall hold their respective offices until their resignation, removal, or other disqualification from service, until their respective successors shall be elected. Vacancies of officers may be filled by the Board at a regular or special meeting.

Section 7.05 Removal of Officers. Any officer may be removed, either with or without cause, by the Board at any time or, in the case of an officer appointed by another officer, the person with authority to appoint shall also have the power of removal. Any removal shall be without prejudice to the rights, if any, of an officer under any contract of employment.

Section 7.06 Resignation of Officers. Any officer may resign at any time by giving written notice to the Board, but without prejudice to the rights, if any, of the corporation under any contract to which the officer is a party. Any such resignation shall take effect at the date of the receipt of such notice or at any later time specified therein and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

Section 7.07 Vacancies. A vacancy in any office because of death, resignation, removal, disqualification, or any other cause shall be filled in the manner prescribed in these Bylaws for regular election or appointment to such office, provided that such vacancies shall be filled as they occur.

Section 7.08 President/ CEO. The President/ CEO shall have the general powers and duties of management usually vested in the office of President of a corporation, and shall have such other powers and duties as may be prescribed by the Board from time to time. In the absence or nonexistence of a Chairperson of the Board, the President shall preside at all meetings of the Board.

Section 7.09 Chairperson of the Board. The Board may elect one Director to serve as Chairperson of the Board. He or she shall preside at the Board of Directors' meetings and shall exercise and perform such other powers and duties as the Board may assign from time to time.

Section 7.10 Secretary. The Secretary shall keep or cause to be kept, at the principal office or such other place as the Board may order, a book of minutes of all meetings of the Board and its committees, with the time and place of holding, whether regular or special, and if special, how authorized, the notice thereof given, the names of those present and absent, and the proceedings thereof. The Secretary shall keep, or cause to be kept, at the principal office in the State of California, the original or a copy of the corporation's Articles of Incorporation and Bylaws, as amended to date, and a register showing the names of all Directors and their respective addresses. The Secretary shall keep the seal of the corporation and shall affix the same on such papers and instruments as may be required in the regular course of business, but failure to affix it shall not affect the validity of any instrument. The Secretary shall give, or cause to be given, notice of all meetings of the Board and any committees thereof required by these Bylaws or by law to be given, and shall distribute the minutes of meetings of the Board to all Directors promptly after the meetings. The Secretary shall see that all reports, statements, and other documents required by law are properly kept or filed, except to the extent the same are to

be kept or filed by the Treasurer/ Chief Financial Officer. In general, the Secretary shall have such other powers and perform such other duties as may be prescribed from time to time by the Board.

Section 7.11 Treasurer/ Chief Financial Officer. The Treasurer/ Chief Financial Officer of the corporation shall keep and maintain, or cause to be kept and maintained, adequate and correct accounts of the corporation's properties and business transactions, including accounts of its assets, liabilities, receipts, and disbursements. The books of account shall at all times be open to inspection by any Director. The Treasurer/ Chief Financial Officer shall deposit, or cause to be deposited, all moneys and other valuables in the name and to the credit of the corporation with such depositaries as may be designated from time to time by the Board; disburse, or cause to be disbursed, the funds of the corporation as may be ordered by the Board; and shall render, or cause to be rendered, to the President/ CEO and Directors, upon request, an account of all transactions and of the corporation's financial condition. The Treasurer/ Chief Financial Officer shall have such other powers and perform such other duties as may be prescribed from time to time by the Board.

## **ARTICLE VIII COMMITTEES**

Section 8.01 Board Committees. The Board may create one or more committees to serve at the pleasure of the Board. Committees may be advisory only, or the Board may delegate to any committee consisting only of two (2) or more Directors any of the authority of the Board, except with respect to:

- (a) Final action on any matter that, by law, requires approval of all of the Directors or a majority of all of the Directors;
- (b) The filling of vacancies on the Board or on any committee which has the authority of the Board;
- (c) The amendment or repeal of the corporation's Bylaws or the adoption of new Bylaws;
- (d) The amendment or repeal of any resolution of the Board which by its express terms is not so amendable or repealable; or
- (e) The appointment of other committees having the authority of the Board.

