



MINUTES

Annual Board of Trustees Meeting
Tuesday, July 26, 2016

ROLL CALL

Board of Trustees Present:

William Healey
Sandi Jackson
Elim Kay
Carolyn McInerney
Nicole Washington
Susan Samueli
Chris Scheithauer
Gerardo Mouet

Academy/Orangewood Staff Present:

John Luker
Anthony Saba
Chris Simonsen

Board of Trustees Absent:

Deborah Vandell

ExED:

Larry Tamayo

APPROVAL OF MINUTES

A motion was made by William Healey, seconded by Nicole Washington and carried by a vote of 8-0 to approve the June 28, 2016 Board of Trustees meeting minutes.

PUBLIC COMMENT

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

BOARD CHAIR REPORT

Sandi Jackson opened the meeting by recognizing Founding Board Member, Marian Bergeson. Sandi informed the Board that Marian had passed away on July 6, 2016 and spoke on Marian being a wonderful friend and Board member. Additionally, Carolyn McInerney presented to the Board a photo album of Marian and spoke briefly on her accomplishments.

REPORTS

HEAD OF SCHOOL

Anthony Saba informed the Board that things continue to go well at Samueli Academy and that the summer school program has completed. Anthony stated that school starts on Monday, August 15th and that all staff has been hired and admissions is at full capacity.

Anthony provided an update on the independent study program and informed the Board that it will be further discussed at the Board Retreat in October. Additionally, Anthony stated that if the Board had any questions regarding the independent study program, to please email questions to him and that they would be addressed at the Board Retreat.

Anthony informed the Board that a Graduation Committee has been established, for the Samueli Academy senior class of 2017 and that updates will be provided at Board meetings moving forward. Additionally, Anthony stated that Samueli Academy is working with Herff Jones for graduation announcements, class rings and cap and gowns.

CEO

Chris Simonsen provided a Residential Campus Update and stated that in June of 2016 the State of California released the rates for Foster Family Agencies. Chris stated that John Luker, Bob Theemling and he have been drafting a budget that they feel is functional to operate the program.

Additionally, Chris stated that staff thought it would be beneficial to get feedback from foster families on the proposed model and that staff begun outreach to foster families to participate in scheduling the meetings. Staff will then refine the budget model and complete the narrative to send to the Social Services Agency in Sacramento.

FUNDRAISING

Chris Simonsen provided a report on Samueli Academy operational fundraising through July, 2016. To date, \$681,163 has been raised for Samueli Academy operations.

Chris informed the Board that William Healey has worked to secure a \$100,000 donation from Microsemi for Academy operations and that the signed pledge letter has been received.

Chris stated that interviews for the Capital Campaign planning study will continue through the summer.

COMMITTEE REPORTS

FINANCE

William Healey provided a report that the Finance Committee met on July 8, 2016 to review and approve the May 2016 financials and scorecard.

Larry Tamayo provided the following report on the May 2016 Financial Dashboard:

- The Average Daily Attendance (ADA) rate is 364.
- Samueli Academy achieved a net income of \$145,697 in Fiscal Year 2015-16, which is \$220,540 better than planned.
- As of May 31, 2016, the School's cash balance was \$694,205.

John Luker presented to the Board a lease amendment for the Samueli Academy lease. As part of the Orangewood Real Property refinance, Farmers & Merchants Bank is requiring the term of the Samueli Academy lease to be extended and match the length of the new loan. Additionally, John stated that the rate of the lease will remain the same with the provision that it will be reviewed annually.

A motion was made by Susan Samueli, seconded by William Healey and carried by a vote of 8-0 to approve the Samueli Academy Lease Amendment.

John Luker presented to the Board the food services contract. John informed the Board that the contract went out to bid and a taste test was done with students and staff. Based on the lowest cost and best tasting food, a new vendor was selected, Preferred Meals.

A motion was made by Carolyn McInerney, seconded by Gerardo Mouet and carried by a vote of 8-0 to approve the Preferred Meals Contract.

William Healey informed the Board that the audit is scheduled for the third week in August.

GOVERNANCE

Chris Scheithauer informed the Board that the Governance Committee met on July 5th, primarily discussing the October 17, 2016 Board Retreat. Chris stated that the retreat will be extended from 2:00 – 7:00 p.m. and will include a working dinner. Additionally, Chris presented to the Board a draft retreat agenda and opened the floor for discussion. The Board agreed that the agenda was very thorough. William Healey asked if an update will be provided at the retreat on the Residential Campus Program and Chris Simonsen stated that updates will continue to be given at the Board meetings.

