



MINUTES

Annual Board of Trustees Meeting  
Tuesday, June 28, 2016

ROLL CALL

<u>Board of Trustees Present:</u>	<u>Academy/Orangewood Staff Present:</u>
William Healey	John Luker
Sandi Jackson	Anthony Saba
Nicole Washington	Chris Simonsen
Susan Samueli	Bob Theemling
Gerardo Mouet	

<u>Board of Trustees Absent:</u>	<u>ExED:</u>
Deborah Vandell	Larry Tamayo
Elim Kay	

Marian Bergeson	<u>Guest:</u>
Chris Scheithauer	Carolyn McInerney

APPROVAL OF MINUTES

A motion was made by Gerardo Mouet, seconded by Nicole Washington and carried by a vote of 5-0 to approve the May 24, 2016 Board of Trustees meeting minutes.

PUBLIC COMMENT

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

BOARD EDUCATION

Anthony Saba presented to the Board on the “Senior Experience” which includes class requirements, career readiness and college readiness.

BOARD CHAIR REPORT

Sandi Jackson thanked the Board members for attending the Annual Board meeting and introduced guest and new Board member Carolyn McInerney, who will officially begin her Board term on July 1, 2016.

Sandi informed the Board that a “back to school” staff event is scheduled for August 12, 2016, to welcome Samueli Academy teachers for the 2016-17 school year and stated that the time and location will be provided.

REPORTS

HEAD OF SCHOOL

Anthony Saba informed the Board that the Samueli Academy is offering three summer school classes, English, Math and Physical Education for students who did not successfully complete the class during the regular semester. Additionally, Anthony stated that enrollment is at full capacity for the 2016-17 school year and that new staff is currently being trained.

CEO

Bob Theemling provided a Residential Campus update and informed the Board that staff is working with the State of California, on the Foster Family Agency Licensing Procedure to develop a rate structure and budget. Additionally, Bob informed the Board that the State of California budget was approved and funding was allocated to the Social Services Agency and AB403.

William Healey asked if the Residential Program would be operating on a waiver from the State of California and Bob informed the Board that yes, the program would operate off a waiver as a Foster Family Agency.

Additionally, Chris Simonsen stated that once the waivers are received, the Foster Family Agency Application needs to be submitted to the local jurisdiction and the State of California based on the program statement, budget and waivers received.

## FUNDRAISING

Chris Simonsen provided a report on Samueli Academy operational fundraising through June, 2016. To date, \$680,063 has been raised for Samueli Academy operations.

Chris Simonsen informed the Board that the Capital Campaign Planning Study has begun with interviews of staff and community members. Additionally, Chris informed the Board that a \$1,000,000 pledge was received from the Hoag Foundation, which will be used in the next phase of the Capital Campaign.

## COMMITTEE REPORTS

### FINANCE

William Healey provided a report that the Finance Committee met on June 10, 2016 to review and approve the April 2016 financials and scorecard.

William provided the following report on the April 2016 Financial Dashboard:

- The Average Daily Attendance (ADA) rate is 362.
- Samueli Academy achieved a net income of \$176,069 in Fiscal Year 2015-16, which is \$264,131 better than planned.
- As of April 30, 2016, the School's cash balance was \$731,559.

William presented to the Board the Orangewood Real Property, LLC debt refinance with Farmers & Merchants Bank, which will lower the interest rate to from 4.5% to 3.4%. Additionally, John Luker presented to the Board a subordination agreement which states that if something happens to Orangewood Foundation, Farmers & Merchants Bank would assume the existing lease for Samueli Academy which expires on June 30, 2017.

A motion was made by William Healey, seconded by Gerardo Mouet and carried by a vote of 5-0 to approve the Orangewood Real Property, LLC Debt Refinance Subordinate Resolution.

A motion was made by Gerardo Mouet, seconded by Susan Samueli and carried by a vote of 5-0 to approve the Certificate of Samueli Academy.

The Board reviewed the 2016-17 Samueli Academy Budget and John Luker informed the Board that the budget is recommended for approval by the Finance Committee.

A motion was made by William Healey, seconded by Nicole Washington and carried by a vote of 5-0 to approve the 2016-17 Samueli Academy Budget.

John Luker presented to the Board a proposal to renew the Samueli Academy's corporate insurance coverage with Charter Safe. Additionally, John informed the Board that the renewal is recommended for approval by the Finance Committee.

