**MINUTES OF SAMUELI ACADEMY GOVERNANCE COMMITTEE**

Tuesday, January 3, 2023 - 4:00 PM
Held via Zoom

Attendees: Chris Scheithauer, Shannon Zech, Robert Santana, Anthony Saba, Chris Simonsen, and Andrea Geans

Absent: Sandi Jackson

## I. Opening Item

The meeting was called to order by Chris Scheithauer.

## II. Approval of Minutes

The Committee reviewed the minutes from meeting of the Governance Committee:

- December 6, 2022

A motion was made by Shannon Zech, seconded by Robert Santana, and carried to approve the minutes from the December 6, 2022 meeting of the Governance Committee with a vote of: 3 – Ayes and 0 – Nays.

## III. Governance Committee findings pursuant to Government Code Section 54953(e)

The Charter School Governance Committee determines, in accordance with Government Code Section 54953(e)(1)(B), that meeting in person would present imminent risks to the health or safety of attendees. Pursuant to Government Code Section 54953(e)(3), the Governance Committee has also reconsidered the circumstances of the State of Emergency declared by the Governor on March 4, 2020, and finds the State of Emergency continues to directly impact the ability of the Committee to meet safely in person and/or that State or local officials continue to impose or recommend measures to promote social distancing.

A motion was made by Robert Santana, seconded by Shannon Zech, and carried to approve the Committee findings pursuant to Government Code Section 54953(e) with a vote of:
3 – Ayes and 0 – Nays.

## IV. Public Comment

Chris Scheithauer opened the floor for public comment, but none was presented.

## V. Employee Handbook

Recommended for approval were minor updates to the Employee Handbook, provided by legal counsel and the People & Culture Team. Though minor, most revisions were specific to California's increased per diem, family/medical leave, and wage overpayment procedures.

The Committee reviewed the Handbook, discussing each suggested revision and its effect. Updates would remain except for the paragraph about procedures for wage overpayment - deemed legally problematic.

A motion was made by Robert Santana, seconded by Shannon Zech, and carried to approve revisions to the Employee Handbook, removing the suggested paragraph of wage overpayment with a vote of: 3 - Ayes and 0 - Nays.

Anthony Saba would communicate the committee's decision with legal counsel, verifying its sustainability.

## VI. Board of Trustees Goals and Objectives

Recommended as an item for approval was an update to the Board of Trustees Goals and Objectives, relevant to the 2022-23 school year.

The Committee discussed at length the purpose of the document, noting the goals were already assigned to the sub-committees and monitored by the Board. The Governance Committee unanimously agreed the stand-alone document was not necessary since the collective goals of the sub-committees reflected that of the Board.

## VII. Compliance Calendar

Chris Scheithauer reviewed the upcoming tasks within the Compliance Calendar. The Committee remained current with tasks.

## VIII. New Business

Anthony announced the second semester had officially begun. Senior activities were being planned and important dates were nearly finalized. Committee members were invited to join for these festive events.

## XIV. Adjournment

The January 3, 2023 meeting of the Governance Committee adjourned at 4:56 pm with a vote of: 3 – Ayes and 0 – Nays.

The next meeting would be held on Tuesday, February 7, at 4:00 pm.

**Chris Scheithauer, Chair**