Committees must be created, and the members thereof appointed, by resolution adopted by a majority of the number of Directors then in office. The Board may appoint, in the same manner, alternate members to a committee who may replace any absent member at any meeting of the committee.

Section 8.02 Meetings and Action of Board Committees. Meetings and actions of Board standing committees shall be governed generally by, and held and taken in accordance

with, the Brown Act and provisions of these Bylaws concerning meetings of the Board, except that special meetings of committees may also be called by resolution of the Board. The Board may prescribe the manner in which proceedings of any committee shall be conducted, so long as such rules are consistent with these Bylaws and the Brown Act, if applicable. In the absence of any such rules by the Board, each committee shall have the power to prescribe the manner in which its proceedings shall be conducted. Minutes shall be kept of each meeting of each standing committee and shall be filed with the corporate records.

Section 8.03 Revocation of Delegated Authority to Board Committees. The Board may, at any time, revoke or modify any or all of the authority so delegated to a committee, increase or decrease, but not below two (2), the numbers of its members, and may fill vacancies therein.

## **ARTICLE IX INDEMNIFICATION AND INSURANCE**

Section 9.01 Indemnification. To the fullest extent permitted by law, the corporation may indemnify its Directors, officers, employees, and other persons described in Corporations Code Section 5238(a), including persons formerly occupying any such positions, against all expenses, judgments, fines, settlements, and other amounts actually and reasonably incurred by them in connection with any "proceeding," as that term is used in that section, and including an action by or in the right of the corporation by reason of the fact that the person is or was a person described in that section. "Expenses" shall have the same meaning herein as in Section 5238(a) of the Corporations Code.

Section 9.02 Other Indemnification. No provision made by the corporation to indemnify its Directors or officers for the defense of any proceeding, whether contained in the Articles of Incorporation, Bylaws, a resolution of Directors, an agreement, or otherwise, shall be valid unless consistent with this Article. Nothing contained in this Article shall affect any right to indemnification to which persons other than such Directors and officers may be entitled by contract or otherwise.

Section 9.03 Insurance. The corporation shall have the right to purchase and maintain insurance to the full extent permitted by law on behalf of its officers, Directors, employees, and other agents, to cover any liability asserted against or incurred by any officer, Director, employee, or agent in such capacity or arising from the officer's, Director's, employee's, or agent's status as such.

## **ARTICLE X RECORDS AND REPORTS**

Section 10.01 Maintenance of Corporate Records. The corporation shall keep (a) adequate and correct books and records of account; (b) written minutes of the proceedings of the Board and standing committees of the Board; (c) the original or a copy of its Articles of Incorporation and Bylaws, as amended to date; and (d) such reports and records as required by law.

Section 10.02 Inspection. Every Director shall have the absolute right at any reasonable time, and from time to time, to inspect all books, records, and documents of every kind and the physical properties of the corporation. Such inspection by a Director may be made in person or by agent or attorney and the right of inspection includes the right to copy and make extracts. This right to inspect may be circumscribed in instances where the right to inspect conflicts with California or federal law (e.g., restrictions on the release of educational records under FERPA) pertaining to access to books, records, and documents.

Section 10.03 Annual Report. Pursuant to Corporations Code Section 6321, within 120 days after the close of its fiscal year the corporation shall send each Director and any other persons as may be designated by the Board, a report containing the following information in reasonable detail:

(a) The assets and liabilities, including the trust funds, of the corporation as of the end of the fiscal year.

(b) The principal changes in the assets and liabilities, including trust funds, during the fiscal year.

(c) The revenue or receipts of the corporation, both unrestricted and restricted to particular purposes, for the fiscal year.

(d) The expenses or disbursements of the corporation, for both general and restricted purposes, during the fiscal year.

The annual report shall be accompanied by any report thereon of independent accountants or, if there is no such report, by the certificate of an authorized officer of the corporation that such statements were prepared without audit from the books and records of the corporation.

Section 10.04 Annual Statement of Certain Transactions and Indemnifications. As part of the annual report to all Directors, or as a separate document if no annual report is issued, the corporation shall, within 120 days after the end of the corporation's fiscal year, annually prepare and deliver to each Director any information required by Corporations Code Section 6322 with respect to the preceding year.