A motion was made by William Healey, seconded by Nicole Washington and carried by a vote of 5-0 to approve the corporate insurance renewal.

John Luker presented to the Board the Spring 2016 Consolidated Application. John stated that the report is done biannually for reporting to the Federal Government on how Title 1 and Title 2 funds are used. The Spring 2016 Consolidated Application is recommended for approval by the Finance Committee.

A motion was made by Susan Samueli, seconded by William Healey and carried by a vote of 5-0 to approve the Spring 2016 Consolidated Application.

John Luker presented to the Board a vendor contract for Experienced Janitorial. John informed the Board that the janitorial contract went out to bid and this vendor is recommended for approval by the Finance Committee.

A motion was made by William Healey, seconded by Gerardo Mouet and carried by a vote of 5-0 to approve the Experienced Janitorial contract.

## GOVERNANCE

Sandi Jackson presented to the Board a draft agenda for the October 17, 2016 Board Retreat and asked the Board to provide feedback. Nicole Washington stated that the Career Advisory Council is working on post high school graduation support and asked that it be an agenda item either at an upcoming Board meeting or at the Board Retreat. Sandi stated that the Governance Committee would determine where best to discuss the post-graduation support.

Sandi presented to the Board the proposed slate of officers for the 2016-17 fiscal year.

A motion was made by Nicole Washington, seconded by Gerardo Mouet and carried by a vote of 5-0 to approve the 2016-17 slate of officers.

Sandi informed the Board that the Governance Committee recommends the creation of an Emeritus Board status. Additionally, Sandi presented to the Board a procedure outlining the guidelines of being an Emeritus Board member, which is to be included in the Board Policies and Procedures.

A motion was made by Susan Samueli, seconded by William Healey and carried by a vote of 5-0 to approve the Emeritus Board status.

The Governance Committee recommends the nomination of Marian Bergeson as the inaugural Emeritus Board member.

A motion was made by Susan Samueli, seconded by William Healey and carried by a vote of 5-0 to approve Marian Bergeson as the inaugural Emeritus Board member.

Sandi presented to the Board a Head of School Hiring Policy. Sandi stated that the policy is a recommendation of the Governance Committee and will be included in the Board Policies and Procedures.

A motion was made by William Healey, seconded by Gerardo Mouet and carried by a vote of 5-0 to approve the Head of School Hiring Policy.

Sandi presented to the Board a proposal to prepare a competitive compensation analysis for the Head of School position, which was prepared by Barry Newton of Creative Management Solutions, Inc. Additionally, Chris Simonsen informed the Board that a request was made to do an independent third party evaluation of the marketplace for Head of School positions.

A motion was made by Nicole Washington, seconded by Susan Samueli and carried by a vote of 5-0 to approve Creative Management Solutions to prepare a Head of School compensation analysis.

Chris Simonsen presented to the Board the Samueli Academy Field Trip Policy. Chris informed the Board that Young, Minney, & Corr, LLP. assisted with drafting the policy to ensure it is comprehensive and covers day, overnight, out of state and out of country field trips for Samueli Academy students.

A motion was made by William Healey, seconded by Susan Samueli and carried by a vote of 5-0 to approve the Field Trip Policy.

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

ACADEMIC

Nicole Washington informed the Board that the University of California, Irvine annual survey has been published and will be presented at the July Board meeting. Additionally, Nicole informed the Board that the tour with the University of California, Irvine provost went well and as a result a meeting has been scheduled with the University of California, Irvine Dean of Education.

Nicole Washington informed the Board of the current undertakings of the Career Advisory Council. Nicole stated that Work Based Learning Coordinator, Nyree Tramble met with the mentors from the Mentorship Program to get feedback and is planning to implement smaller groups, recognition for participating in the program and increasing the council. Additionally, Nicole stated that Nyree held a volunteer recognition luncheon and presented four volunteer awards for Volunteer Community Partner of the Year, Organization of the Year, Career Partner of the Year and Volunteer of the Year.

NEW BUSINESS

Sandi Jackson opened the floor for new business.

ADJOURNMENT

A motion was made by Nicole Washington, seconded by William Healey, and carried by a vote of 5-0 to adjourn the Samueli Academy Board of Trustees meeting at 8:10 p.m. The next meeting will be held on Tuesday, July 26, 2016, at 6:30 p.m. at Samueli Academy located at 1901 N. Fairview Street, Santa Ana, CA 92706.



**CHRIS SCHEITHAUER, SECRETARY**