



MINUTES

Board of Trustees Meeting
Tuesday, October 25, 2016

ROLL CALL

<u>Board of Trustees Present:</u>	<u>Academy/Orangewood Staff Present:</u>
William Healey	Amy Flaxman
Sandi Jackson	Anthony Saba
Susan Samueli	Pam Shambra
Carolyn McInerney	Bob Theemling
Nicole Washington	
Chris Scheithauer	<u>ExED:</u>
Gerardo Mouet	Larry Tamayo
<u>Board of Trustees Absent:</u>	<u>OCDE:</u>
Elim Kay	Kelly Gaughram

APPROVAL OF MINUTES

A motion was made by Carolyn McInerney, seconded by William Healey and carried by a vote of 7-0 to approve the August 23, 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 called attention to the 2015-16 Samueli Academy Annual Report. Sandi informed the Board that the annual report is an item for approval and is due to Orange County Department of Education (OCDE) by October 30, 2016.

A motion was made by Carolyn McInerney, seconded by Chris Scheithauer and carried by a vote of 7-0 to approve the 2015-16 Samueli Academy Annual Report.

Sandi explained that a performance review is conducted annual for the Head of School and as a result the Governance and Finance Committee recommend an incentive payment of \$10,000, which has been budgeted. Additionally, Sandi informed the Board that the Governance and Finance Committee are currently doing a compressive salary comparison for the Head of School position.

A motion was made by Carolyn McInerney, seconded by William Healey and carried by a vote of 7-0 to approve the Head of School incentive payment.

REPORTS

HEAD OF SCHOOL

Anthony Saba informed the Board that the recruiting process will begin soon for the incoming 2017-18 freshman students and the 2017-18 application has been posted on the Samueli Academy website.

Anthony informed the Board that the Graduation Committee continues to meet monthly and things are going well. Anthony stated that the Committee is beginning to make a lot of difficult decisions such as the design of the class ring, cap and gown. Additionally, the ASB President and the Senior Class President are both Committee members and provide students feedback.

CEO

Bob Theemling provided a Residential Campus Update and stated that until now the program has been basing the residential model of two sets of foster parents, on campus and in the community. However, San Diego County supported San Pasqual Academy in their efforts to create a model outside of the current options, of either a foster family or short term residential program. As a result the State of California agreed with San Diego County and included both Samueli Academy and UCLA Guardian Scholars with the San Pasqual Academy in a five year waiver. We hope to get the written waiver by the end of 2016.

FUNDRAISING

William Healey provided a report on Samueli Academy operational fundraising through August, 2016. To date, \$199,168 has been raised for Samueli Academy operations.

Pam Shambra provided an update on the Capital Campaign Planning Study, which tested \$21 million for the next phase of the campaign, to cover the Students Services Building and one Residential Building. Pam stated that the responses from the interviews were extremely successful, 98% had a positive or very positive reaction when asked for their thoughts on Samueli Academy and/or Orangewood Foundation. Additionally, a majority of 88% of participants thought Samueli Academy should move forward with the Capital Campaign and 68% thought it should be done immediately.

Additionally, it was also suggested to consider raising an additional \$4 million for an Endowment for building maintenance. The Orangewood Foundation Executive Committee would like the Samueli Academy Board of Trustees to raise the \$21 million and add the \$4 million endowment. CCS has estimated that it would take three years to raise the \$21 million and an additional year to raise the \$4 Mil endowment. Pam stated that ideally the Campaign would begin on January 1, 2017 and end on December 31, 2019 for the \$21 million with a six month ramp up period in the beginning of the campaign.

COMMITTEE REPORTS

FINANCE

William Healey provided a report that the Finance Committee met on September 9, 2016 and October 14, 2016 to review and approve the July and August 2016 financials and scorecard.

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

- The Average Daily Attendance (ADA) rate is 486.
- Samueli Academy has a net loss of \$217,686 in Fiscal Year 2016-17, which is \$359,701 better than planned.
- As of June 30, 2016, the School's cash balance was \$329,997.

William informed the Board that the Finance Committee reviewed the Education Protection Account (EPA) which is a one-time grant of \$95,000. Additionally, an EPA spending plan was drafted and it is recommended by the Committee to use the grant for salary and benefit costs for non-administrative staff. William stated that the EPA Spending Plan is an informational item and will be brought to the Board for approval at the next Board of Trustees meeting.

William informed the Board that Specialized Therapy Services (STS) is requesting an increase in their rates, which will result in an expense increase of approximately \$2,000 annually. The Finance Committee reviewed the SMS Contract and recommends approval to the full Board.

A motion was made by Susan Samueli, seconded by Chris Scheithauer and carried by a vote of 7-0 to approve the STS Contract.

William informed the Board that the State of California has allocated \$75,000 to Samueli Academy as one time funding for college readiness. The College Readiness Grant will fund a counselor position and resources for youth to attend college.

A motion was made by Carolyn McInerney, seconded by Chris Scheithauer and carried by a vote of 7-0 to approve the College Readiness Grant.

AUDIT

Chris Scheithauer informed the Board that on October 4, 2016 the Audit Committee met with Principal, Matt Miller of Vavrinek, Trine, Day & Co., LLP to review the draft 2015-16 Samueli Academy audit. The Samueli Academy received a clean and unqualified audited opinion with no management letter or adjustments.

A motion was made by Nicole Washington, seconded by William Healey and carried by a vote of 7-0 to approve the Samueli Academy Audit.

GOVERNANCE

Chris Scheithauer informed the Board that the Governance Committee met on October 4, 2016 and primarily discussed the October 17, 2016 Board Retreat. Additionally, Chris stated that the Committee discussed retaining a compensation consultant for a Head of School Compensation Analysis and reviewed the proposal the consultant submitted.

Chris informed that Board that the Governance Committee met in closed session to reviewed the legal opinion from Young, Minney, & Corr, LLP. regarding the Samueli Academy enrollment practices and the American Civil Liberties Union (ACLU) allegations. The Governance Committee has requested additional information from Young, Minney, & Corr, LLP., which will be reviewed in the next Governance Committee meeting.

Chris presented to the Board the 2016-17 Compliance Calendar and asked that the various Committees review the items allocated to their Committee.

Chris informed the Board that Deborah Vandell has resigned as a member of the Samueli Academy Board of Trustees. Moving forward the Governance Committee will be looking into adding a new Board member.

ACADEMIC

Nicole Washington informed the Board that the Academic Committee met on October 6, 2016 and reviewed the internal and external Scorecards, which she presented to the Board. Additionally, Nicole presented to the Board a draft External Scorecard and stated that the California High School Exit Exam (CAHSEE) has been replaced by the Smarter Balance Assessment Consortium (SBAC).

Nicole Washington informed the Board of the current undertakings of the Career Advisory Council and stated that the Council did not meet in October as the Council participates in "In Service", which encourages Council members to participate in the Career Ignition Conference. The feedback from the Council members who participated was very positive.

NEW BUSINESS

Sandi Jackson opened the floor for new business.

Sandi informed the Board that the Holiday Tea is on Sunday, December 11, 2016.

Sandi informed the Board that the California Charter School Association (CCSA) Conference is coming up and asked that any Board members who would to attend please let her know.

ADJOURNMENT

A motion was made by Nicole Washington, seconded by Carolyn McInerney, and carried by a vote of 7-0 to adjourn the Samueli Academy Board of Trustees meeting at 8:39 p.m. The next meeting will be held on Tuesday, November 29, 2016, at 6:30 p.m. at Samueli Academy located at 1901 N. Fairview Street, Santa Ana, CA 92706.



CHRIS SCHEITHAUER, SECRETARY