Section 10.05 Public Inspection and Disclosure. The corporation shall have available for public inspection at its principal office a copy of each of its annual exempt organization information returns for each of the last three years and a copy of its state and federal applications for recognition of exemption.

## **ARTICLE XI OTHER PROVISIONS**

Section 11.01 Validity of Instruments. Subject to the provisions of applicable law, any note, mortgage, evidence of indebtedness, contract, conveyance, or other instrument in writing and any assignment or endorsement thereof executed or entered into between the corporation and

any other person, when signed by the President/ CEO, Vice President, Secretary, or Treasurer/ Chief Financial Officer of the corporation, shall be valid and binding on the corporation in the absence of actual knowledge on the part of the other person that the signing officers had no authority to execute the same. Any such instruments may be signed by any other person(s) and in such manner as from time to time shall be determined by the Board and, unless so authorized by the Board, no officer, agent, or employee shall have any power or authority to bind the corporation by any contract or engagement or to pledge its credit or to render it liable for any purpose or amount.

Section 11.02 Construction and Definitions. Unless the context otherwise requires, the general provisions, rules of construction, and definitions contained in the California Nonprofit Public Benefit Corporation Law shall govern the construction of these Bylaws. Without limiting the generality of the preceding sentence, the masculine gender includes the feminine and neuter, the singular includes the plural, the plural includes the singular, and the term “person” includes both a legal entity and a natural person.

Section 11.03 Fiscal Year. The fiscal year of the corporation shall end on the last day of June of each year.

## **ARTICLE XII AMENDMENT OF BYLAWS**

Section 12.01 Bylaw Amendments. The Board may adopt, amend, or repeal Bylaws unless doing so would be a prohibited amendment under the California Corporations Code. Any amendment to these Bylaws will require a majority vote of the Directors then in office.

# # #



### **CERTIFICATE OF ADOPTION OF BYLAWS**

I certify that I am the elected and acting Secretary of Santa Clarita Valley International School, a California nonprofit public benefit corporation, and that the foregoing Bylaws constitute the Bylaws of such corporation that were duly adopted by written consent of the corporation's Board of Directors on September 18, 2019.

IN WITNESS WHEREOF, I have signed my name and affixed the seal of the corporation to this certificate on September 18, 2019.

  
\_\_\_\_\_  
Terasa Sweeland Hild, Secretary

Santa Clarita Valley International School



## **Vacation Policy**

Board Approved:

### **Purpose:**

SCVi's paid vacation plan is a part of the benefits package extended to full-time, year-round staff members and is designed to provide employees with the opportunity to balance their work and home lives. The purpose of this policy is to provide eligible employees with flexibility from work that can be used for such needs as vacation, personal or family business, appointments, volunteerism, and other activities of the employee's choice. SCVi's goal is to provide time for personal rejuvenation and to reduce unscheduled absences while providing reasonable accommodation to full time staff members without impacting employee compensation.

### **Eligibility:**

Staff members eligible for this benefit include non-instructional staff regularly scheduled and working 30 hours or more per week (.75 FTE) and 250 or more days per year.

### **Accrual:**

Employees are allocated vacation days when they are hired and on July 1st each year in accordance with the rate below. New employees are allocated hours on a prorated basis for the remainder of the months in the year.

Employees will accrue vacation time based on the following rate:

- Up to 15 days of paid vacation accruing at the rate of 1.25 days per month worked each school year.

#### Requesting Time Off:

New employees can request vacation upon the completion of their first month hired. Employees must submit a request for vacation time to their supervisor at least two weeks in advance. Requests will be granted on a first-come, first-served basis, taking into consideration the needs of SCVi.

#### Unused Vacation Time:

Employees must use all of their accrued vacation time by the end of the school year. Any vacation time not used by June 30th will be forfeited.

#### Payout:

Upon separation from employment with SCVi, employees will be paid for any accrued but unused vacation time.

Vacation time is a benefit that provides employees with the opportunity to rest and recharge, and we encourage employees to take advantage of this benefit. However, it is also important to balance the needs of the schools that we serve with the needs of individual employees, and we ask that all requests for vacation time be made with consideration for the needs of SCVi.