



MINUTES  
Board of Trustees Meeting  
Tuesday, March 22, 2016

ROLL CALL

<u>Board of Trustees Present:</u>	<u>Academy/Orangewood Staff Present:</u>
William Healey	Chris Simonsen
Sandi Jackson	John Luker
Nicole Washington	Anthony Saba
Marian Bergeson	Bob Theemling
Susan Samueli	Nino Polizzi
Chris Scheithauer	Dave Janisch
Gerardo Mouet	Gabe Cheng

APPROVAL OF MINUTES

A motion was made, seconded and carried by a vote of 7-0 to approve the February 23, 2016 Board of Trustees meeting minutes.

PUBLIC COMMENT

Sandi Jackson opened the floor for public comment. No public comment was made.

BOARD EDUCATION

Head of School, Anthony Saba introduced Samueli Academy Engineering and Design teachers Nino Polizzi, David Janisch and Gabriel Cheng. Mr. Cheng presented to the Board members the design pathway and reviewed the curriculum that is used for the freshman, sophomore and junior students. Additionally, Mr. Cheng reviewed the planned curriculum for the senior students in the 2016-17 school year and presented student artwork, including the Anaheim Ducks shirt designs. Mr. Polizzi presented to the Board the engineering pathway and provided an overview of the engineering program goals, which the Samueli Academy would like to accomplish for the graduating class of seniors.

BOARD CHAIR REPORT

Sandi Jackson informed the Board that the Committees are making progress on the goals and strategic plans that were identified at the 2015 Board Retreat.

Sandi Jackson provided a report on the progress the Governance Committee has made to identify a facilitator for the 2016 Board Retreat. Sandi informed the Board that four proposals were submitted for review and the Governance Committee agreed to select Glenn Price Group as the facilitator for the 2016 Board Retreat. Additionally, Sandi informed the Board that Glenn Price Group is to provide a revised proposal which will be brought to the Tuesday, April 26, 2016 Board meeting for approval.

Sandi Jackson provided a recap of the 2016 California Charter School Association Conference that was attended by herself, Chris Scheithauer, Nicole Washington, John Luker, Chris Simonsen, Anthony Saba, Aimee Bilderback and three Samueli Academy teachers. Additional feedback was provided from the attendees and they felt it was beneficial attending.

REPORTS

HEAD OF SCHOOL

Anthony Saba informed the Board that the student lottery took place on Tuesday, March 8, 2016 and 140 students were accepted into the 2016-17 freshman class at Samueli Academy.

Anthony informed the Board that 150 Samueli Academy students participated in National History Day competition on Saturday, March 12, 2016. One individual student and one group performance from Samueli Academy advanced to the finals at the California state competition in Sacramento. Additionally, a Samueli Academy foster student received an award at the County National History Day competition.

Anthony informed the Board that the Career Ignition Conference that was held on Friday, February 26, 2016 at the Samueli Academy went very well. Companies were onsite to interview juniors for the Summer Internship Program.

Anthony provided a report on the Orange County Department of Education (OCDE) Annual Review that occurred on Friday, March 11, 2016. Anthony reported that the review went very well and that staff from OCDE spent several hours onsite interviewing teachers, staff and students, including himself, Chris Simonsen and John Luker. Additionally, OCDE was very impressed with everything that the Samueli Academy has accomplished.

CEO

Bob Theemling provided a Residential Campus update. Bob reported that meetings have been held with County of Orange, Director of Social Services, Michael Ryan and Deputy Director, Gary Taylor as directed by Sacramento. Bob informed the Board that he also met with Community Care Licensing, who will be responsible for overseeing the Residential Campus Program. Additionally, there is a conference call scheduled with the California Department of Social Services and Chris Kahn to discuss the next steps to implement the Residential Campus Program. Chris Simonsen informed the Board that until the conference call is held the timeline to implement the Residential Campus Program is still unknown. The call will provide an understanding of what is required by the State of California to determine funding levels and other operational constraints, which will determine the design needed for the facility.

