

Samueli Academy Academic Committee Meeting

University of California, Irvine
School of Education
3200 Education, Office # 3216
Irvine, CA 92697-5500

July 21, 2016
1:30 – 3:00pm

Minutes

Attended: Sandi Jackson, Elim Kay, Anthony Saba, Deborah Lowe Vandell and Nicole Washington

1. Approval of the May 10, 2016 Academic Committee meeting minutes

Nicole Washington motioned to approve the minutes; seconded by Sandi Jackson; all in favor.

2. Boys and Girls Club Memorandum of Understanding

Anthony Saba informed the Committee that the memorandum of understanding (MOU) between Samueli Academy and the Boys and Girls Club is an extension for an additional two years. The Boys and Girls Club mentors sophomore students through graduation.

Nicole Washington motioned to recommend approval of the Boys and Girls Club MOU to the full Board; seconded by Sandi Jackson; all in favor.

3. Employee Work Calendars

Anthony Saba presented to the Committee the Samueli Academy employee work calendars for the 2016-17 school year. Additionally, Anthony explained that there are four different types of employees and work calendars for instruction, certified teachers, 12 month employees and classified staff.

Sandi Jackson motioned to recommend approval of the Employee Work Calendars to the full Board; seconded by Elim Kay; all in favor.

4. Field Trip Medical Release Form

Anthony Saba presented to the Committee a field trip medical release form and explained that the form is to be submitted at the beginning of each school year for the local field trips taken throughout the school year. Additionally, Anthony explained that students are taken off campus regularly and it is difficult to obtain a permission slip for each off campus trip.

The release form presented is an all-encompassing form for the entire school year and grants students permission to attend local day field trips.

Sandi Jackson motioned to recommend approval of the field trip medical release form to the full Board; seconded by Elim Kay; all in favor.

5. Student Parking

Anthony Saba presented to the Committee a student parking permit application and agreement, which would be a requirement for Samueli Academy students to park vehicles on campus. Additionally, Anthony informed the Committee that there has been incidents with students driving illegally and that the student parking agreement will require students parking on campus to have a valid driver's license and insurance. As a result, if students do not submit a student parking agreement and proceed to park a vehicle on campus, unpermitted vehicles will be towed at the owner's expense.

Nicole Washington motioned to recommend approval of the student parking permit application and agreement to the full Board; seconded by Sandi Jackson; all in favor.

6. Student/Parent Handbook

Anthony Saba presented to the Committee a revised redline version of the Student/Parent Handbook and stated that the Handbook is brought before the Academic Committee and Board annually for review and approval. Additionally, Anthony stated that minor revisions were made to dates and names for the 2016-17 fiscal year.

Sandi Jackson motioned to recommend approval of the Student/Parent Handbook to the full Board; seconded by Nicole Washington; all in favor.

7. University of California, Irvine Memorandum of Understanding

Nicole Washington stated that the memorandum of understanding (MOU) between Samueli Academy and the University of California, Irvine (UCI) School of Engineering has been official approved and is now awaiting signatures. Nicole inquired with to the Committee regarding holding an officially signing ceremony and announcing publically the partnership between the two schools. Nicole also stated that a meeting is scheduled with the Assistant Vice Chancellor of Enrollment Services regarding an admissions MOU.

8. Career Advisory Council

Nicole Washington provided an update on the current undertakings of the Career Advisory Council. Nicole informed the Committee that the Council has a new President, Lauren Peterson and is additionally looking into a new Vice President and council members. Nicole stated that she will no longer be attending the Career Advisory Council meetings, but will be meeting regularly with Lauren Peterson and Nyree Tramble.

Nicole provided an update on the Summer Internship Program and informed the Committee that everything is going well. Additionally, Nicole commended Head of School, Anthony Saba and staff on their work preparing students to go into the community and represent the Samueli Academy very well.

Nicole provided an update on post-graduation support. Nicole informed the Committee that a small number of students have expressed interest in entering the workplace immediately following graduation and that she is working to find job placement to accommodate them. Additionally, Nicole informed the Committee that she has had an initial conversation with the Big Brothers Big Sisters Orange County regarding a mentoring program they have implemented, which provides mentors to young adults for four years beginning at age 18. Nicole stated that she felt confident providing job placement in exchange for receiving mentors and asked for the Committee's perspective on partnering with Big Brothers Big Sisters. Anthony requested that a memo be drafted stating that the partnership with Big Brothers Big Sisters and the post-graduation support has no affiliation with the Samueli Academy and Nicole stated that participants will be required to sign an agreement, which will include language stating that the program is not affiliated with the Samueli Academy.

9. UCI 2016 Survey

Deborah Lowe Vandell presented to the Committee a summary of the 2014, 2015 and 2016 University of California, Irvine (UCI) Survey results. The Committee reviewed the results of the surveys over the three year period. The Committee concurred that the survey results were very good and congratulated Head of School, Anthony Saba on his work.

10. New Business

Deborah Lowe Vandell opened the floor for new business and no additional new business was brought forth.

11. Adjourn

A motion was made, seconded, and carried to adjourn the Thursday, July 21, 2016 Governance Committee meeting.

The next Samueli Academy Academic Committee Meeting will be held on Tuesday, August 16, 2016.