Chris Scheithauer also informed the Board that the Governance Committee has also begun the draft CEO performance evaluation and will review the draft CFO and Head of School performance evaluations at the August Governance Committee meeting. The performance evaluations will then be presented at the August Board meeting.

The Board reviewed the upcoming items on the 2016-17 compliance calendar.

ACADEMIC

Nicole presented to the Board a field trip permission slip and explained that students are taken on daytime field trips as part of our work-based learning program and that it is difficult to obtain a permission slip for each trip. The form presented is all-encompassing for the entire school year and grants students permission to attend day field trips. Additionally, Chris Simonsen stated that the field trip policy, which was previously approved at the June 2016 Board meeting is for overnight, out of state and out of country field trips.

A motion was made by William Healey, seconded by Susan Samueli and carried by a vote of 8-0 to approve the Samueli Academy Student Field Trip Permission Slip.

Nicole presented to the Board a memorandum of understanding (MOU) between Samueli Academy and the Boys and Girls Club. Nicole stated that the MOU is an extension for an additional two years. The Boys and Girls Club mentors sophomore students through graduation.

A motion was made by Gerardo Mouet, seconded by Elim Kay and carried by a vote of 8-0 to approve the Boys and Girls Club memorandum of understanding.

Nicole presented to the Board the Samueli Academy staff work calendars for the 2016-17 school year. Additionally, Nicole explained that there are different types of employees and work calendars for certified teachers, 12 month employees and classified staff.

A motion was made by William Healey, seconded by Carolyn McInerney and carried by a vote of 8-0 to approve the 2016-17 staff work calendars.

Nicole stated that the University of California, Irvine Survey would be moved to the August Board agenda and reviewed when the Academic Committee Chair, Deborah Vandell present.

Nicole presented to the Board a redline version of the Samueli Academy Student Handbook and informed the Board that minor revisions were made for the 2016-17 school year.

A motion was made by Carolyn McInerney, seconded by Gerardo Mouet and carried by a vote of 8-0 to approve the Samueli Academy Student Handbook.

Nicole presented to the Board the Samueli Academy Student Parking Permit Application and Agreement. Anthony Saba informed the Board 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 proceed to park an unpermitted vehicle on campus, then the vehicle could be towed at the owner's expense after verbal warnings have been provided. Chris Scheithauer suggested that the agreement be revised to read 'failure to display a parking permit may result in citation and/or towing of vehicle at the owner's expense'. Additionally, Chris Scheithauer asked if the student tow policy is in the student handbook. Anthony informed the Board that the student handbook refers to not allowing students to parking on campus without a parking permit.

A motion was made by Susan Samueli, seconded by Gerardo Mouet and carried by a vote of 8-0 to approve the Samueli Academy Student Parking Permit Application and Agreement as amended.

Nicole informed the Board of the current undertakings of the Career Advisory Council. Nicole informed the Board that the Council has a new president, Lauren Peterson and stated that she would no longer be attending the Council meeting, but would be meeting with Lauren Peterson and Nyree Tramble on a monthly basis. Nicole provided an update on the Summer Internship Program and informed the Board that approximately 115 students have internships and they are going well.

Nicole provided an update on the University of California, Irvine (UCI) initiative and stated that the memorandum of understanding (MOU) is awaiting to be signed. Nicole informed the Board that she reached out to Orangewood Foundation to inquire about holding an official signing ceremony and press release. Additionally, Nicole stated that she and Anthony Saba have a meeting scheduled with the Assistant Vice Chancellor of Enrollment Services at UCI regarding an admissions MOU.

Nicole provided an update on post-graduation support and informed the Board that she met with Samueli Academy counselors, Orange County Electrical Training Trust and that additional meetings are scheduled with manufacturers in Santa Ana. Additionally, Nicole informed the Board that she met with Big Brothers Big Sisters regarding mentors. Nicole stated that a meeting is scheduled with herself, Anthony Saba, Chris Simonsen and Carlos Leija of Orangewood Foundation to discuss the Big Brothers Big Sisters mentoring initiative.

NEW BUSINESS

Sandi Jackson opened the floor for new business.

ADJOURNMENT

A motion was made by Chris Scheithauer, seconded by William Healey, and carried by a vote of 8-0 to adjourn the Samueli Academy Board of Trustees meeting at 8:10 p.m. The next meeting will be held on Tuesday, August 23, 2016, at 6:30 p.m. at Samueli Academy located at 1901 N. Fairview Street, Santa Ana, CA 92706.



CHRIS SCHEITHAUER, SECRETARY