Chris Simonsen informed the Board of the 23<sup>rd</sup> Annual Estrella Awards on Saturday, April 23, 2016 and that the Samueli Academy has been selected to receive the Education Award.

FUNDRAISING

Chris Simonsen provided a report on Samueli Academy operational fundraising through March, 2016. To date, \$543,256 has been raised for Samueli Academy operations. Additionally, Chris informed the Board that the report did not include two verbal commitments that are being finalized. Microsemi has made a verbal commitment of \$100,000, thanks to the assistance of Board member William Healey and additionally, Wells Fargo Bank has made a verbal commitment of \$50,000.

Chris Simonsen provided a brief update on the Capital Campaign. Chris noted that the Campaign has been closed and the Orangewood Foundation Executive Committee has been provided an update and a recommendation to hire the consulting firm CCS, to complete a planning study at the cost of approximately \$40,000. The recommendation will be presented to the Orangewood Foundation Board of Directors at the Tuesday, April 12, 2016 Board of Directors meeting.

## COMMITTEE REPORTS

### FINANCE

William Healey provided a report that the Finance Committee met on March 11, 2016 to review and approve the January 2016 financials and scorecard.

John Luker provided the following report on the January 2016 Financial Dashboard:

- The Average Daily Attendance (ADA) rate is 366.
- Samueli Academy has a net loss of \$70,803 in Fiscal Year 2015-16, which is \$139,740 better than planned.
- As of January 31, 2015, the School's cash balance was \$552,204.

John Luker presented to the Board the draft 2016-17 Samueli Academy budget and reviewed the comparisons with the 2016-17 forecasted budget, which was approved in the five year budget. John explained that revenue and expenses are higher than forecasted for various reasons that were provided to the Board in the meeting packet. John referred to additional charts provided by EdTec and ExED, which compare salary and benefit costs of the Samueli Academy with Santa Ana Unified School District and other Orange County charter schools. The information provided to the Board will be presented in a joint meeting of the Academic and Finance Committee on Thursday, March 24, 2016.

John Luker presented to the Board the Orange County Department of Education (OCDE) Interim Budget Report. The interim budget is recommended for approval by the Finance Committee.

A motion was made, seconded and carried by a vote of 7-0 to approve the OCDE Interim Budget Report.

John Luker presented to the Board the Shared Services Agreement between Orangewood Foundation and Samueli Academy. Revisions were made to update the agreement for the current year. The scope of work remains the same, however the fees have changed due to additional security staff. The Shared Services Agreement is recommended for approval by the Finance Committee.

A motion was made, seconded and carried by a vote of 7-0 to approve the Shared Services Agreement.

John Luker presented the Property Lease Agreement between Orangewood Foundation and the Samueli Academy. The amount increased by approximately \$25,000 annually, to ensure that Orangewood Foundation is charging enough lease expense to maximize the SB740 facilities reimbursement from the State of California. The Property Lease Agreement is recommended for approval by the Finance Committee.

A motion was made, seconded and carried by a vote of 7-0 to approve the Orangewood Real Property Lease Agreement.

The lease for the modular units on the Samueli Academy campus were presented to the Board for approval. The units are a pass-through from Orangewood Foundation to Samueli Academy. The modular units are recommended for approval by Finance Committee.

A motion was made, seconded and carried by a vote of 7-0 to approve the lease for the modular units.

John Luker presented the Samueli Academy Form 990 and 199 tax returns to the Board. The Board is required to review the tax returns annually. A question was raised regarding the name on the tax return being The Academy Charter School and John informed the Board that because the date of the return is June 30, 2015, the name of the school had not officially been changed. Chris Simonsen noted that on page 22 of the Form 990 and statement 1 of Form 199, the Finance Committee will be asking that the accounting firm eliminate the California Department of Education as a cash contributor, due to that being ADA funding and not a contribution. The Form 990 and 199 tax returns are recommended for approval by the Finance Committee.

A motion was made, seconded and carried by a vote of 7-0 to approve the Samueli Academy Form 990 and 199 tax returns.

## GOVERNANCE

Chris Scheithauer provided a brief Governance Committee update. Chris informed the Board that the nominating process for the Board of Trustees is underway and that nominations must be received by the Governance Committee by Friday, April 15, 2016. Additionally, Chris informed the Board that the application for the Board of Trustees is included in the meeting packet. The Governance Committee will review Board nominations at the Tuesday, May 3, 2016 Governance Committee meeting and recommended Board members will be brought to the Board at the Tuesday, May 24, 2016 Board of Trustees meeting.

The Board of Trustees nomination process was also presented to the Board and reviewed.

The Board briefly reviewed the 2015-16 Samueli Academy Compliance Calendar.

John Luker presented to the Board a revised student laptop policy. Anthony Saba informed the Board of incidents that have occurred with student laptops and that Samueli Academy students and their parents are currently liable for any damages to the student's laptops. The revised laptop policy would offer students a self-insured insurance policy, covering their Chromebook laptops to be repaired for one incident. Any additional incidents in the same school year would be the full responsibility of the student to repair the laptop. The policy would be implemented in the 2016-17 school year and will cost students \$35. The Student laptop policy is recommended for approval by the Finance and Governance Committee.

A motion was made, seconded and carried by a vote of 7-0 to approve the student laptop policy.

#### ACADEMIC

Nicole Washington informed the Board that the Academic Committee did not meet on the scheduled date of Tuesday, March 15, 2016 due to the California Charter School Association Conference. The Finance and Academic Committee have a joint meeting scheduled for Thursday, March 24, 2016.

Nicole informed the Board of the current undertakings of the Career Advisory Council. Additionally, Nicole noted that interviews were held on Friday, February 26, 2016 for companies to interview junior students for the 2015-16 Summer Internship Program. Nicole informed the Board that the interviews went well and that Nyree Tramble did an excellent job facilitating.

Nicole presented to the Board an invitation to attend a celebration hosted by the Career Advisory Council on Monday, April 11, 2016 at 5:30 p.m. The council is hosting the celebration to thank all the individuals responsible for securing companies for the Summer Internship Program.

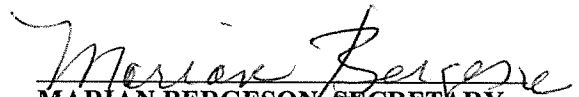
#### NEW BUSINESS

Sandi Jackson opened the floor for new business.

Chris Simonsen informed the Board that during the OCDE Annual Review, Administrator, Kelly Gaughran informed staff that OCDE has established a new memorandum of understanding (MOU) for charter schools. The new MOU is due to the increase of charter school applications that the County of Orange is receiving. The Samueli Academy received a copy of the new MOU and at the direction of the Governance Committee Chair, Chris Scheithauer the MOU has been sent to the outside counsel at Young, Minney & Corr, LLP for review. Young, Minney & Corr, LLP provided their comments on Monday, March 21, 2016 and the comments are being reviewed by Chris Simonsen. The MOU will be brought to the Wednesday, April 20, 2016 Governance Committee meeting for review and approval. If approved by the Governance Committee, the MOU would then be brought to the Board of Trustees at the Tuesday, April 26, 2016 Board meeting for approval.

ADJOURNMENT

A motion was made, seconded, and carried by a vote of 7-0 to adjourn the Samueli Academy Board of Trustees meeting at 8:10 p.m. The next meeting will be held on Tuesday, April 26, 2016, at 6:30 p.m. at Samueli Academy located at 1901 N. Fairview Street, Santa Ana, CA 92706.

  
**MARIAN BERGESON, SECRETARY**